

### **Required items for Filing**

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In order to file the application(s) at The New York City Landmarks Preservation Commission, the following are required:

#### **Cleaning Masonry**

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- Provide photo(s) of building
- Provide specifications and method of cleaning. Include the type of chemical and amount of water pressure to be used. (note: must be below 500 psi)

#### **Masonry Repair**

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- Provide photo(s) of building showing existing condition.
- Provide condition statement describing the type of extent of deterioration.
- Provide specifications and method of repair.
- Provide specifications for mortar and/or resurfacing/patching mix.

#### **Painting**

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- Provide color photo(s) of building showing existing condition.
- Provide color sample(s) indicating which colors are to be used on different parts of building.

#### **New Windows**

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- Provide photo(s) of building and typical existing window(s).
- Provide proposed and historic drawings for the following:
  - Window elevation drawing(s) of each window type
  - Window section drawing(s); vertical(head/sill), horizontal(jamb), mullion and muntin.
- Provide color sample(s).
- Provide condition statement describing the type and extent of deterioration for windows to be removed.
- Provide documentation of the original window (if existing windows are not the original windows).

### **Sidewalks**

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- Provide a copy of the NYC DOT/Bureau of Highways Violation and Preliminary Inspection Report, if received.
- Provide photo(s) showing existing material(s), condition and pattern of sidewalk and adjacent sidewalks, including curb.
- Provide Plans Diagrams:
  - Concrete and Stone: existing flag pattern showing flags to be reset/replaced
  - Stone: proposed flag pattern showing existing and/or new flags.Provide Specifications:
  - Concrete: proposed tine and scoring pattern, indicating relationship to adjacent pattern(s)
  - Stone: proposed type, color, thickness, size(s) and setting method.
  - Curb: proposed type(s).

### **Lighting**

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- Provide photo(s) of building with proposed location of light fixtures indicated.
- Provide drawings showing method of installation, including location of any exposed conduit.
- Provide catalogue cut sheet showing type, dimensions and finishes of fixtures.

### **Through Wall Air Conditioners**

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- Provide photo(s) of building with proposed A/C locations indicated
- Provide elevation drawing showing A/C centered under window(s) and dimensions of the exterior grille.
- Provide section drawing showing grille flush with masonry and dimension beneath sill.
- Provide catalogue cut sheet showing grille type and unit.
- Provide paint card showing finish to match surrounding masonry.

#### **If the air conditioner is not visible from the street the applicant must provide:**

- Provide building footprint plan, block plan, or Sanborn map showing location of work.
- Provide photo(s) of proposed location (if work may affect protected features).
- Provide elevation drawing showing A/C centered under window(s) and dimensions of the exterior grille.
- Provide section drawing showing grille flush with masonry and dimension beneath sill.

### **Awnings**

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- Provide photo(s) of building with proposed location of awning indicated.
- Provide closeup photo of proposed location of awning.
- Provide drawing of awning with dimensions.
- Provide detail drawing showing point of installation, and how it will be installed.
- Provide color samples
- Provide material sample(s) or description of material(s).

### **Rooftop Additions**

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- Provide photo(s) of building showing existing condition.
- Provide a block plan and an elevation of the block front showing the building with proposed addition.
- Provide a sight-line cross section of street.
- Provide a perspective drawing with proposed addition.