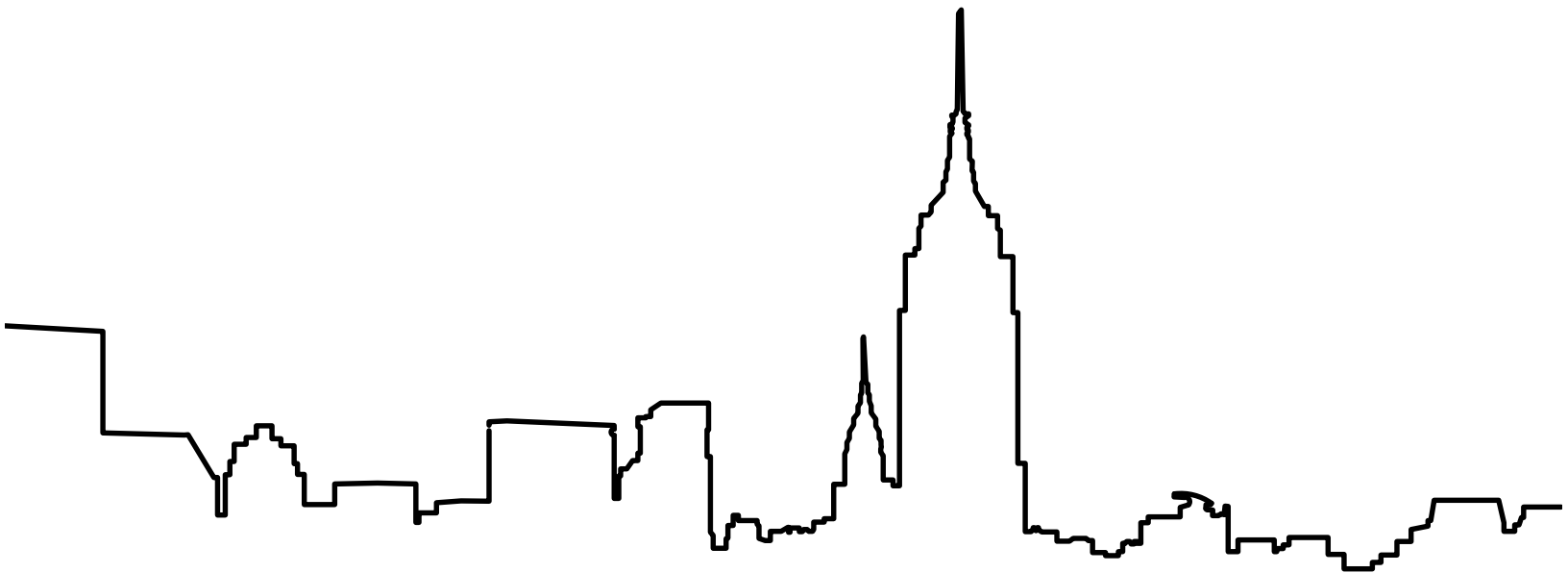


Landmarks Preservation Commission Permit Application Guide





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

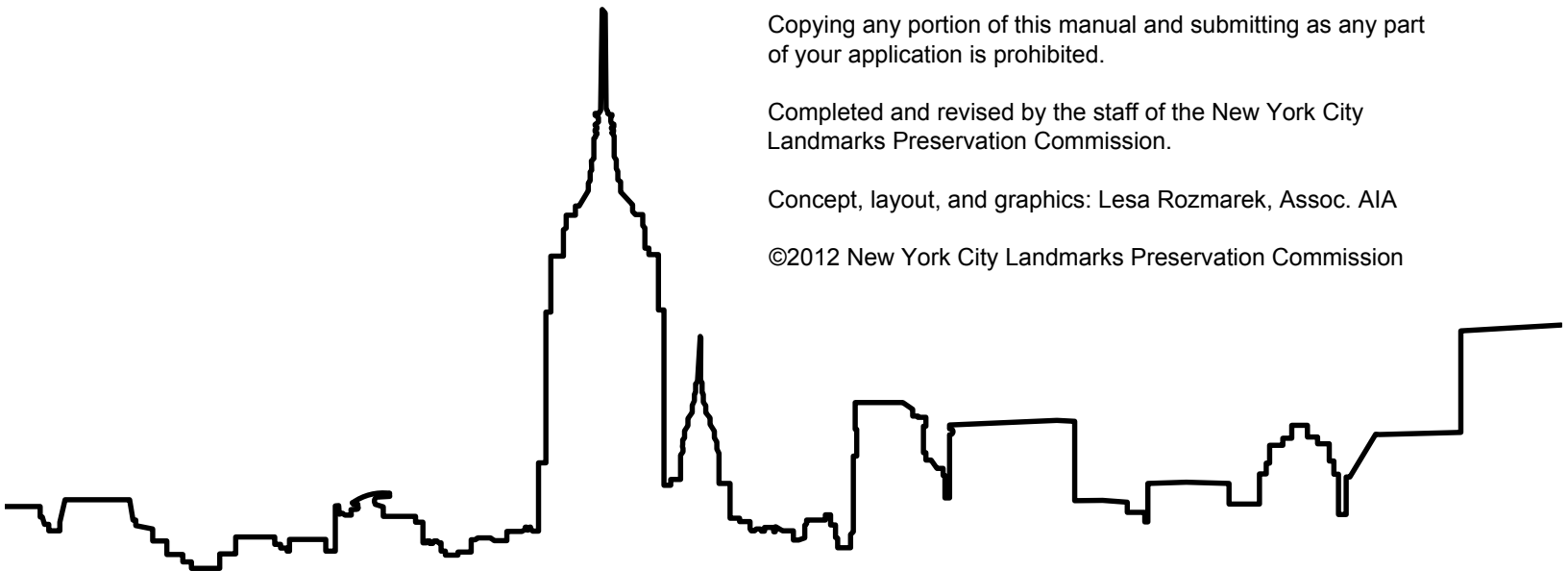
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Introduction

The Landmarks Preservation Commission (LPC) is the mayoral agency responsible for identifying and designating New York City's landmarks and historic districts, and regulating changes to them once they are designated. Since it was founded in 1965, the Commission has extended landmark protection to more than 30,000 sites in all five boroughs, and approved hundreds of thousands of permits for changes to them.

Owners or their representatives are required by law to obtain an LPC permit **before** working on a landmark property to ensure the proposed alterations are appropriate to the building's scale, style, character and the surrounding area, if it's part of a historic district.

To obtain a permit, owners or their representatives must file an application with the Commission and provide drawings, photos and other documentation and specifications that thoroughly explain the proposed alterations. This technical manual identifies exactly which materials are needed to adequately describe a project.

Submitting an application with the right descriptive materials allows the Commission to quickly and efficiently determine how a proposed alteration will affect a landmarked property and whether that proposed alteration should be approved or modified. Please note that the sooner the Commission receives all necessary materials, the sooner it can make a decision on your application.

About the LPC Permit Application Guide

The LPC Permit Application Guide is a practical guide for owners who are contemplating changes to their landmark properties. It includes sample applications and check lists of descriptive materials, and describes the criteria a project must meet in order to be approved, as well as the principles behind them.

The guide is organized as a series of chapters focusing on the most common types of projects that require a permit, such as window replacement, restoration work, and additions. Each chapter explains the criteria for these projects and the application process for each type of project. If your project or work type is not included in this guide, please contact the Commission's staff by calling 212-669-7817 or sending an e-mail to info@lpc.nyc.gov for assistance on how to complete a permit application.

Please note that the Landmarks Law requires Commission approval for work that does not also require approval from the New York City Department of Buildings. This guide does not replace or amend LPC's rules, also known as Title 63 of the Rules of the City of New York, which serve as the basis for LPC's regulations. This guide is meant to be used in conjunction with LPC's rules, which are available on our website, www.nyc.gov/landmarks. Following the guide does not release an owner from the obligation of obtaining a permit for work from the Commission.

Application Process

Permit applications are reviewed and approved by either a staff preservationist or the full Commission at a public hearing. Staff preservationists are authorized to issue permits for work that meets LPC’s rules, available at our website www.nyc.gov/landmarks, while the full Commission reviews and issues permits for projects for which there is no LPC rule or that do not meet the LPC rules. The decision of whether a project can be approved by an LPC staff preservationist or must be reviewed by the full Commission is made as soon as a **complete application** is submitted.

A complete application consists of:

- 1) An application form**
- 2) Materials that adequately describe the proposed work**

To obtain an application for a permit, you may download one from our website, www.nyc.gov/landmarks, call the Commission’s staff at 212-669-7817 or send an e-mail to info@lpc.nyc.gov. Please note that by carefully following this manual, you are likely to submit a complete application with the correct descriptive materials, and obtain a decision in a timely manner.

Once submitted, your application will be given a docket number and assigned to a staff preservationist who will determine whether the application is complete, which type of permit should be issued and whether the permit can be issued at staff or Commission level.

If the application is not complete, your staff preservationist will request additional information or a meeting, depending on the complexity of the project. Once the application is complete, the LPC is required to make a decision on the below permit types within the following time periods:

- Certificate of No Effect.....30 business days**
- Expedited Certificate of No Effect.....5 business days**
- Permit for Minor Work.....20 business days**
- Certificate of Appropriateness.....90 business days**

In most instances, a decision is made in less time. If you need more time to prepare additional information or revise your proposal, you may request an extension of these time limits.

If approved, your permit is issued in the form of a letter from the Commission. The permit must be posted prominently at the site where work is under way.

Expedited Permits

LPC can issue permits quickly for certain types of work that do not require a review by the full Commission. Applicants who wish to perform interior work in certain areas of a landmark site may apply for an "Expedited Certificate of No Effect" which can be issued within 5 days. Applicants who submit complete applications for other types of work may be eligible for "FasTrack Service," through which permits can be issued within 10 days.

Expedited Certificate of No Effect:

Proposed interior building work above the second story or within the basement, without any excavation, or change to, replacement of, or penetration of an exterior wall, window, skylight, or roof may qualify for an expedited review. Special forms and instructions for expedited reviews are required for this type of review, and can be obtained by downloading them from our website, www.nyc.gov/landmarks, calling the Commission's staff at 212-669-7817, or sending an e-mail to info@lpc.nyc.gov.

FasTrack Permit Service:



LPC's FasTrack Permit Service expedites the permit process for work that does not require a review by the full Commission. Through this service, a permit can be issued within 10 days if an application includes all of the required documentation and descriptive materials, there are no outstanding LPC violations on the building and the work meets the criteria of the relevant LPC rule.

Tips for Filing Effective Applications

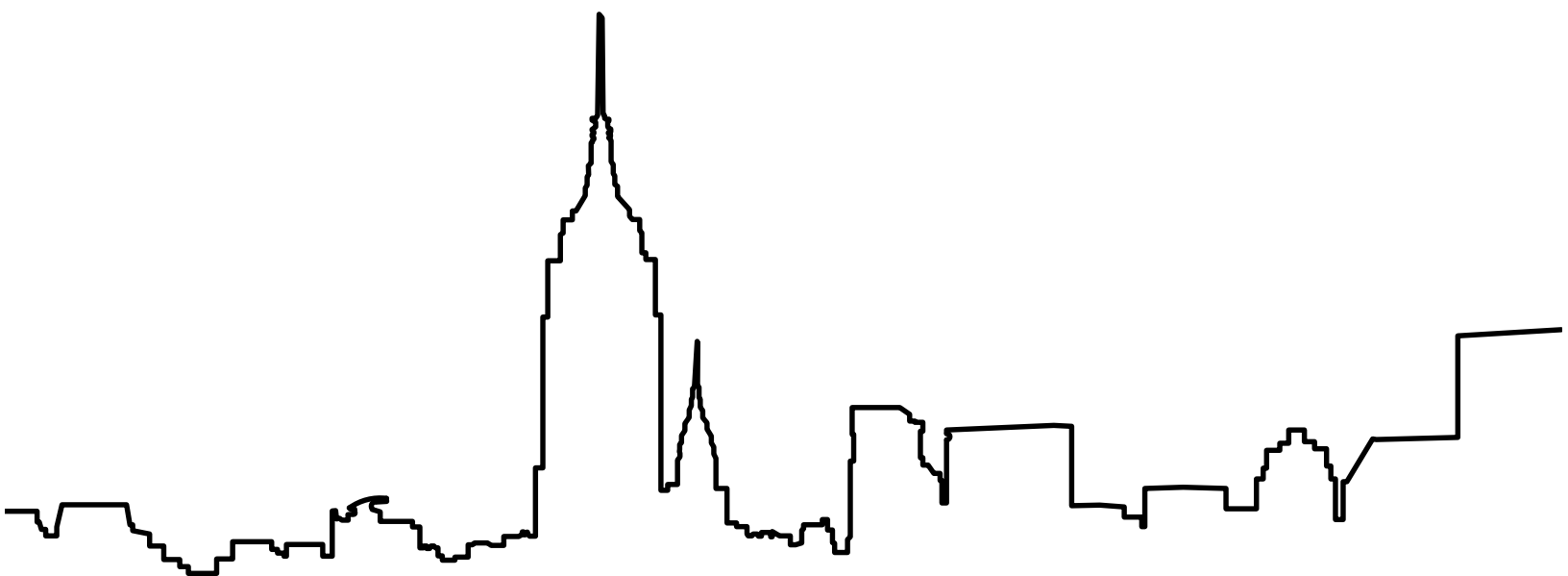
The application process is a collaborative effort between the owner of a landmark property and the Commission to allow work that meets the owner's needs while protecting the significant features of the landmark site. Staff preservationists work closely with applicants to guide them through the permit process.

To ensure a smooth process, you should:

- Carefully read the rule(s) that are relevant to the proposed work
- Review the chapter(s) in this guide that pertain to your project to understand LPC's requirements
- Complete the check lists provided in the manual
- Name or label all electronically submitted photographs and files
- Follow the recommendations and guidance of your staff preservationist
- Submit additional materials requested by your staff preservationist as quickly as possible

HOW TO USE THIS GUIDE

The pages in this guide are numbered within each chapter, rather than continuously throughout the entire guide. This allows each chapter to stand alone as a useful resource. In the Application Guidelines sections, the page numbers are simple numbers (1, 2, 3, etc.). The page numbers in the Sample Application sections are differentiated by the letter "S" (S1, S2, S3, etc.). In the appendices, page numbers are preceded by the Appendix letter. For example, page one of Appendix A is A1.



This Page Was Intentionally Left Blank

Table of Contents

CHAPTER 1 **AWNING INSTALLATION**

- i. Application Guidelines
- ii. Sample Application Materials
 - Commercial Awning Installation
 - Residential Awning Installation

CHAPTER 2 **REAR YARD AND ROOFTOP ADDITIONS**

- i. Application Guidelines
- ii. Sample Application Materials
 - Rear Yard and Rooftop Addition
 - Mechanical Rooftop Addition

CHAPTER 3 **SIGNAGE, LIGHTING AND FIRE ESCAPES**

- i. Application Guidelines

CHAPTER 4 **HEATING, VENTILATING, AND AIR CONDITIONING EQUIPMENT**

- i. Application Guidelines
- ii. Sample Application Materials
 - Areaway HVAC Installation
 - Through-the-Wall HVAC Installation
 - Split System HVAC Installation
 - Through-the-Window HVAC Installation

CHAPTER 5 **RESTORING ARCHITECTURAL FEATURES**

This chapter covers masonry repair, Local Law 11 work, restoring missing features, and repairs and replacement of doors, cornices, ironwork and other building features.

- i. Application Guidelines
 - Restoration and of Masonry and Other Wall Surfaces
 - Brownstone and Limestone Repair and Restoration
 - Terra Cotta, Granite, Cast Stone and Other Masonry
 - Cast Iron
 - Wood: Clapboard and Shingle Wall Surfaces
 - Painting
 - Roof Repair and Rehabilitation
 - Door Replacement and Restoration
 - Stoop, Fence, Handrail and Related Details Restoration and Replacement
 - Substitute Materials
- ii. Sample Application Materials

CHAPTER 6 **SITE WORK**

- i. Application Guidelines
 - Sidewalks
 - Sidewalk Cafés
 - Yards and Areaways
- ii. Sample Application Materials

CHAPTER 7 **STOREFRONTS IN HISTORIC DISTRICTS**

- i. Application Guidelines
- ii. Sample Application Materials

Table of Contents (cont)

CHAPTER 8 TEMPORARY INSTALLATIONS

Includes signs, banners, artworks and kiosks

- i. Application Guidelines

CHAPTER 9 WINDOW REPAIR AND REPLACEMENT

- i. Application Guidelines
- ii. Sample Application Materials

APPENDIX A Brickmold Profiles

APPENDIX B Sightline Studies and Mockups

APPENDIX C Public Hearing Process

APPENDIX D Glossary of Architectural Terms

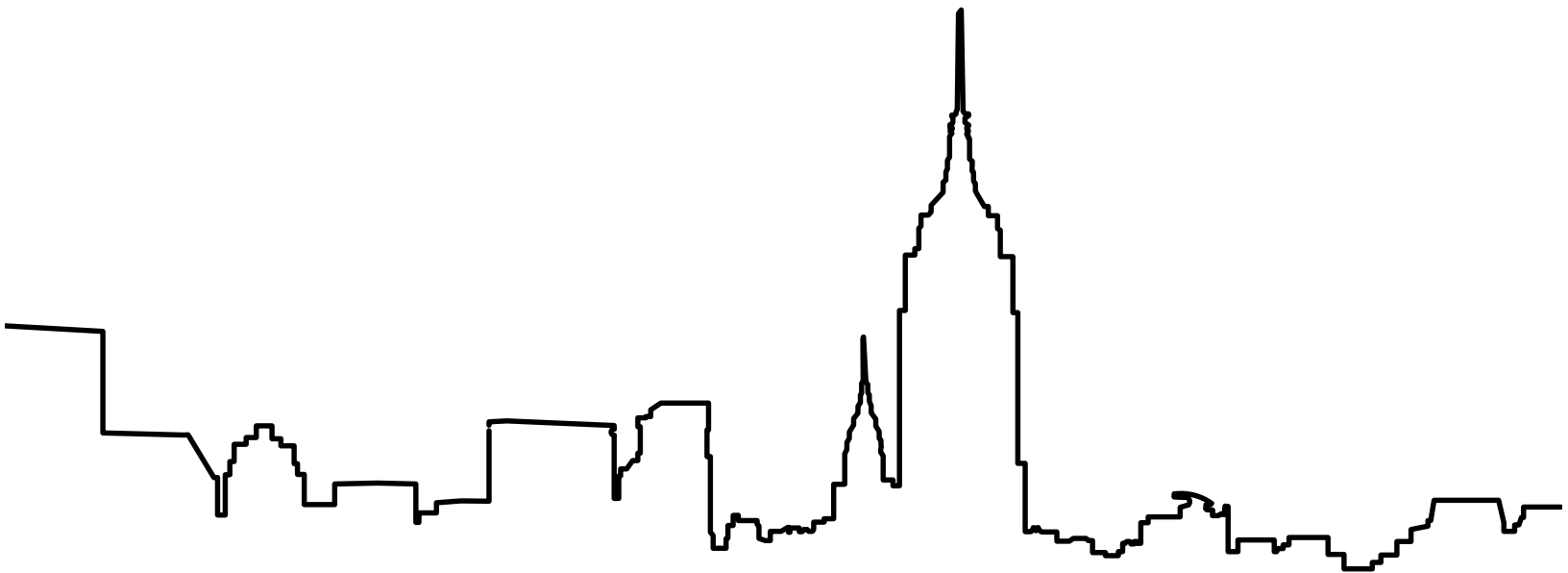
APPENDIX E Rowhouse Styles

APPENDIX F Handrail Styles

Chapter 1 | Section 1

AWNING INSTALLATION

Application Guidelines





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

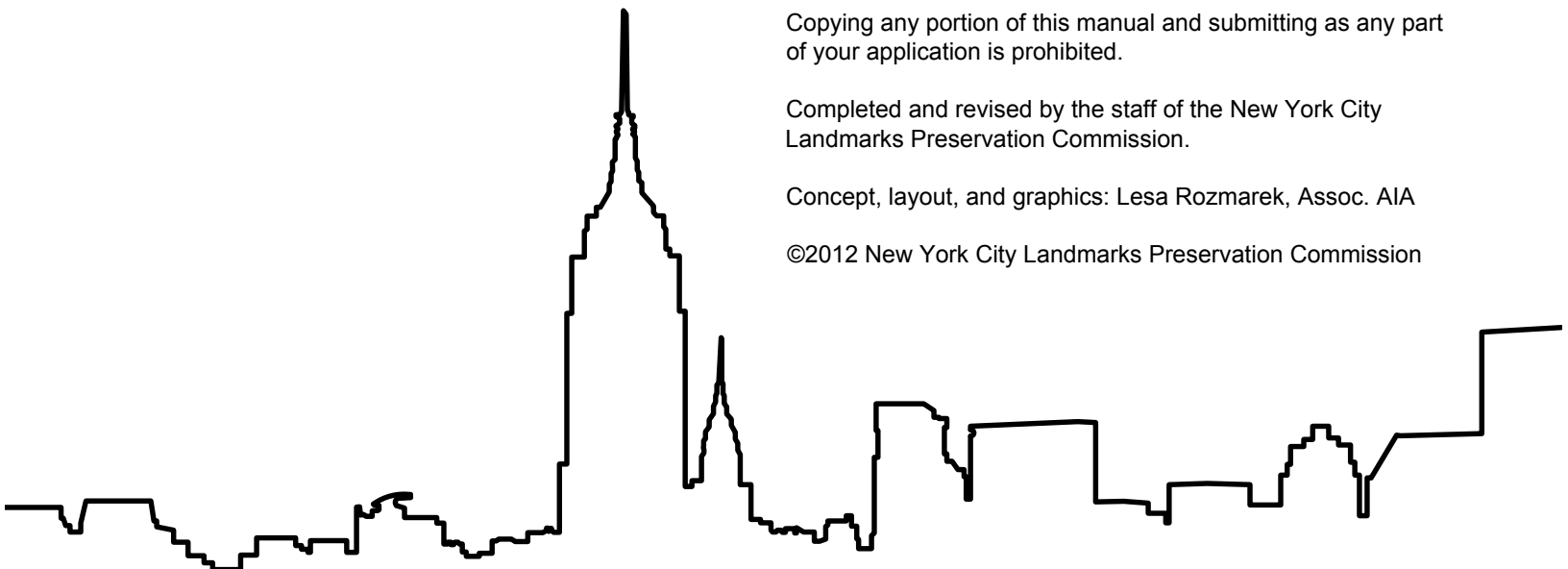
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Awning Installation

Awnings historically were used as both a climate control tool above windows and door entrances and for advertising above storefronts. They typically were made from cloth or canvas, and featured a straight slope, flexible skirt and open sides, and fit within a door or window opening or storefront. They were installed directly at the top of the wall openings they covered and corresponded to the size and shape of the openings they covered.

The historic uses and appearance of awnings in New York City serve as the basis for [Section 2-12 of the Landmarks Preservation Commission's Rules](#), which governs and specifies criteria for the installation and replacement of awnings. This chapter summarizes the criteria of Section 2-12, and offers guidance on how to submit an application that conforms to them so you can successfully obtain a staff-level permit.

Permit applications that do not conform to this rule will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks

No Permits Required

Permits are not required for routine awning maintenance, including:

- Seasonal removal and installation of LPC-approved window awnings
- Fabric patching in a matching material
- Minor repairs or adjustments to the rolling or folding arm mechanism of an awning's frame
- Cleaning

When LPC Approvals are Required

Permits are required for:

- Replacement of or repairs to significantly damaged or deteriorated frames and armatures
- Repairs to significantly damaged or deteriorated frames and armatures
- Recladding or retaining existing awnings
- Installation of new awnings on residential windows, doors, and porches
- Installation of new awnings on storefronts

Recladding an Existing Awning

Residential Properties

A staff-level permit will be issued if:

- The awning was present at the time of designation or was previously approved by LPC
- All awnings match in terms of fabric color and pattern if installed on primary or visible secondary facades
- The fabric is made of water repellant canvas with a matte finish or similar looking fabric
- The fabric is a solid color, or vertically striped and relates to the color of the building
- The awning has no letters or signs
- The address numbers are no higher than 6 inches

Commercial Storefronts

A staff-level permit will be issued if:

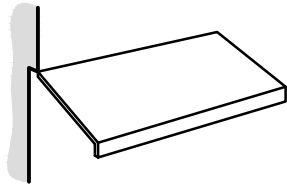
- The awning was present at the time of designation or was previously approved by LPC
- All awnings match in terms of fabric color and pattern if installed on primary or visible secondary facades
- The fabric is made of water repellant canvas with a matte finish or similar looking fabric
- The fabric is a solid color, or has vertical stripes and relates to the historic color of the building
- The signs, lettering and/or graphics are painted on the awning skirt
- The size of the lettering is proportional to the height of the awning skirt

Installing New Awnings on Residential Doors, Windows and Porches

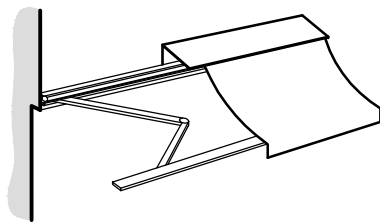
A staff-level permit will be issued if:

- The awnings are retractable
- The awnings are installed at or below the lintel and fit into the window or door opening
- The awning attachments do not damage, hide or obscure a significant building feature
- It projects at an angle and its length, size, height and slope are in proportion to the window or door
- Terrace and architectural setback awnings are in proportion to the size, length and depth of the terrace or setback
- Terrace and architectural setback awnings may extend over more than one opening, but the awning must be proportional to the size, length and depth of the terrace or setback
- Porch awnings conform to the bay structure and proportions of the porch
- The fabric, color and pattern of the awnings match those on the primary and visible secondary façades
- The fabric is made of water repellant canvas with a matte finish or similar looking fabric
- The fabric is a solid color, or vertically striped and relates to the historic color of the building
- The awning has no letters or signs, except for an address number
- The address numbers are no higher than six inches

Types of Awnings



Fixed Awning



Retractable Awning



1930s Tax Photograph from Brooklyn, New York

Installing New Awnings on Storefronts

Please note that awnings must be retractable on individual landmarks and on buildings that were designed with retractable awning housing in order to qualify for a staff-level permit. In all other cases, the awning may be retractable or fixed.

A staff-level permit will be issued for a **retractable** awning if:

- It follows the curved configuration of the window or door openings (it can have a straight or curved slope and may or may not have side panels)
- It is installed at the head of the window or door opening with an arched or segmental head
- The skirt is unframed and proportional to the height and size of the awning

A staff-level permit will be issued for a **fixed** awning if:

- It has a straight slope and is open at the sides
- It is installed at the rectilinear transom bar of a window or door opening with an arched or segmental head
- The skirt is unframed and proportional to the height and size of the awning

Additionally, an awning application, whether retractable or fixed, must meet the following criteria:

- Attachments do not damage, hide or obscure a significant building feature
- Installation occurs at or below the lintel or transom bar (see 2-12 (f) for exceptions)
- Awning is attached to a projecting storefront below the storefront cornice or cap
- Length does not exceed the length of the storefront or associated window opening
- Edges are aligned with the principle piers of the storefront or window opening
- Underside is open
- Lowest framed portion is at least eight feet above the sidewalk
- Lowest unframed portion is at least seven feet above the sidewalk
- Awning projects at an angle and its length, size, height and slope are in proportion to the window or door
- Fabric is made of water repellant canvas with a matte finish or similar looking fabric
- Fabric is a solid color, or has vertical stripes and relates to the historic color of the building
- Signs, lettering and/or graphics are painted on the awning skirt
- Size of the lettering is proportional to the height of the awning skirt
- It is on an upper story, provided historic evidence is presented as precedence, it is uniform in color and absent of signage.



1930s Tax Photograph from
Brooklyn, New York

All Other Awnings

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's awning criteria. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

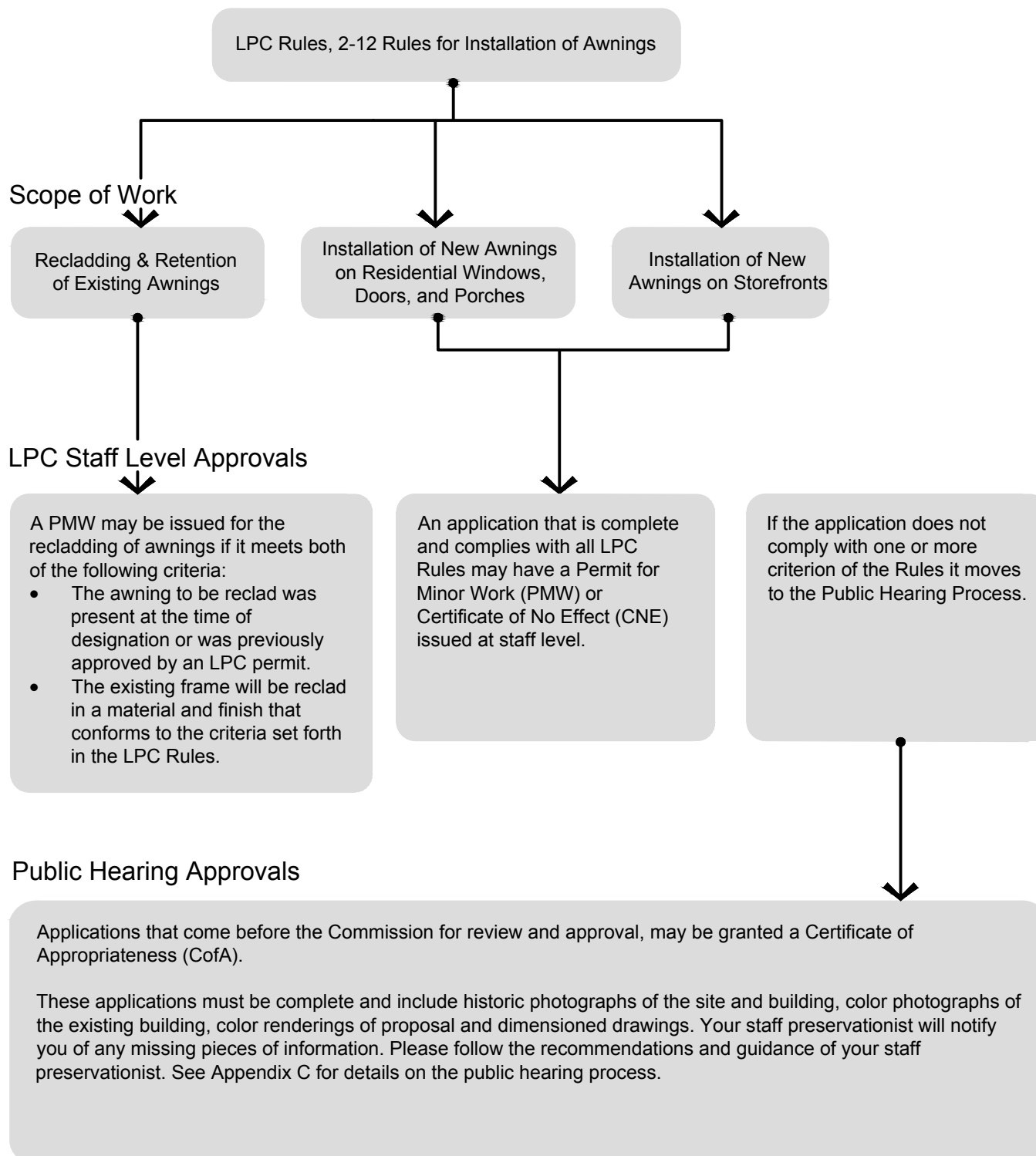
Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

AWNING INSTALLATION

Awning Application Review Process

LPC Rule Applied



Application Checklist for Awning Installation

Below is a list of required descriptive materials for your awning proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photographs of the building and/or sketch elevation of the building with proposed location of awning indicated
- ☐ Close-up color photograph of proposed location of awning
- ☐ Elevation drawing of awning with dimensions
- ☐ Section drawing showing point of installation, method of installation, awning profile and projection
- ☐ Color and material sample(s)
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

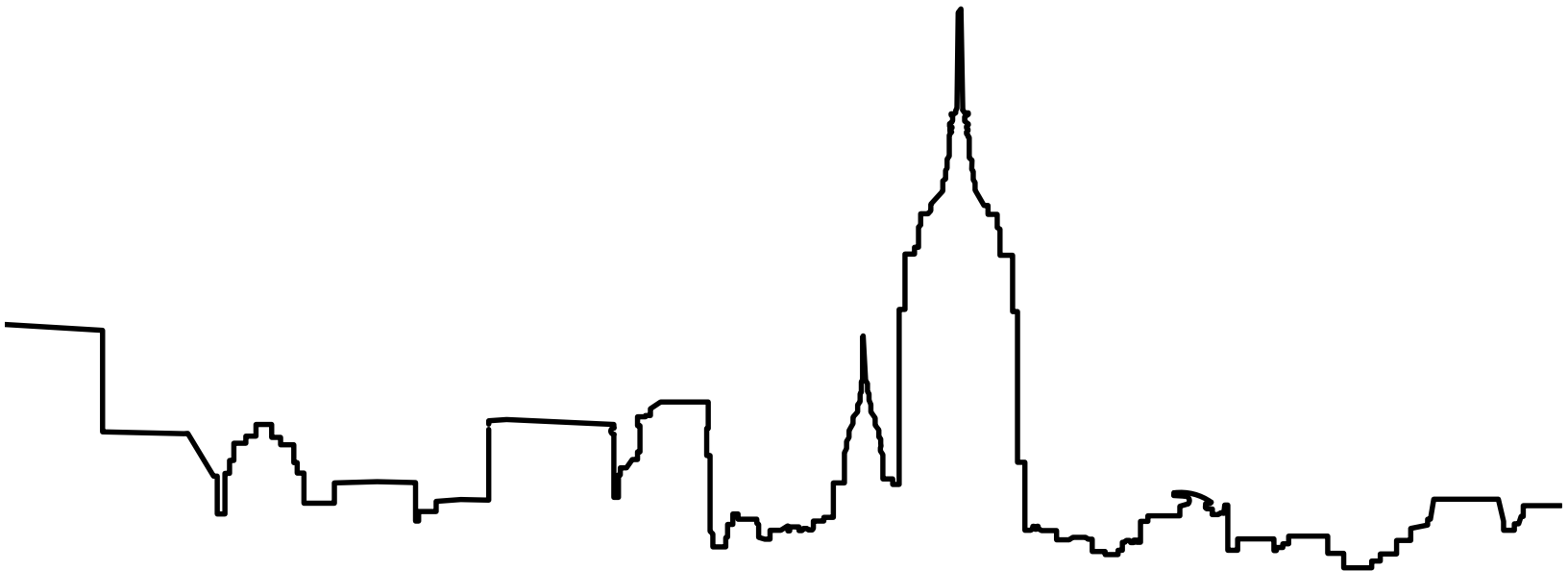
An LPC staff preservationist will contact you if additional materials are required.

Chapter 1 | Section 2

AWNING INSTALLATION

Sample Application Materials

Commercial Awning Installation
Residential Awning Installation





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

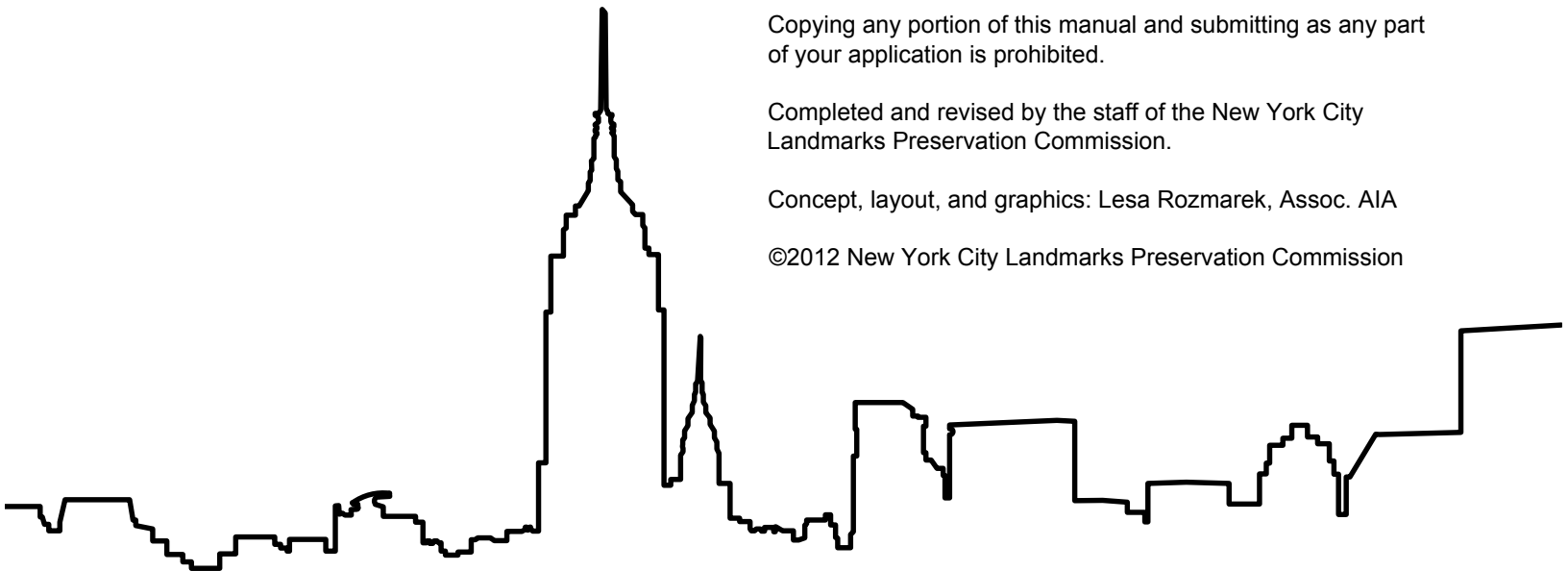
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission





Label the photograph on the front or on the back; i.e., Canal Elevation. If you are submitting a digital file denote which elevation the photograph is representing in the file name; i.e., Elevation_Canal_Street.jpg.

Existing Elevation View from Canal Street

COMMERCIAL AWNING INSTALLATION
456 CANAL ST., NEW YORK, NEW YORK

Photo Documentation

Describe work - like this:

EXISTING AWNING TO BE
REMOVED.
CORNICE & SIGN BAND
TO BE REPAIRED AND
PAINTED.



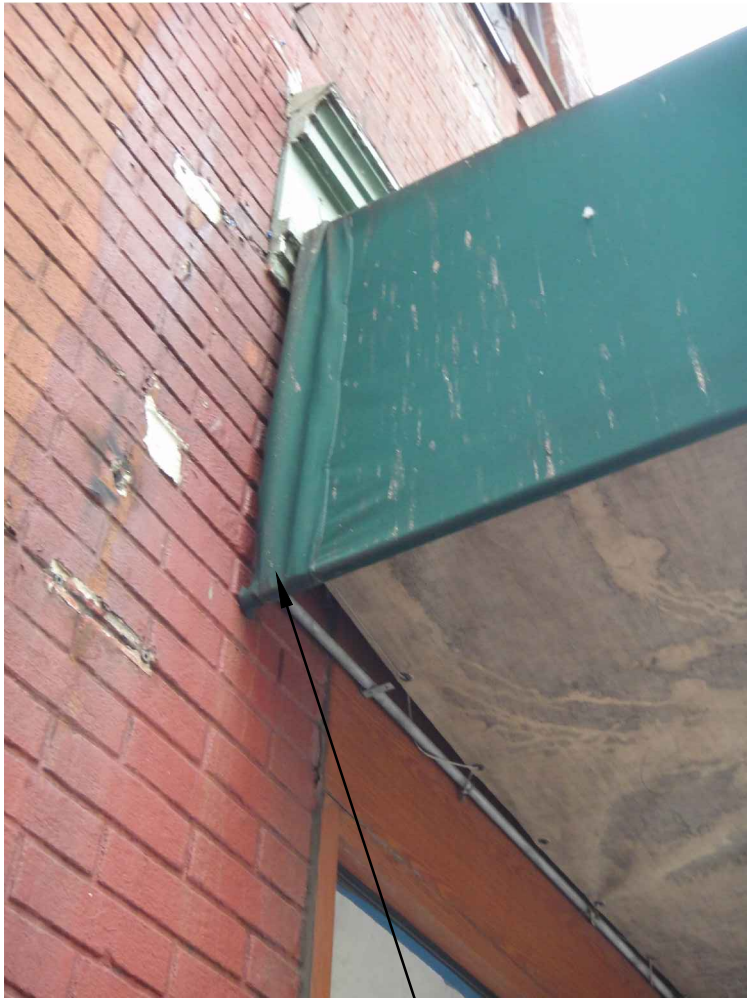
Label the photograph on the front or on the back; i.e., Canal Street Elevation. If you are submitting a digital file denote which elevation the photograph is representing in the file name; i.e., Elevation_Canal_Street.jpg.

Proposed Work Elevation from Canal Street

COMMERCIAL AWNING INSTALLATION
456 CANAL ST., NEW YORK, NEW YORK

Photo Documentation

NYC Landmarks Preservation
Commission



*Describe the scope of work
- like this.*

EXISTING AWNING SITS ABOVE LINTEL AND COVERS
SIGN BAND AND CORNICE. THE PROPOSED NEW
RETRACTABLE AWNING TO FIT WITHIN THE STOREFRONT
OPENING AND REVEAL THE SIGN BAND AND CORNICE.



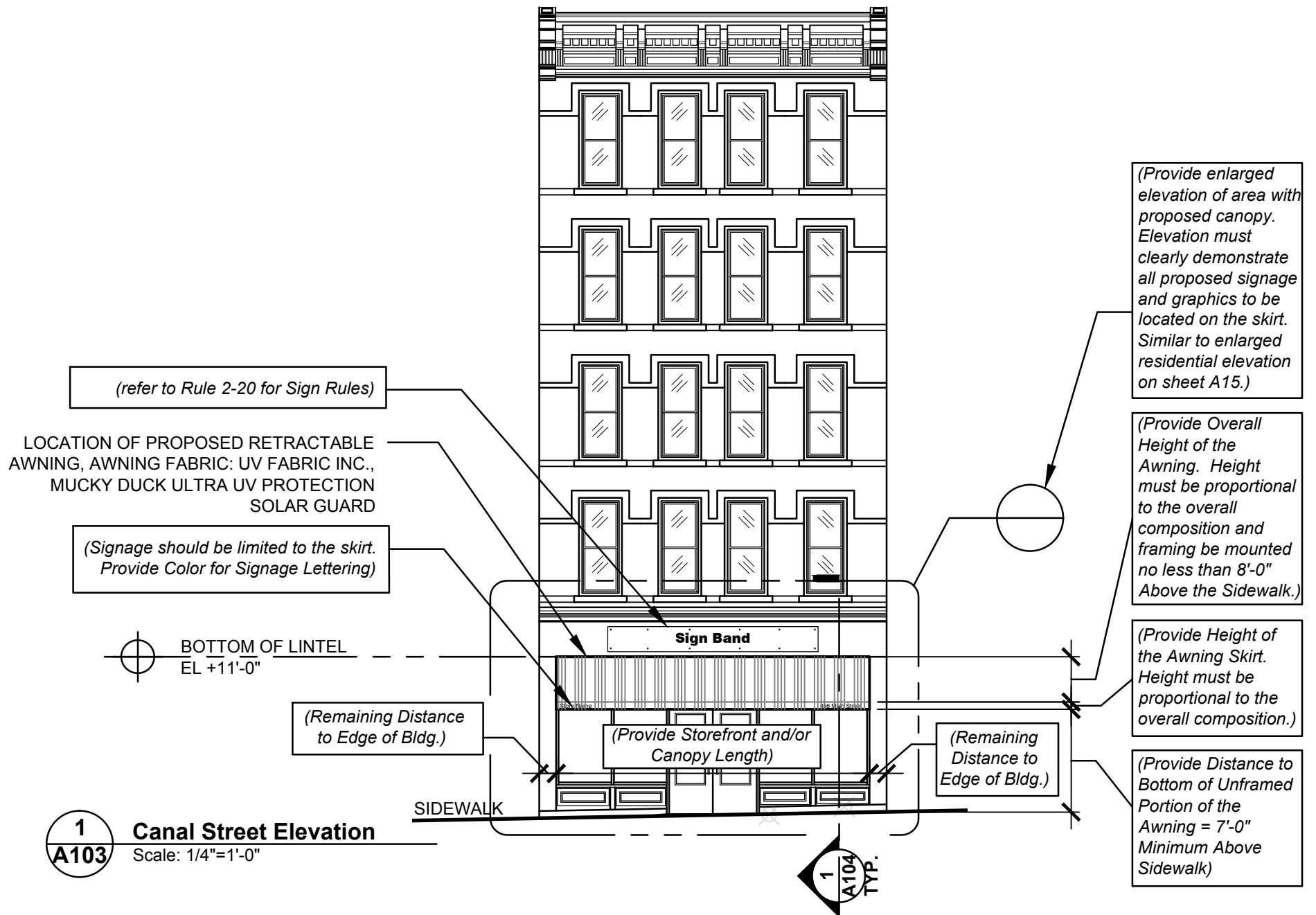
SECURITY GATE HOUSING
TO BE MOVED TO THE
INTERIOR OF THE
BUILDING AND AWNING
LOCATED WITHIN THE
WINDOW OPENING.

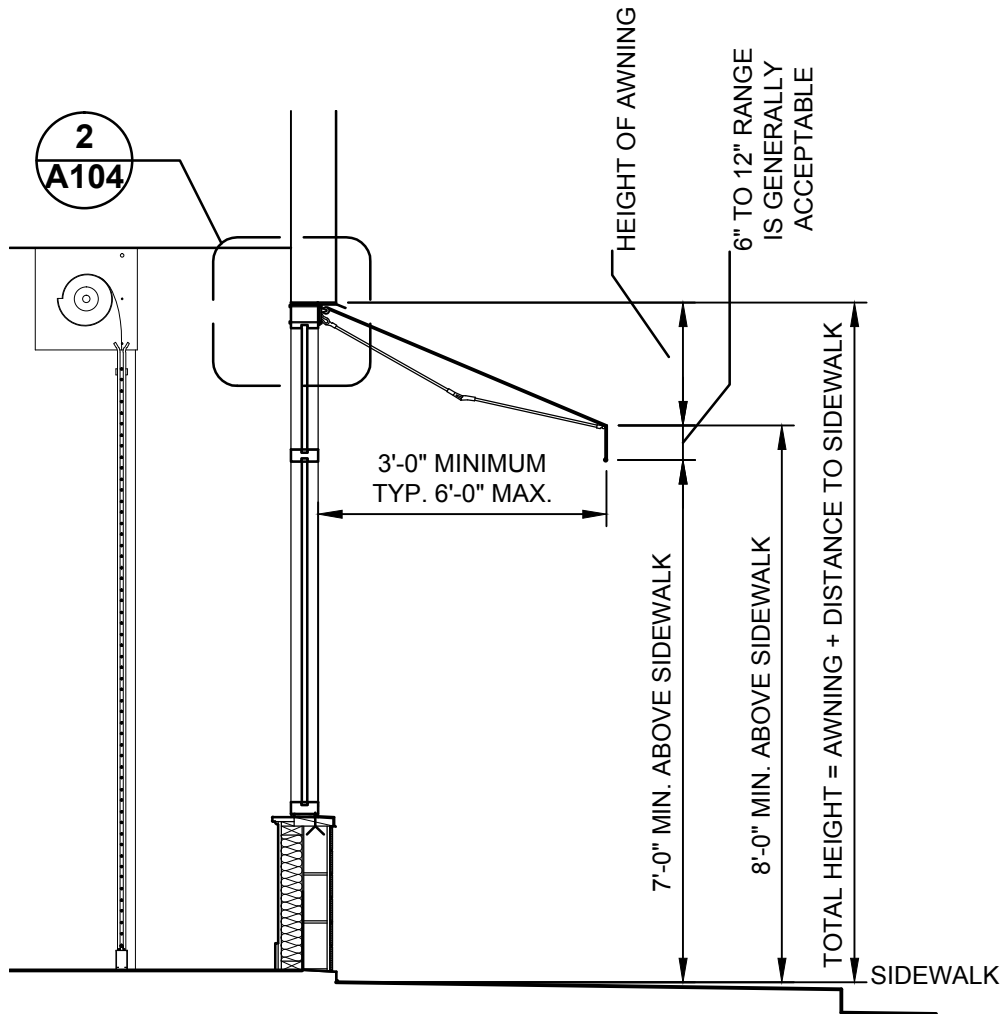
Existing Awning Close-up Photographs

COMMERCIAL AWNING INSTALLATION

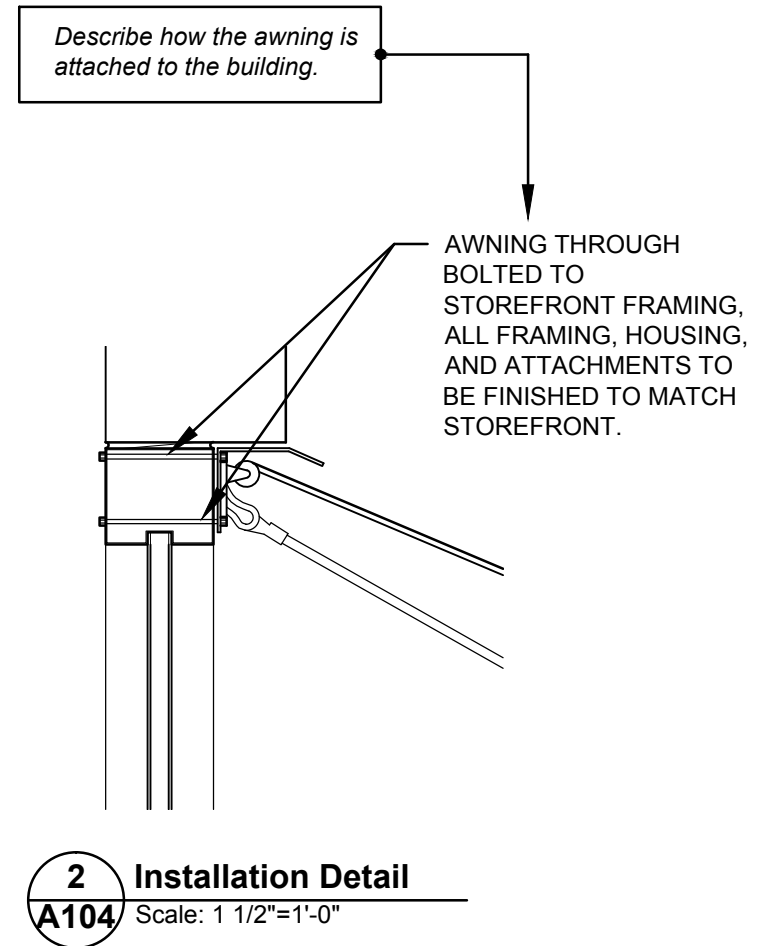
456 CANAL ST., NEW YORK, NEW YORK

Photo Documentation

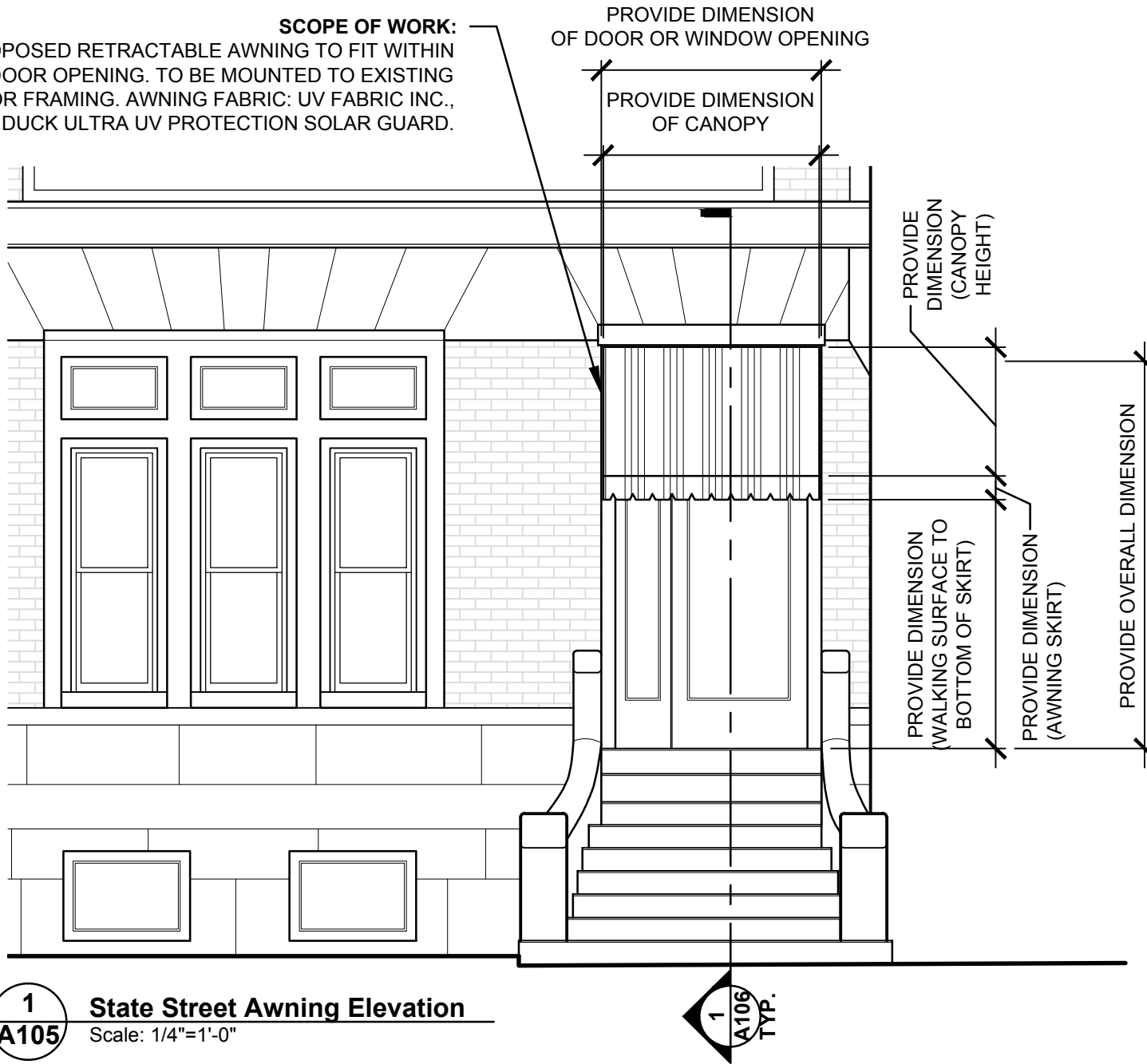




1
A104 **Awning Section**
Scale: 1"=1'-0"



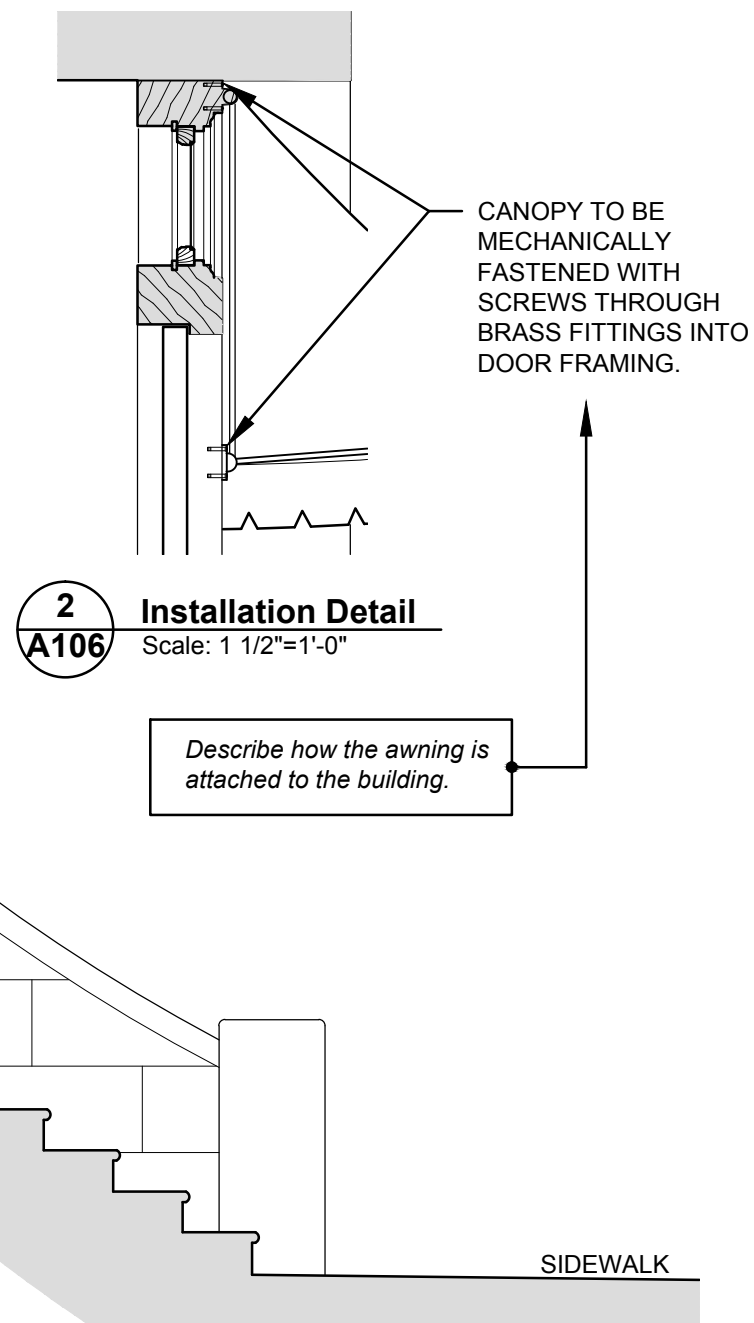
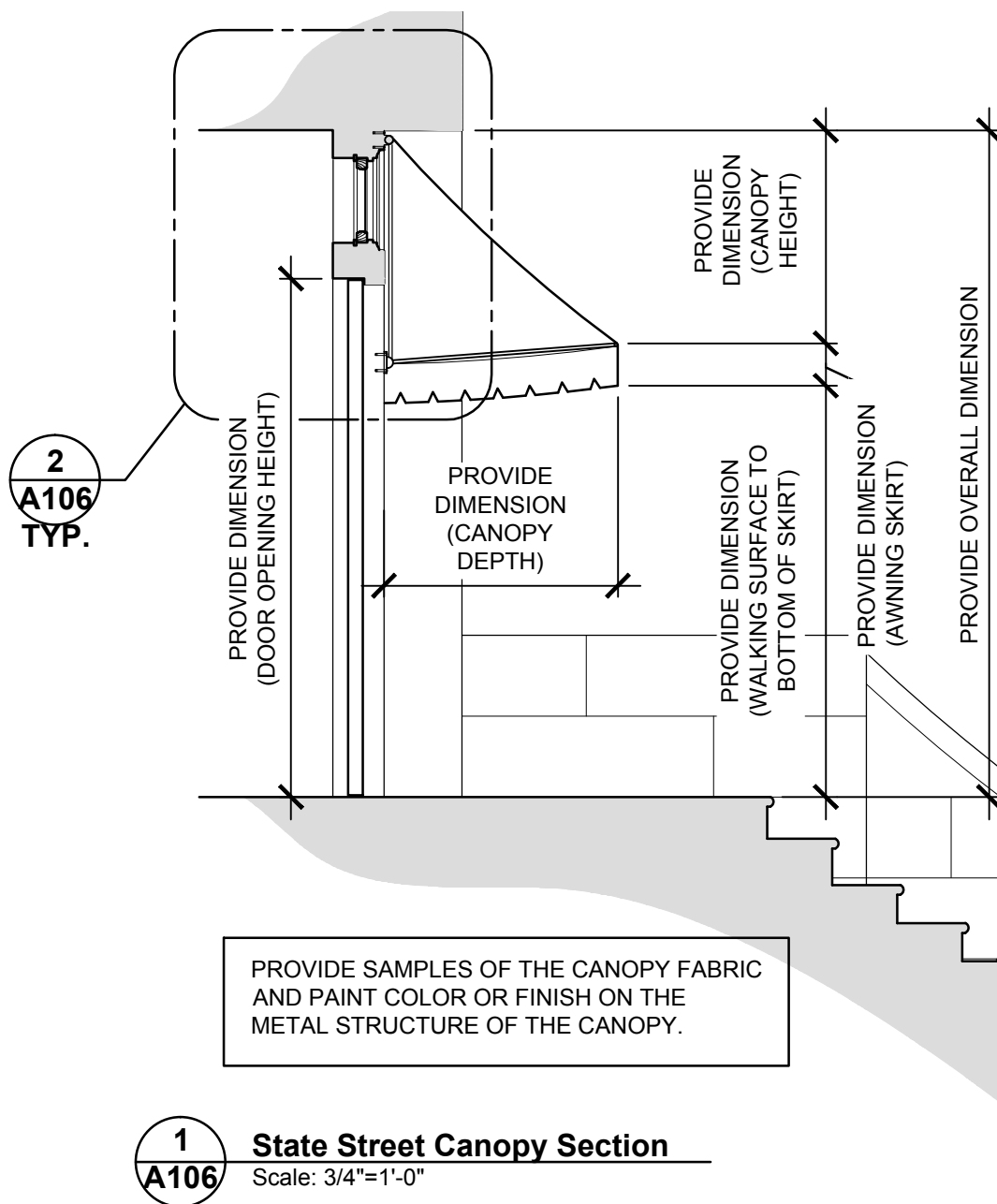
SCOPE OF WORK:
 PROPOSED RETRACTABLE AWNING TO FIT WITHIN
 EXISTING DOOR OPENING. TO BE MOUNTED TO EXISTING
 DOOR FRAMING. AWNING FABRIC: UV FABRIC INC.,
 MUCKY DUCK ULTRA UV PROTECTION SOLAR GUARD.



1
A105 **State Street Awning Elevation**
 Scale: 1/4"=1'-0"

RESIDENTIAL AWNING INSTALLATION
 456 STATE ST., NEW YORK, NEW YORK

Elevation Drawing

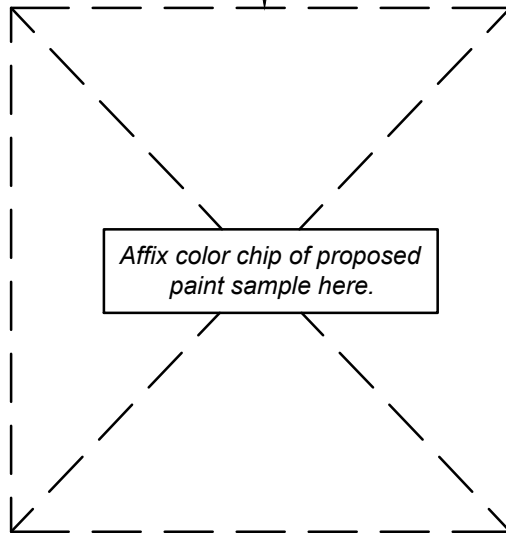


RESIDENTIAL AWNING INSTALLATION

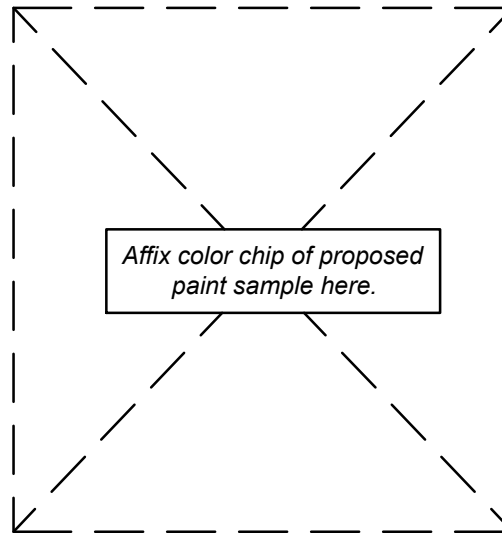
456 STATE ST., NEW YORK, NEW YORK

Section & Detail Drawings

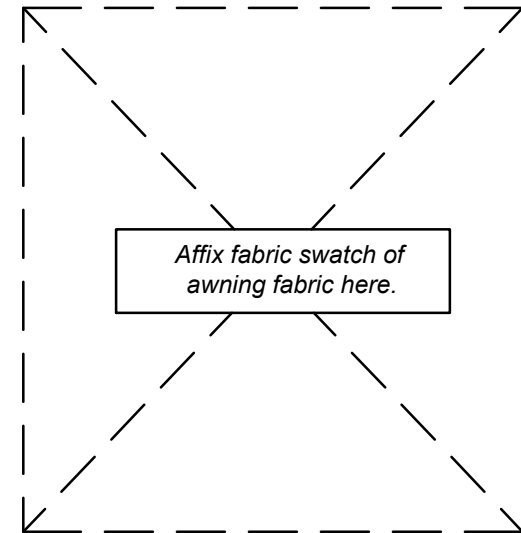
This example application was for removal of an old awning which covered the historic signband. To obtain a permit for a new canopy, the canopy now has to be located below the lintel which exposes the signband. If this is similar to your project, do not forget to rehabilitate your signband. In this example, it is being painted, therefore, a paint sample for the signband is a required submittal with the application.



Sign Band Color: Paint Company X, Color: Silly Putty, BK-1984.



Frame Color: Paint Company X, Color: Darkest Ocean Blue, BG-1066.

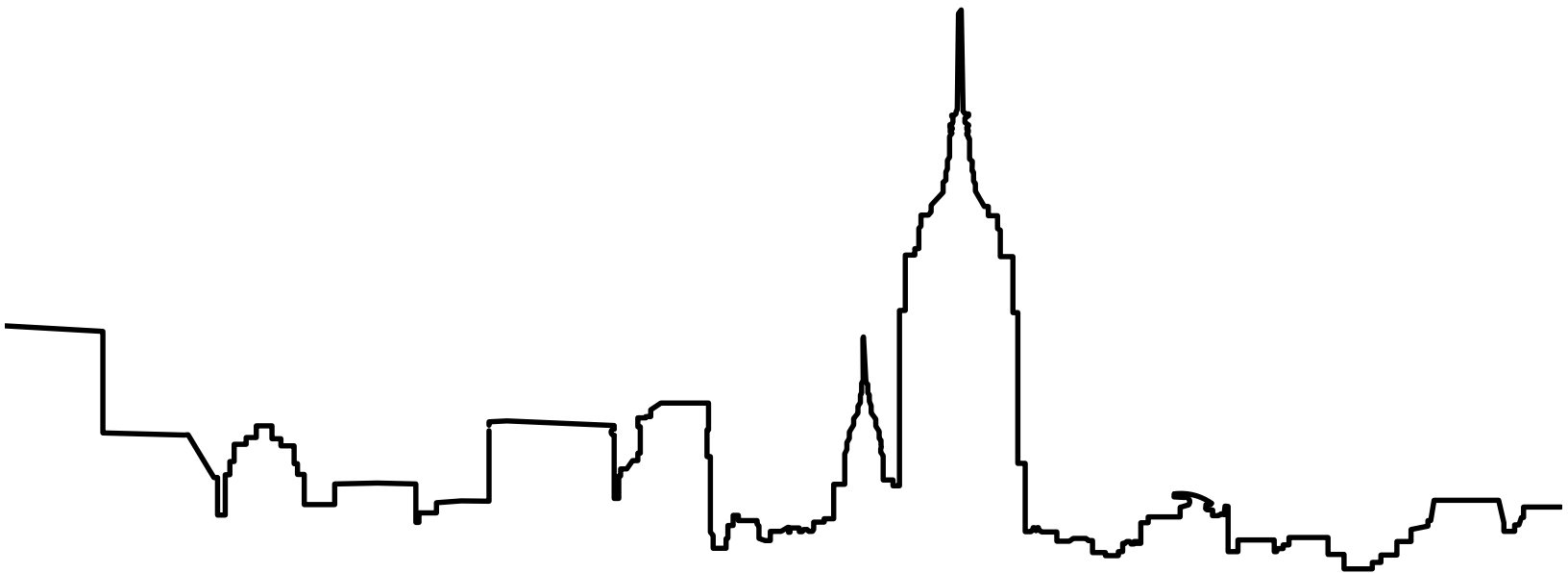


Awning Fabric: UV Fabric Inc., Pattern & Style: Mucky Duck Ultra UV Protection Solar Guard, UVP-MD89765.

Chapter 2 | Section 1

REAR YARD AND ROOFTOP ADDITIONS

Application Guidelines





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

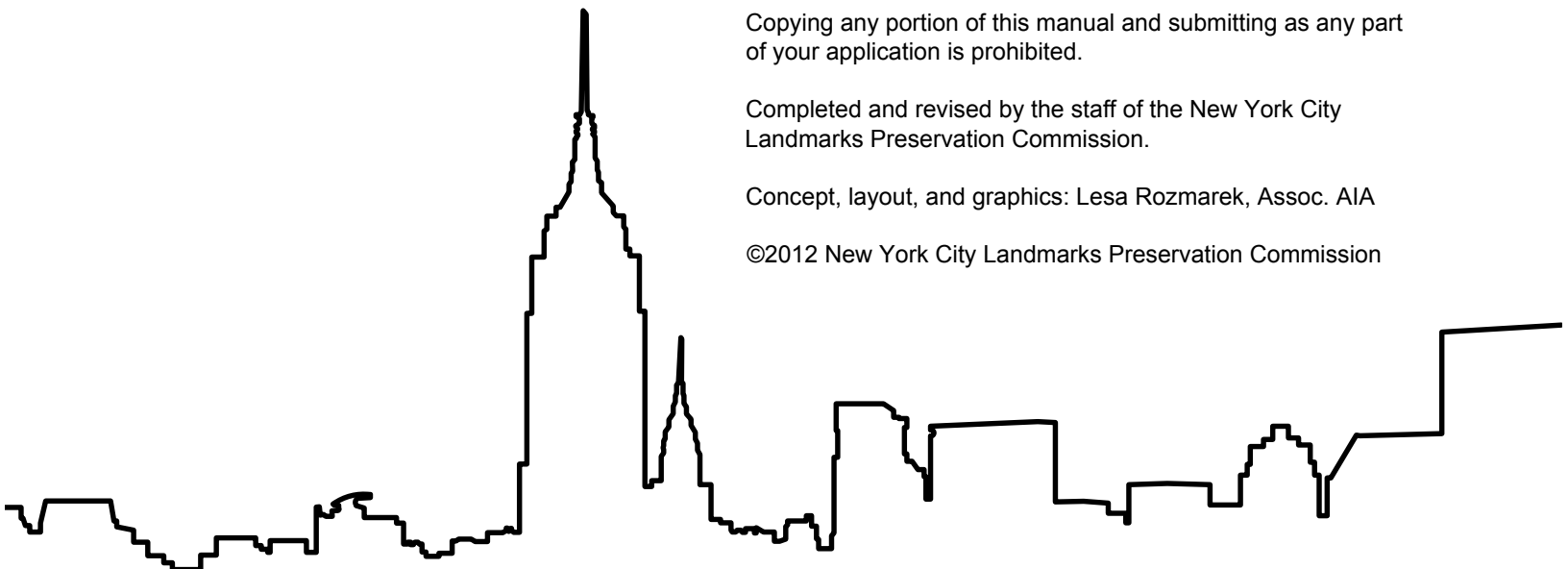
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Rear Yard Additions

When reviewing proposed rear yard additions, the Commission considers the relationship of the addition to the building in terms of scale, visibility, form and materials, as well as the effect on the significant features of the building. If the building is in a historic district, the Commission also considers the relationship to the surrounding buildings and rear yards.

These principles serve as the basis for [Section 2-16 of the Landmarks Preservation Commission's Rules](#), which govern and specify the criteria for the construction of rear yard additions. This section summarizes the criteria of Section 2-16, and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit for your rear yard addition.

Permit applications that do not conform to Section 2-16 will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks

Design Considerations

It's important to keep in mind that the Commission evaluates applications for proposed rear yard additions or enlargements in terms of how well they respond to the following questions:

- **Will significant features be removed to accommodate the addition?**
Your application should include photos of the rear façade and the significant features of the façade and the condition of each significant feature.
- **How visible is the addition from the public thoroughfare?**
The application should describe the visibility of the addition. This description could include photos of the roof and the building from surrounding streets, computer-generated renderings and a site plan. Once your application is submitted, the staff may ask you to construct a mock-up.
- **What is the scale of the addition relative to the building and the adjacent buildings?**
Your application should include existing and proposed rear elevations showing the existing building and the adjacent buildings, building section drawings, floor plans, and renderings.
- **What is the effect of the addition on the central green space?**
Your application should include a full block plan at a large scale, color coded to describe the number of floors of each building and addition, and photographs of other rear façades within the block.
- **Does the proposed addition comply with the New York City Zoning Resolution?**
All applications for occupiable additions must include a copy of an objections sheet from the Department of Buildings that indicates compliance with the Zoning Resolution.

Rear Yard Additions

A staff-level permit can be issued if the proposed rear yard addition:

- Has no effect on existing features like corbelled brickwork, decorative lintels or sills, and projecting bays
- Does not extend to the rear lot line or substantially eliminate the presence of a rear yard
- Projects as much as or less than other additions on the block and the majority of other houses on the block have additions that project as much as or more than the proposed addition.
- Does not rise to the full height of the building
- Is not taller than the predominant height of existing additions or enlargements in the block
- Does not involve the removal of the entire width of the building's rear façade, and instead would widen existing rear openings for access
- Retains the scale and character of an individual rowhouse
- Is either not visible or minimally visible from a public thoroughfare or right-of-way

All Other Rear Additions

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of the LPC's criteria for rear additions. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Rear Yard Additions

Below is a list of required descriptive materials for your proposed rear yard addition. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application form signed by the building owner
- ☐ Color photographs of the existing rear and front façades, and, if applicable, any significant features on the rear façade.
- ☐ Drawings of existing and proposed rear elevations of the building and the rear façades of the adjacent buildings
- ☐ Building section drawings
- ☐ Floor plans that include the rear yard
- ☐ Full block plan, at large scale, indicating the number of floors of other additions on the block
- ☐ Visibility studies of the rear façades from public thoroughfares
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filing drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit.

An LPC staff preservationist will contact you if additional materials are required.

In case you are self-certifying at the Department of Buildings, please submit a rear yard affidavit. (See sample on page 8 of this chapter)

Rooftop Additions

When reviewing proposed rooftop additions, the Commission considers the relationship of the addition to the building in terms of scale, visibility, form and materials, as well as on the significant features of the building. If the building is in a historic district, the Commission also considers the relationship to the surrounding buildings and rear yards.

Rooftop additions include not only "occupiable" space, but also rooftop-mounted mechanical equipment. Please note there are different specifications for each. In addition, there are different specifications for individual landmarks and buildings that are located in historic districts.

These principles and definitions are outlined in [Section 2-19 of the Landmarks Preservation Commission's Rules](#), which govern and specify the criteria for the construction of rooftop additions. This section summarizes the criteria of Section 2-19, and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit for your rooftop addition.

Permit applications that do not conform to Section 2-19 will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks

Mechanical Equipment

The Commission considers rooftop HVAC units to be mechanical rooftop additions. It is important to note that HVAC units installed on rooftops are **not** covered by Section 2-11 of the Landmarks Preservation Commission's Rules, which covers the installation of heating, ventilation, and air conditioning elsewhere on the landmark site.

Mechanical additions include, but are not limited to, heating, venting and air conditioning equipment, water tanks and their supporting structures, satellite dishes, stair and elevator bulkheads, screens, dunnages, baffles and other accessory installations, unenclosed decks, garden trellises, pergolas, or associated railings, and solar and wind technologies.

PLEASE NOTE: This rule does not apply to telecommunications equipment or conventional television antennas.

Design Considerations

It is important to keep in mind that the Commission evaluates applications for proposed rooftop additions or enlargements in terms of how well they respond to the following considerations and questions:

- **Does the addition preserve a sense of the original volume of the building?**
To ensure that it does, the addition should be set back from the front façade and at least 3 feet from the rear façade.
- **Does the scale of the addition overwhelm the building?**
The Commission's staff can approve rooftop additions that are no more than one story and no more than 11 feet above the roof of the building. Taller additions would require a review by the full Commission.
- **How visible is the addition from the public thoroughfare?**
The application should describe the visibility of the addition. This description could include photos of the roof and the building from surrounding streets, computer-generated renderings and a site plan. Once your application is submitted, the staff may ask you to construct a mock-up.
- **Does it comply with the New York City Zoning Resolution?**
All applications for occupiable additions must include a copy of the DOB Objections Sheet to show there are no zoning objections before a permit can be issued.

Rooftop Additions

A staff-level permit can be issued if the proposed rooftop addition:

- Does not result in damage to, or the demolition of a significant architectural feature of the historic building, such as a pitched roof, a historic dormer or skylight
- Is not visible from a public thoroughfare
- Does not adversely affect significant architectural features of adjacent improvements
- Has no outstanding Department of Buildings objections for use or bulk
- Is no more than one story with a height of no more than 11 feet above the roof of the structure on which it is to be constructed
- Is set back at least 3 feet from the plane of the rear façade
- Is not to be constructed on a structure with a grandfathered rear yard addition or enlargement, a rear yard addition or enlargement approved by the LPC staff pursuant to Section 2-16 of the Landmarks Preservation Commission's Rules, or a rear yard addition or enlargement approved by the full Commission

All Other Rooftop Additions

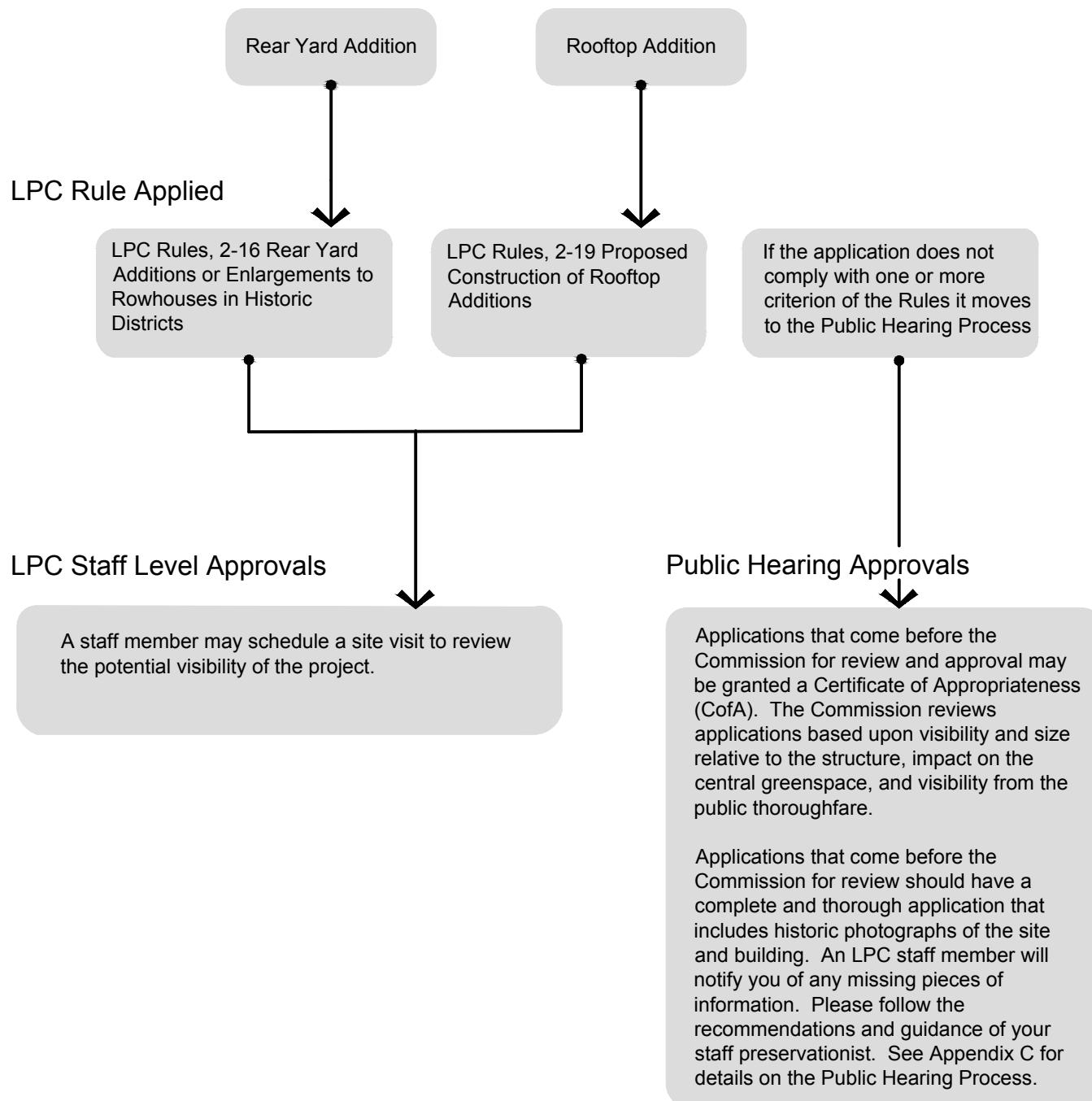
Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for a rooftop addition. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Rear Yard and Rooftop Additions Application Review Process

The type of addition is a



Application Checklist for Rooftop Additions

Below is a list of required descriptive materials for your proposed occupiable or mechanical rooftop addition. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application form signed by the building owner
- ☐ Color photographs of the existing roof and from surrounding points on the street to determine the potential visibility of the proposed rooftop addition
- ☐ Color photographs of the existing building showing the building façade
- ☐ A mock-up will be required for **any occupiable addition**, and may be required for mechanical additions. (Please note that a Department of Buildings permit may be required for the construction of the mock-up)
- ☐ Existing and proposed building section drawings
- ☐ Existing and proposed floor and roof plans showing the rooftop addition(s)
- ☐ Existing and proposed elevations for occupiable additions
- ☐ Sightline section drawings, taken from a 6-foot eye level, from any point where the addition may be visible
- ☐ Sightline section drawings of any oblique views from either side of the subject property, from which the addition may be visible
- ☐ A rendering of the proposed addition, if it is visible from a public thoroughfare
- ☐ Color and material sample(s)
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filing drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit.

An LPC staff preservationist will contact you if additional materials are required.

**In case you are self-certifying at the Department of Buildings, please submit a rooftop affidavit.
(See sample on page 8 of this chapter)**

Sample Affidavit

Architect/Engineer Letterhead

Landmark Preservationist
Landmarks Preservation Commission
1 Centre Street, 9th Floor North
New York, NY 10007

RE: LPC Docket Number: _____
DOB Application Number: _____
123 Main Street
New York, NY
Block: _____ Lot: _____

Dear (Staff person):

I hereby attest that I am self-certifying at the Department of Buildings the above-referenced project and that I have personally examined the application and plans and any other required documentation relating to the above-referenced proposed work and to the best of my knowledge and belief, find said work to be in compliance with the Zoning Resolution of the City of New York, Titles 26 and 27 of the Administrative Code of the City of New York (Building Code) and all other applicable laws, rules and regulations.

I further state that the proposed work is as-of-right with respect to bulk, lot coverage, height, setbacks, yards and other criteria governing size, bulk and configuration of the proposed structure and requires no reconsideration or variance from the New York City Board of Standards and Appeals.

Name

Date

Signature

Falsification of any statement is a misdemeanor under Section 25-317(c) of the Administrative Code and is punishable by fine or imprisonment or both.

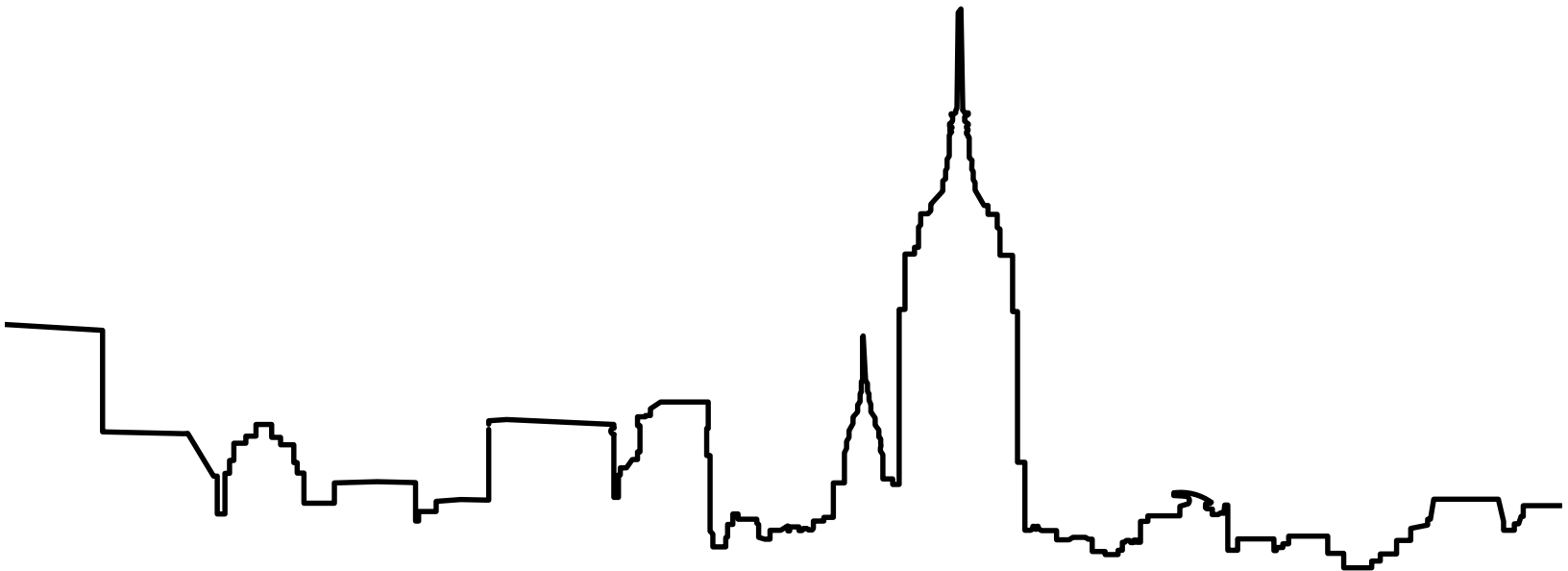
(Revised 2/03)

Chapter 2 | Section 2

REAR YARD AND ROOFTOP ADDITIONS

Sample Application Materials

Rear Yard and Rooftop Addition
Mechanical Rooftop Addition





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

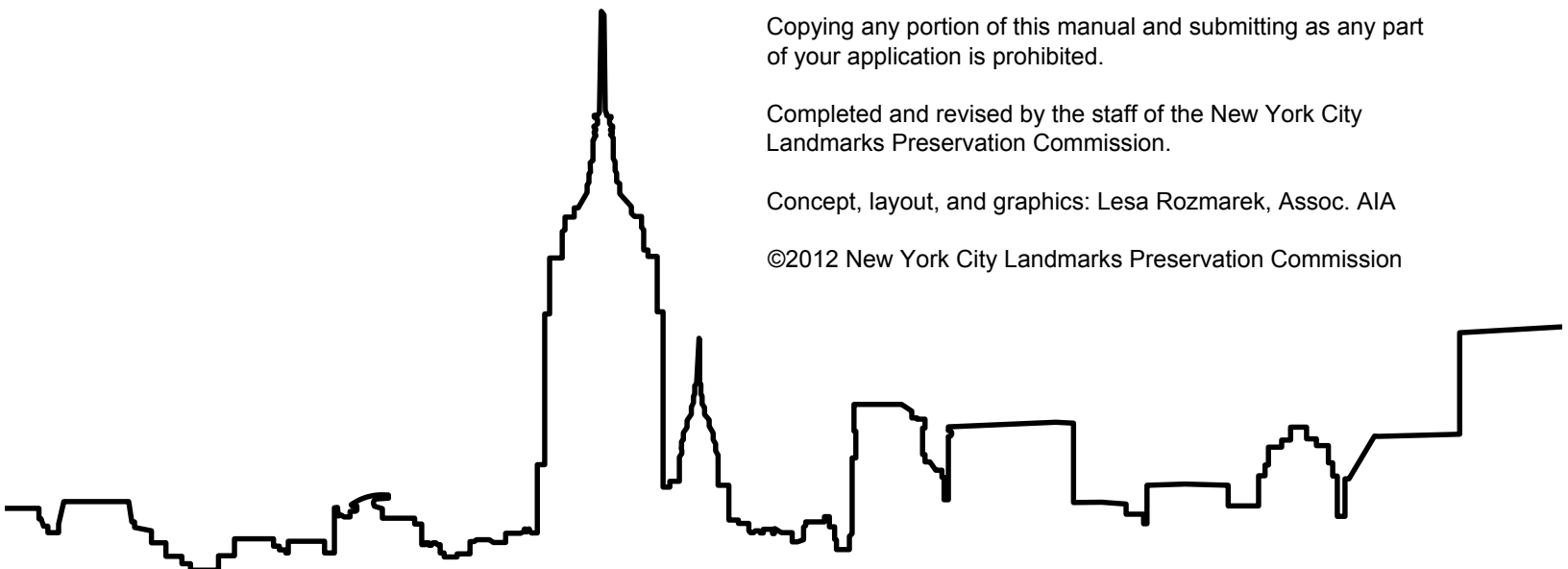
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



ADDITION
PHOTOSHOPPED IN



*With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects*

REAR YARD AND ROOFTOP ADDITION

1220 E. 93rd ST., NEW YORK, NEW YORK

Block Photographs Showing
Addition in Context

ADDITION
PHOTOSHOPPED IN



*With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects*

REAR YARD AND ROOFTOP ADDITION

1220 E. 93rd ST., NEW YORK, NEW YORK

Block Photographs

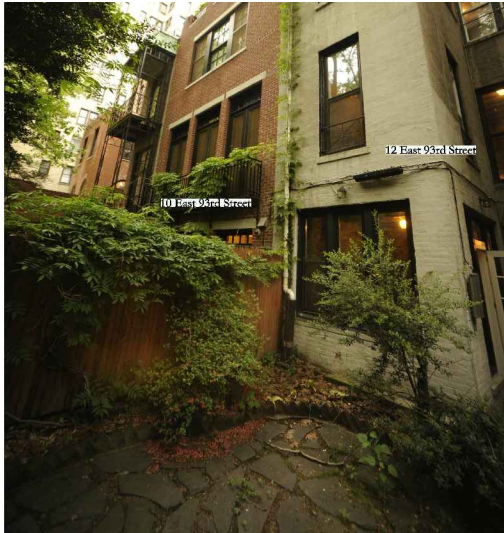


PHOTO 5 - REAR FACADE

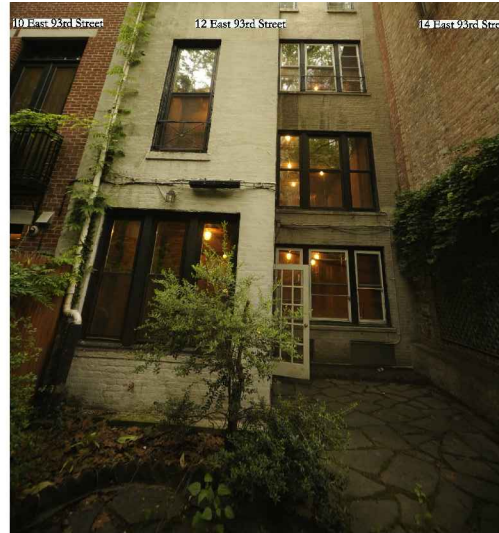


PHOTO 6 - REAR FACADE



PHOTO 7 - REAR FACADE



PHOTO 8 - REAR FACADE
10 East 93rd Street

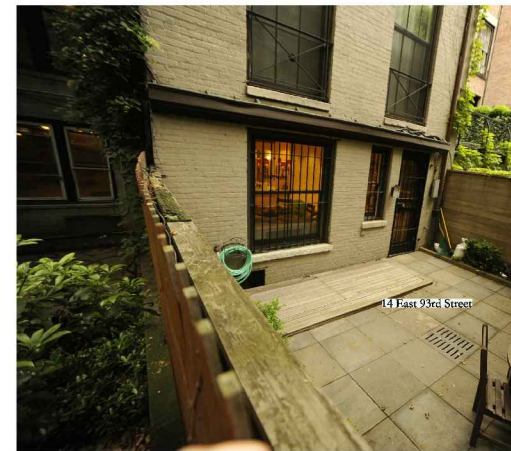


PHOTO 9 - REAR FACADE
14 East 93rd Street

*With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects*

REAR YARD AND ROOFTOP ADDITION

1220 E. 93rd ST., NEW YORK, NEW YORK

Building Photographs



With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects

REAR YARD AND ROOFTOP ADDITION

1220 E. 93rd ST., NEW YORK, NEW YORK

Existing Elevation Drawing

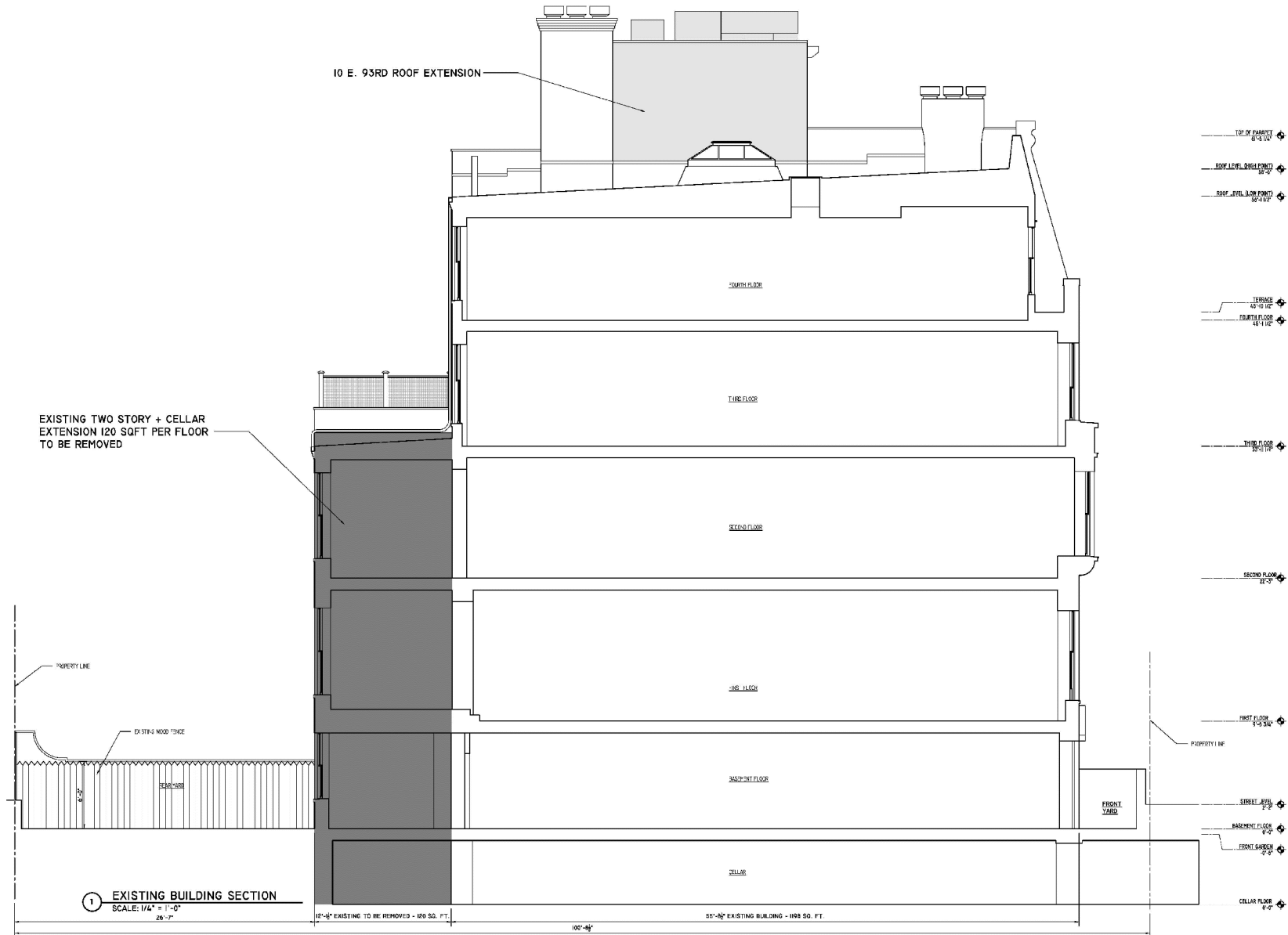


*With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects*

REAR YARD AND ROOFTOP ADDITION

1220 E. 93rd ST., NEW YORK, NEW YORK

Proposed Elevation Drawing



With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects

REAR YARD AND ROOFTOP ADDITION

1220 E. 93rd ST., NEW YORK, NEW YORK

Existing Section

EAST 93RD STREET



EAST 92ND STREET

BUILDING OUTLINE MAP



LEGEND:

2 STORES

100

BASEMENT

GREEN SPACE

6 TO 14 STOP

A STORE!

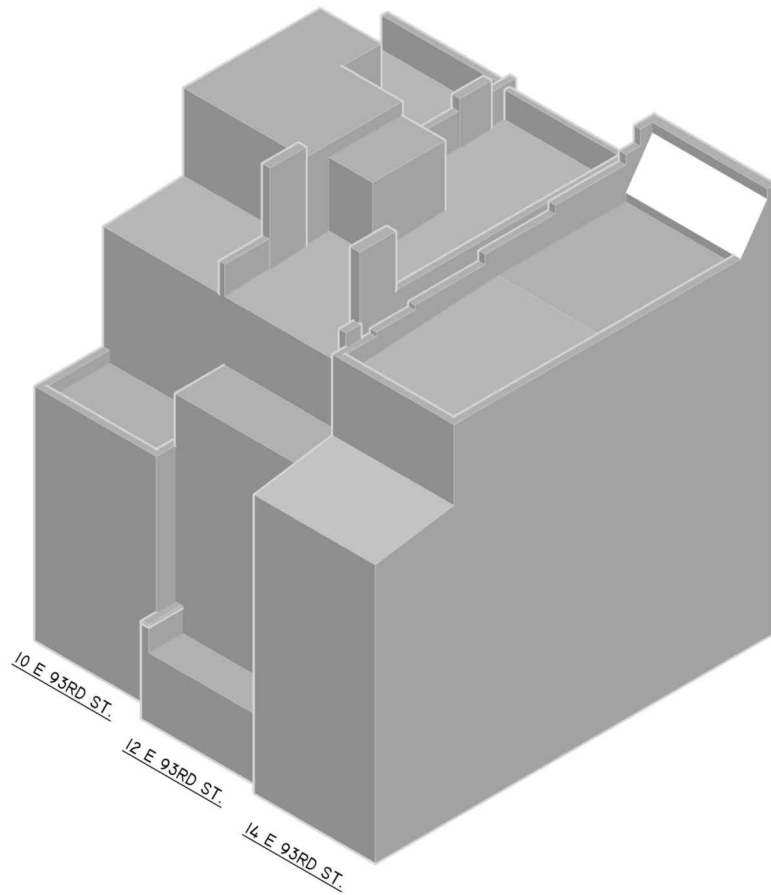
3 STORES

***With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects***

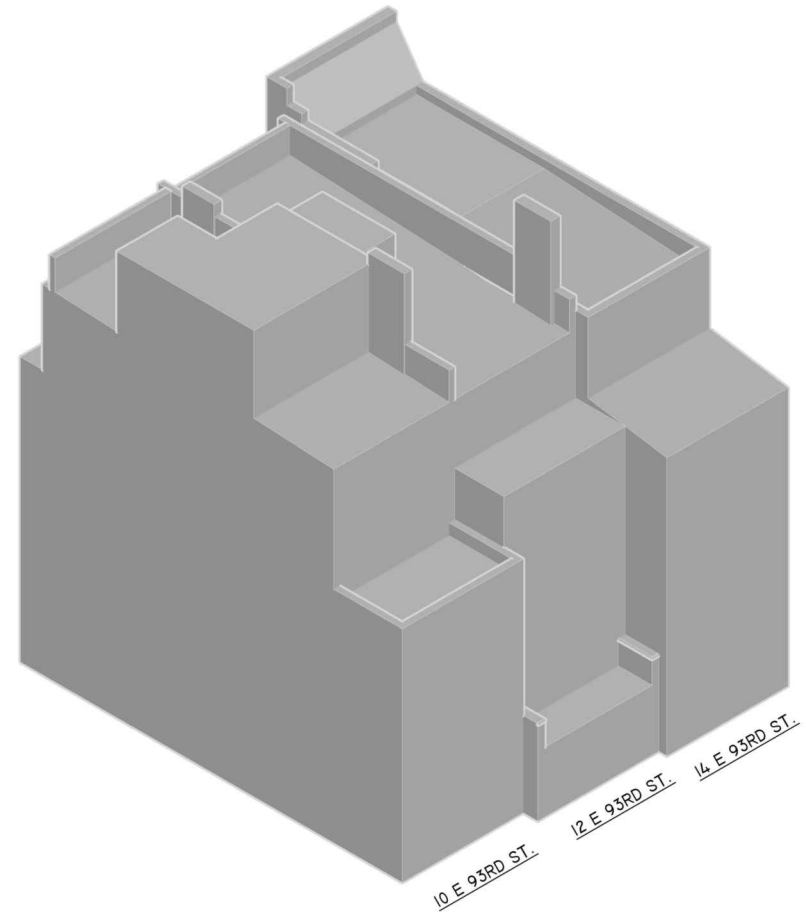
REAR YARD AND ROOFTOP ADDITION

1220 E. 93rd ST., NEW YORK, NEW YORK

Block Plan



① PROPOSED REAR ADDITION
SCALE: 1/8" = 1'-0"



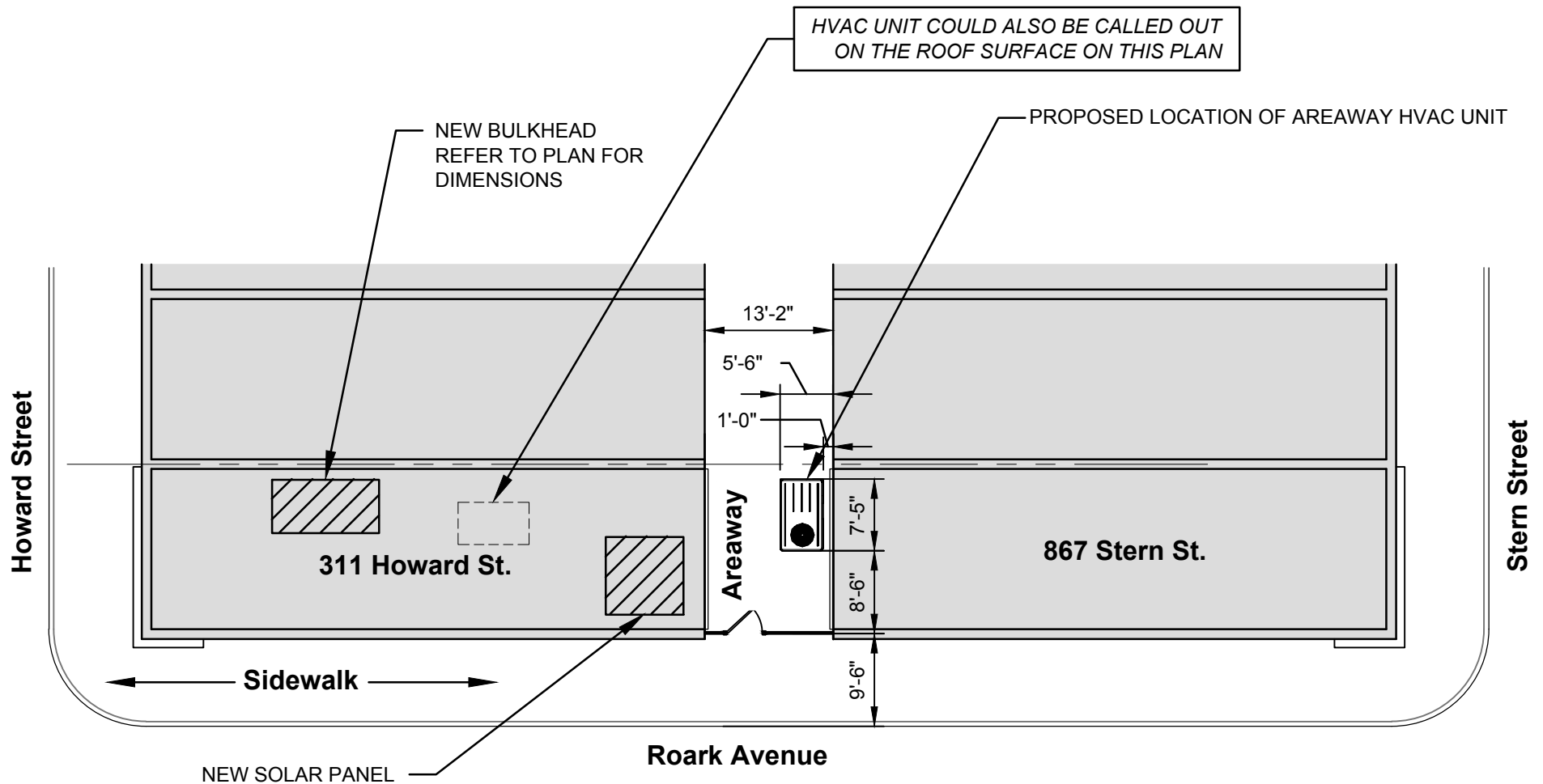
② PROPOSED REAR ADDITION
SCALE: 1/8" = 1'-0"

*With much appreciation, drawings courtesy of
Hottenroth + Joseph Architects*

REAR YARD AND ROOFTOP ADDITION

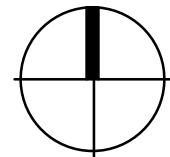
1220 E. 93rd ST., NEW YORK, NEW YORK

Alternate Project Views



1 Site Plan
A210 Scale: 1/8"=1'-0"

Be sure to locate through dimensions where the new HVAC unit will be positioned on the site or building.



MECHANICAL ROOFTOP ADDITION

311 HOWARD ST., NEW YORK, NEW YORK

Site Plan

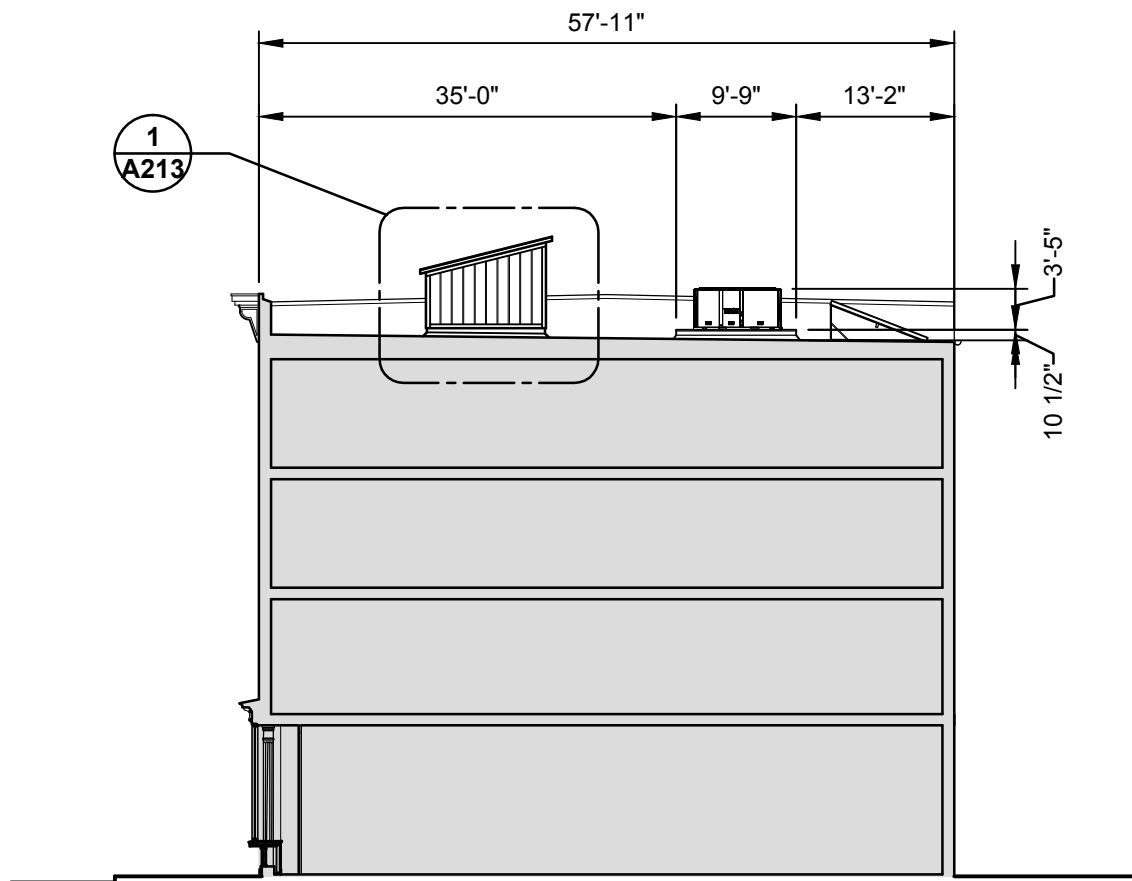
NEW ROOFTOP HVAC UNIT TO BE LOCATED HERE



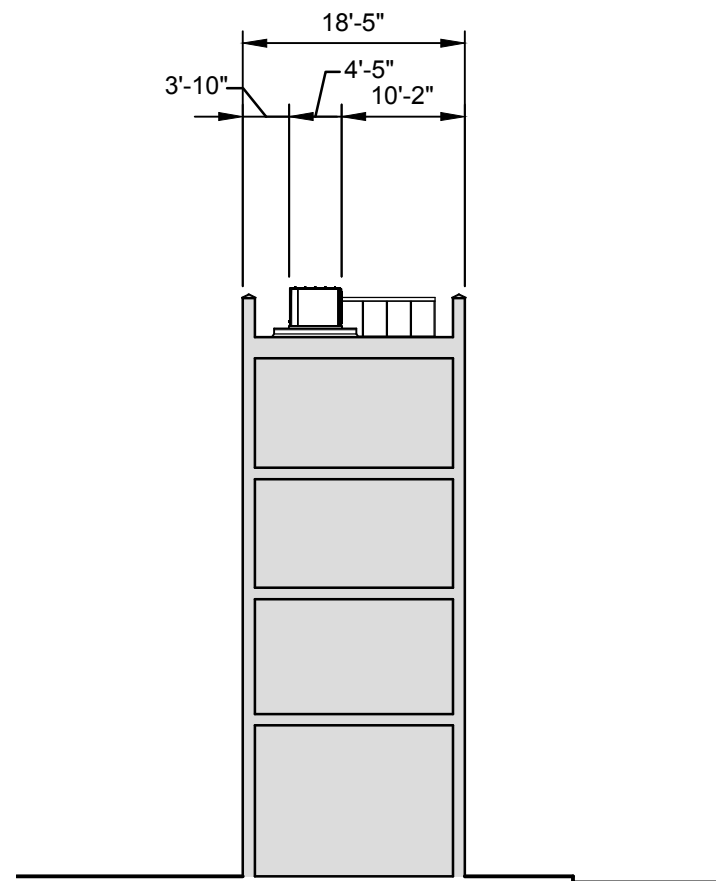
Taken from the intersection of Roark Avenue and Howard Street looking down Roark Avenue



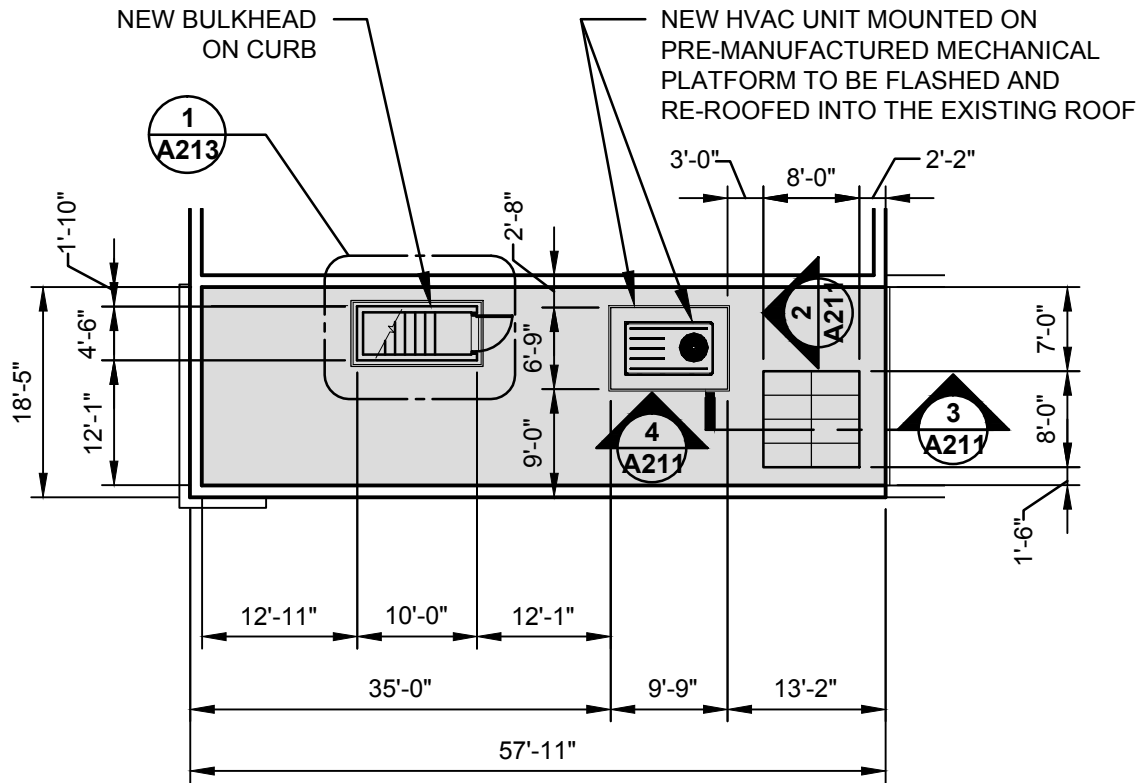
Taken from Roark Avenue looking towards Howard Street and the rear elevation of the project site



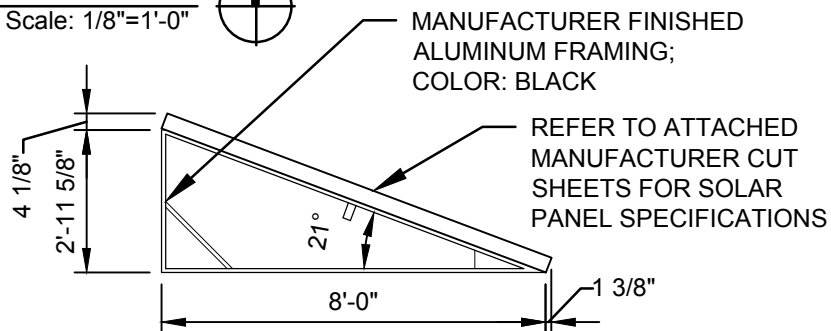
1
A212 **Longitudinal Section**
Scale: 1/8"=1'-0"



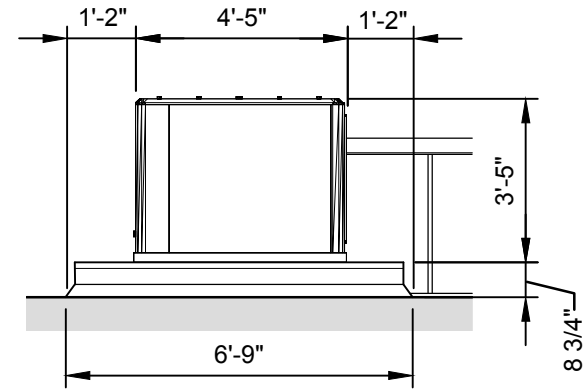
2
A212 **Transverse Section**
Scale: 1/8"=1'-0"



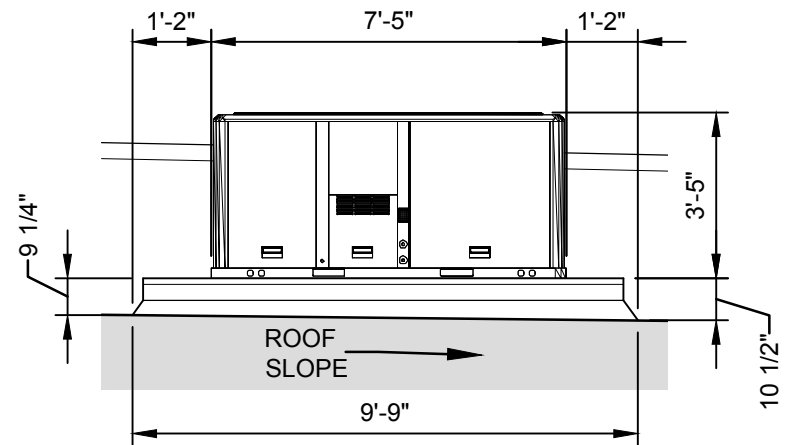
1 Roof Plan
A211 Scale: 1/8"=1'-0"



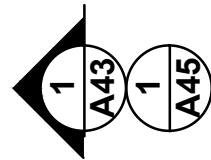
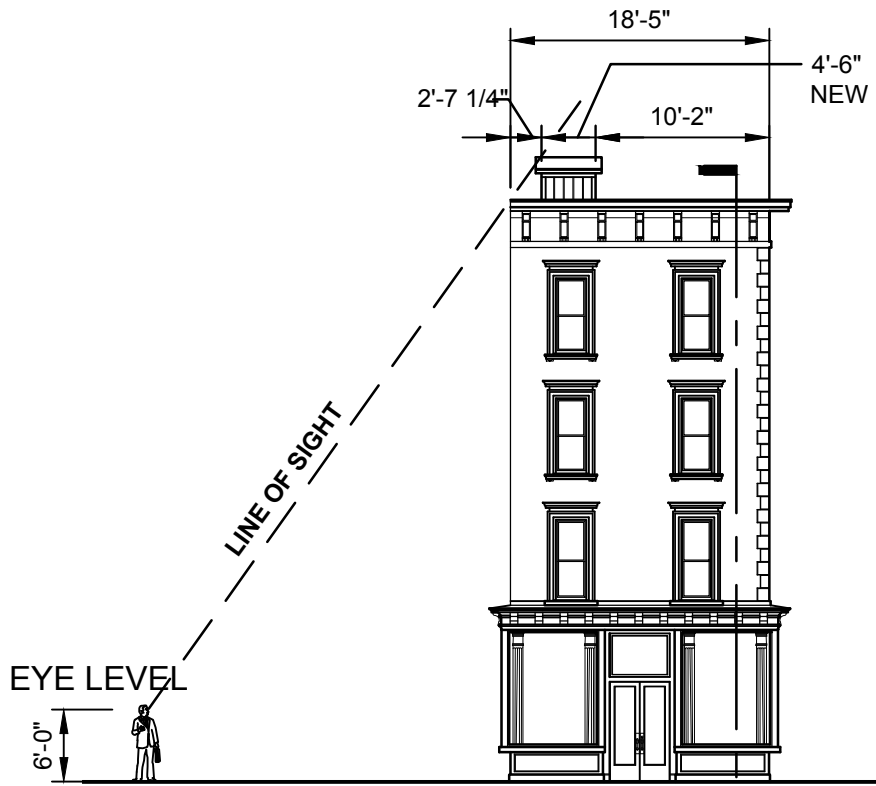
3 Solar Panel Section
A211 Scale: 1/2"=1'-0"



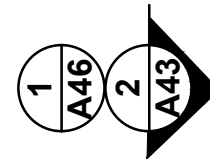
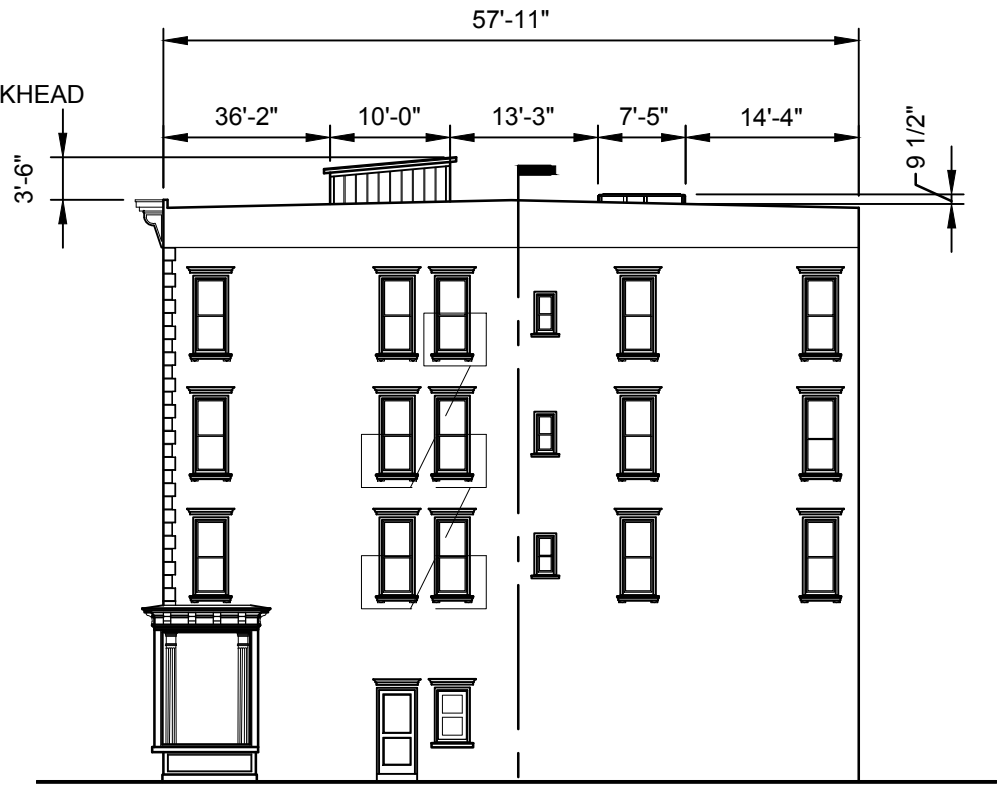
2 HVAC UNIT W/DUNNAGE ELEV.
A211 Scale: 1/2"=1'-0"



4 HVAC UNIT W/ DUNNAGE ELEV.
A211 Scale: 1/2"=1'-0"

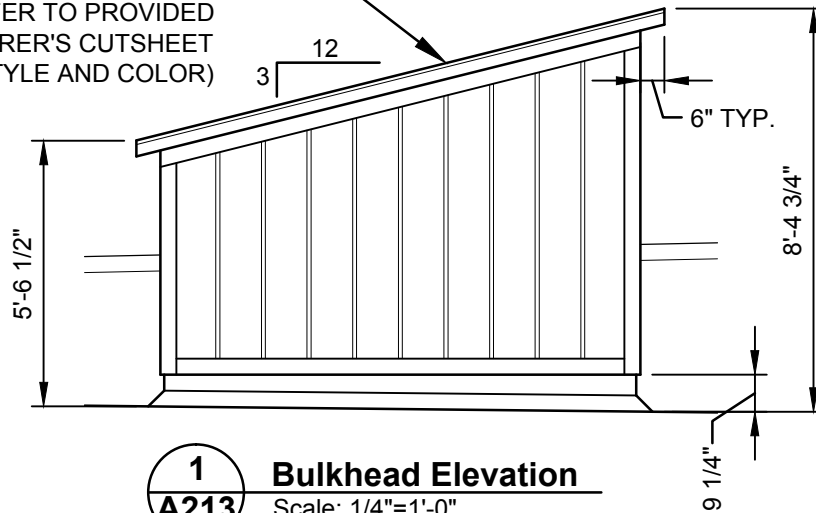


1 Howard Street Elevation
A42 Scale: 1/8"=1'-0"

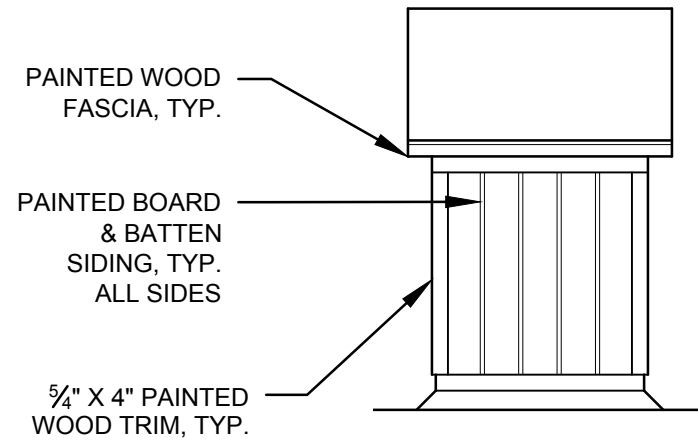


2 Roark Avenue Elevation
A42 Scale: 1/8"=1'-0"

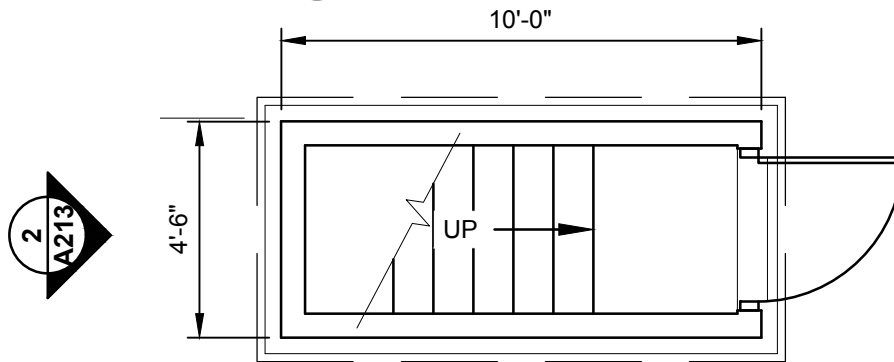
2 LAYERS NO. 15 ASPHALT -
SATURATED UNDERLAYMENT
W/ ASPHALT SHINGLES
(REFER TO PROVIDED
MANUFACTURER'S CUTSHEET
FOR STYLE AND COLOR)



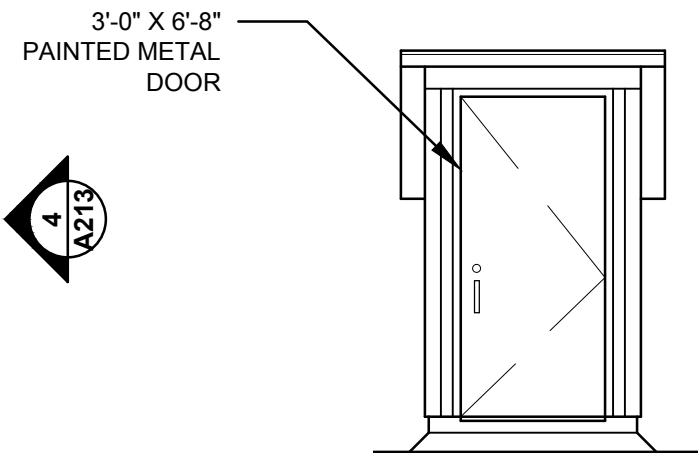
1 Bulkhead Elevation
A213 Scale: 1/4"=1'-0"



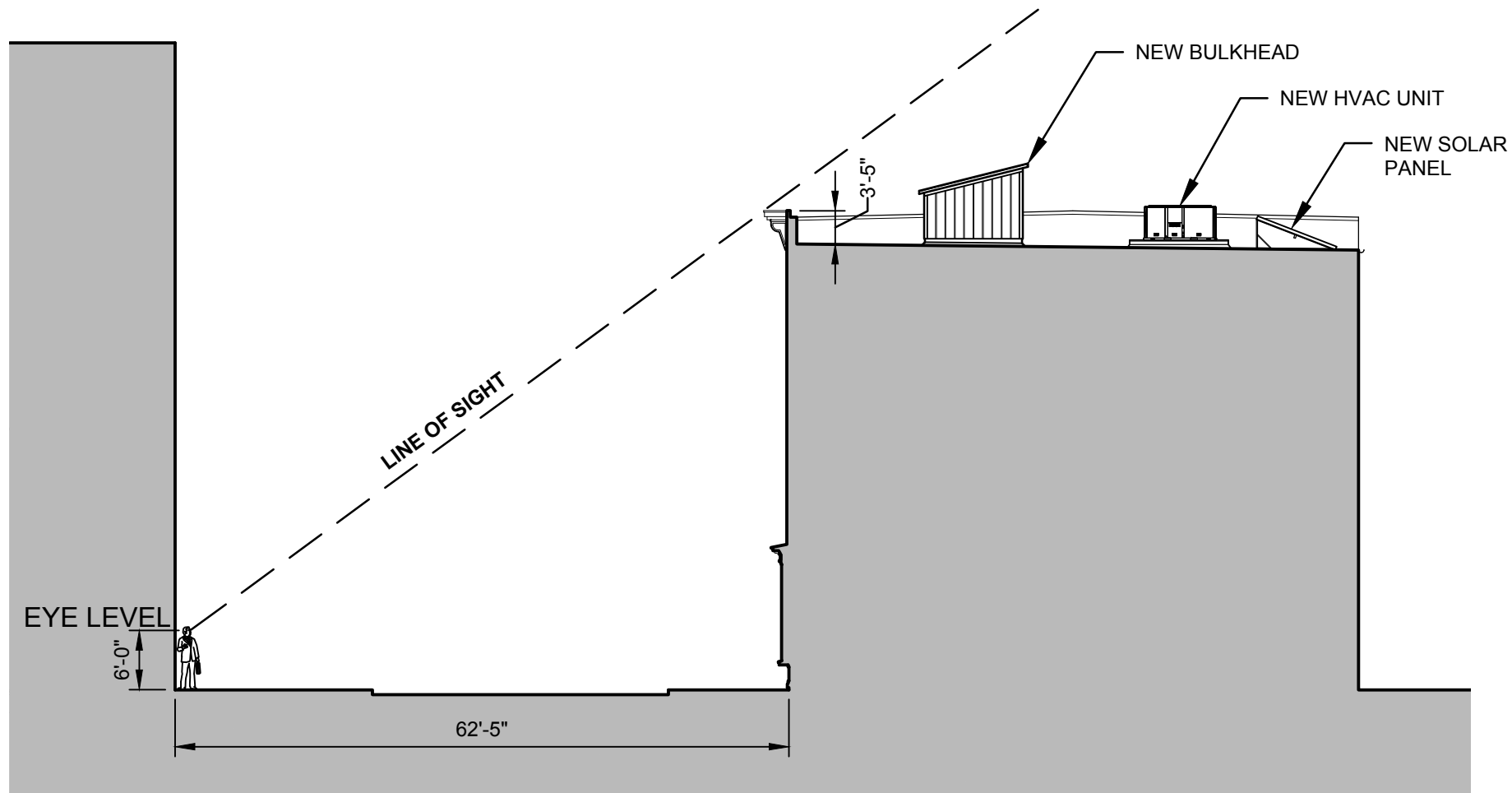
2 Bulkhead Elevation
A213 Scale: 1/4"=1'-0"



3 Bulkhead Plan
A213 Scale: 1/4"=1'-0"



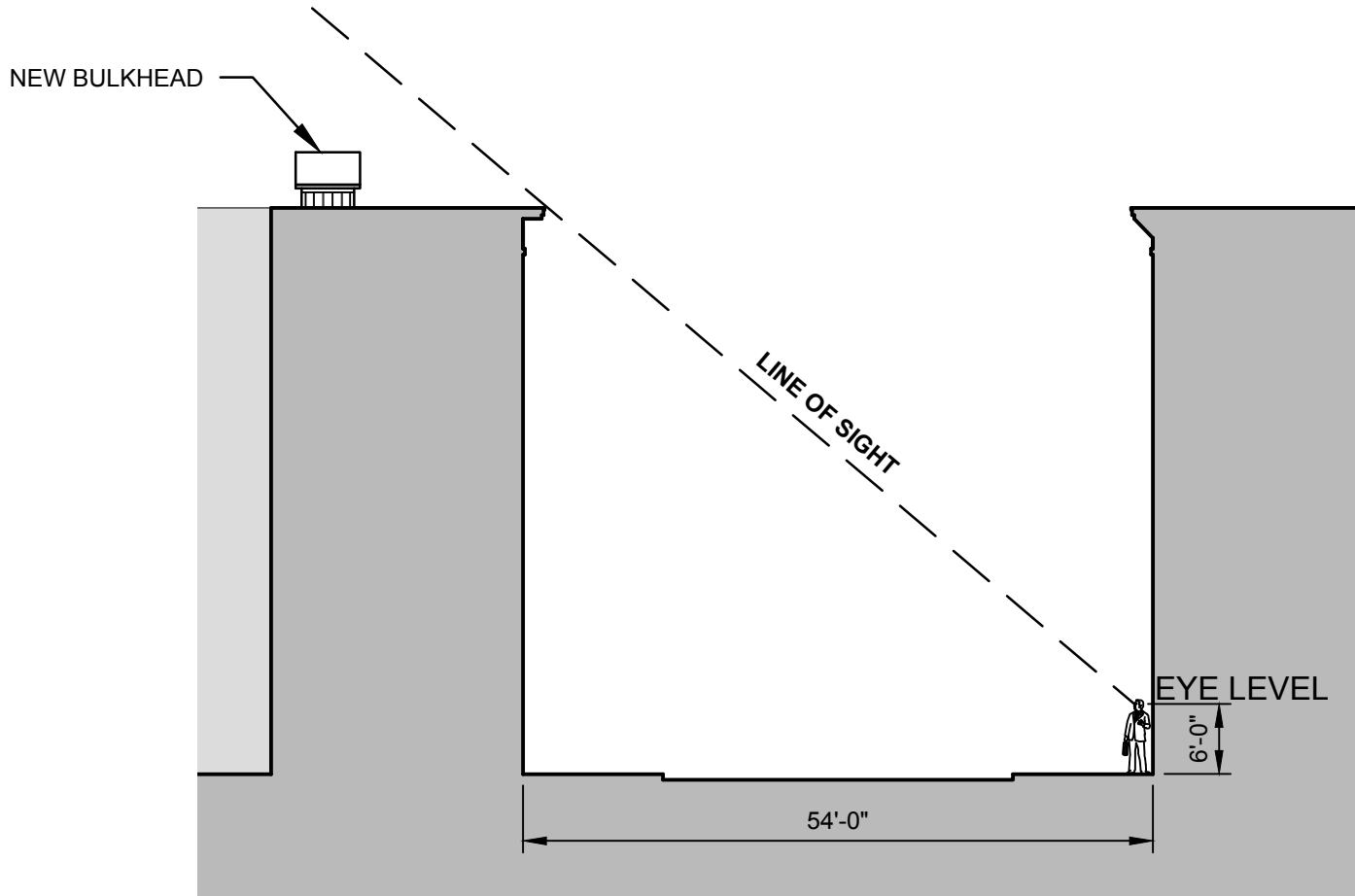
4 Bulkhead Elevation
A213 Scale: 1/4"=1'-0"



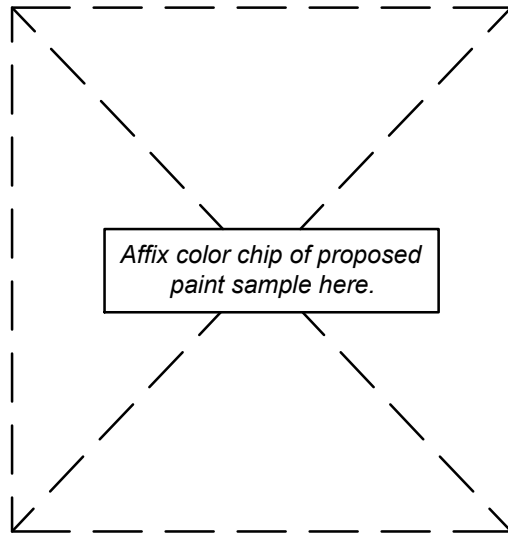
1 Sightline from Howard Street
 A214 Scale: 1/8"=1'-0"

MECHANICAL ROOFTOP ADDITION
 311 HOWARD ST., NEW YORK, NEW YORK

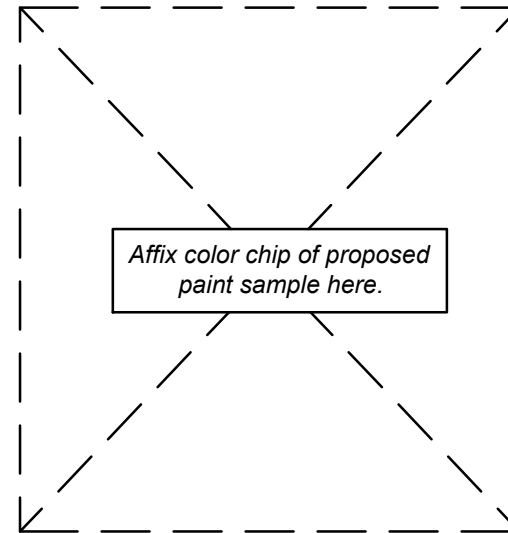
Sightline Section Drawings



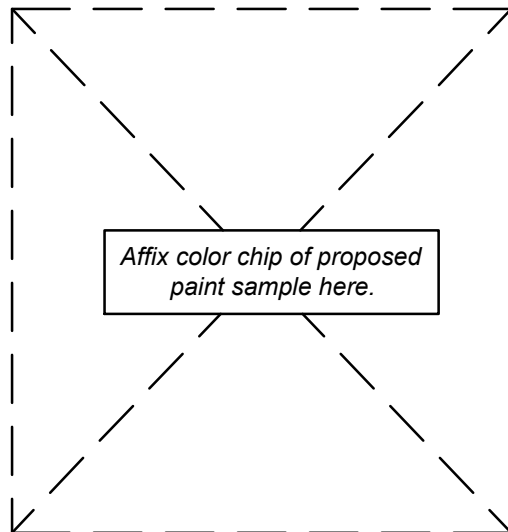
1 Sightline from Roark Avenue
A215 Scale: 1/8"=1'-0"



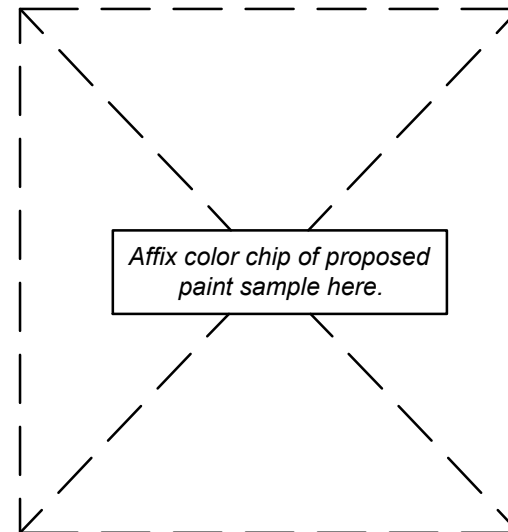
Trim Color: Paint Company X, Color: Pearl Essence, WT-1978.



Siding Color: Paint Company X, Color: Pond, BG-1863.



Metal Door Color: Paint Company X, Color: Dusty, WT-1944.

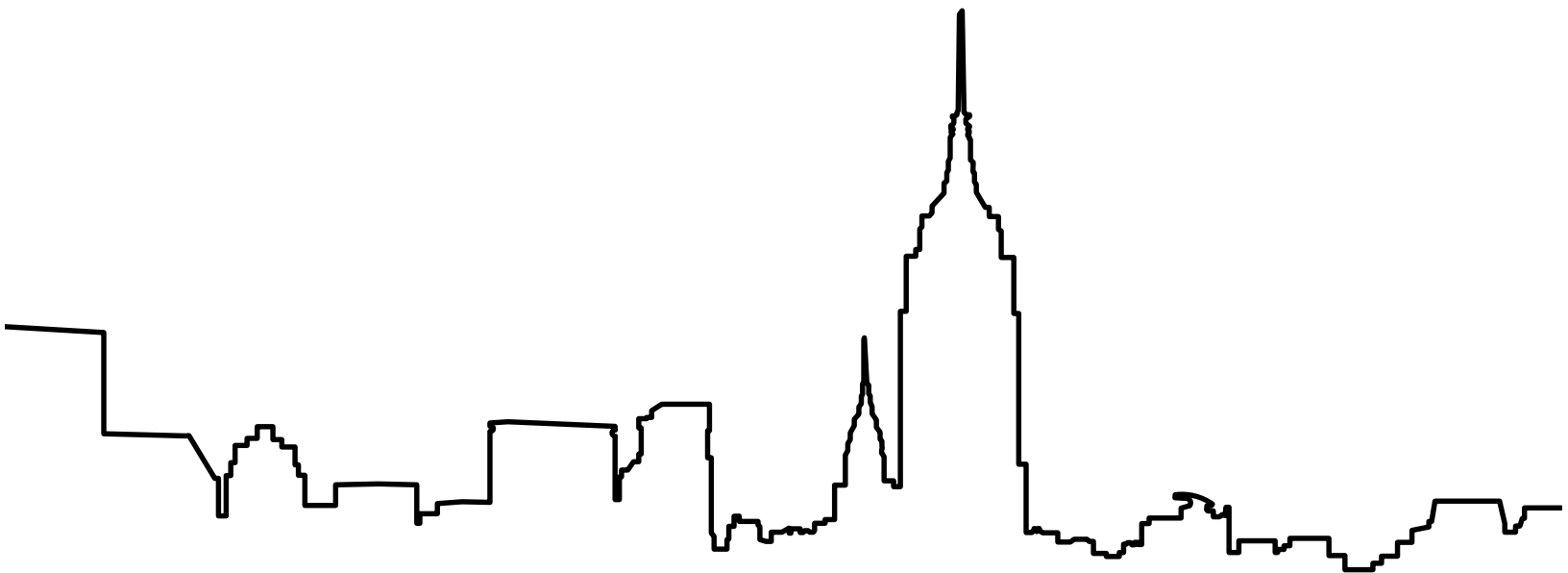


Fascia Color: Paint Company X, Color: Dusty, WT-1944.

Chapter 3 | Section 1

SIGNAGE, LIGHTING AND FIRE ESCAPES

Application Guidelines





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

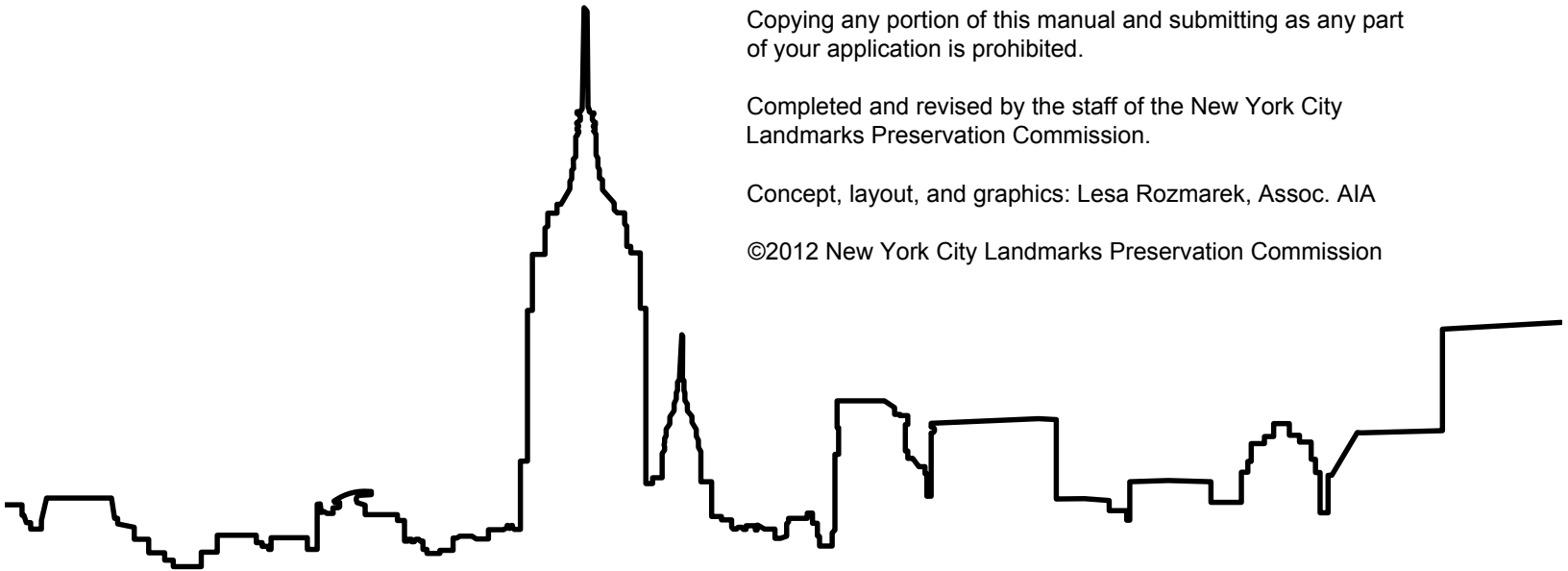
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Application Guidelines

Sign Installation

Signs are a common feature of historic buildings that were constructed for commercial or manufacturing uses. Signs typically were painted or affixed above storefronts in sign bands, installed within display windows, suspended from bracket signs, or hung beneath canopies.

The historic uses and appearance of signs in New York City serve as the basis for [Section 2-20 of the Landmarks Preservation Commission's Rules](#), which govern and specify the criteria for the installation and replacement of signs. This chapter summarizes the criteria of Section 2-20, and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit for a sign.

Please note that if your signage project involves an awning, please refer to [section 2-12 of the Landmarks Preservation Commission's Rules](#) and the awning installation section of this manual.

Permit applications that do not conform to Section 2-20 will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks

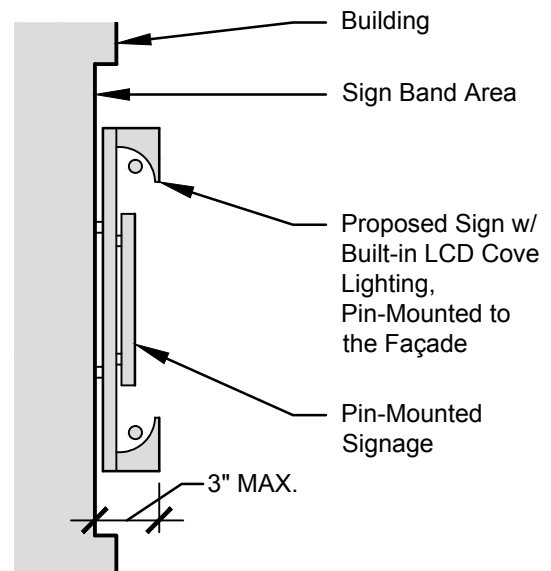


1980s Photograph shows an excessive amount of signage.

Sign Installation for New Storefronts

A staff-level permit will be issued if:

- Installation does not damage, destroy or obscure significant architectural features or material of the building or storefront
- The location and size of the sign correspond to the size of the storefront
- The sign is painted directly onto a sign band
- The sign is made of flat wood or metal and is installed above a storefront
- The sign features pin-mounted letters and logos
- The sign is neon and installed on the interior of the storefront's glass window and does not substantially reduce the transparency of the display window
- The sign is made of wood or metal and affixed to a bracket at the first floor
- The sign is illuminated externally with a shielded source of light or small "goose neck" features, provided that the conduit is concealed and does not damage any historic fabric
- The sign is flat and horizontal, and installed onto plain masonry above the storefront opening
- The sign is projecting and installed within storefront framing or at the joints of flat masonry piers
- The sign is not installed directly into cast iron, decorative sheet metal, or ornamental stone.



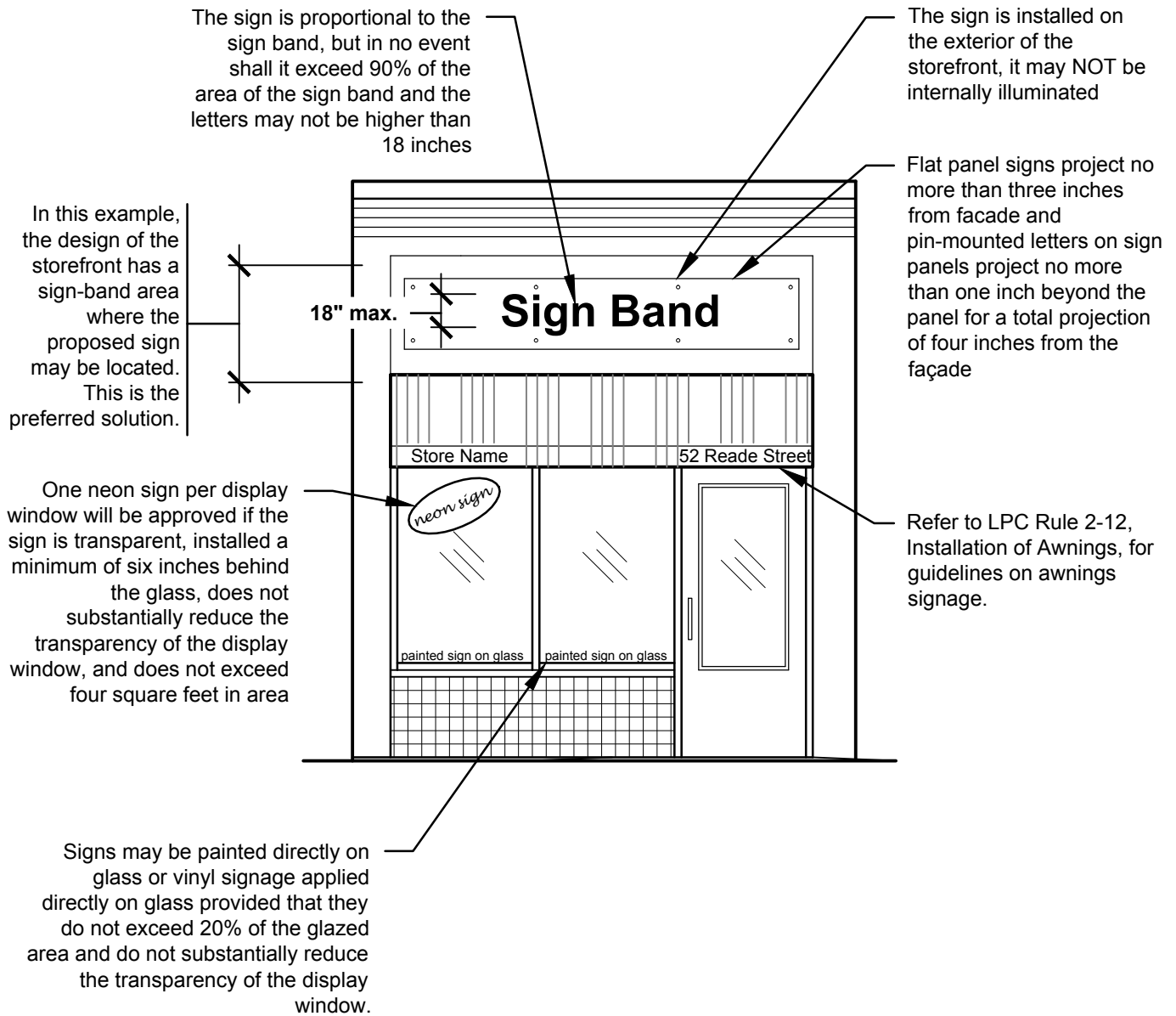
Section of a proposed lighting solution for a sign

Please note that your application for signage will be considered in the context of existing signage and whether, together with all existing signage, it detracts from the architectural features of the building, adjacent buildings, or streetscape.

SIGNAGE, LIGHTING AND FIRE ESCAPES

Sign Installation for Existing Storefronts

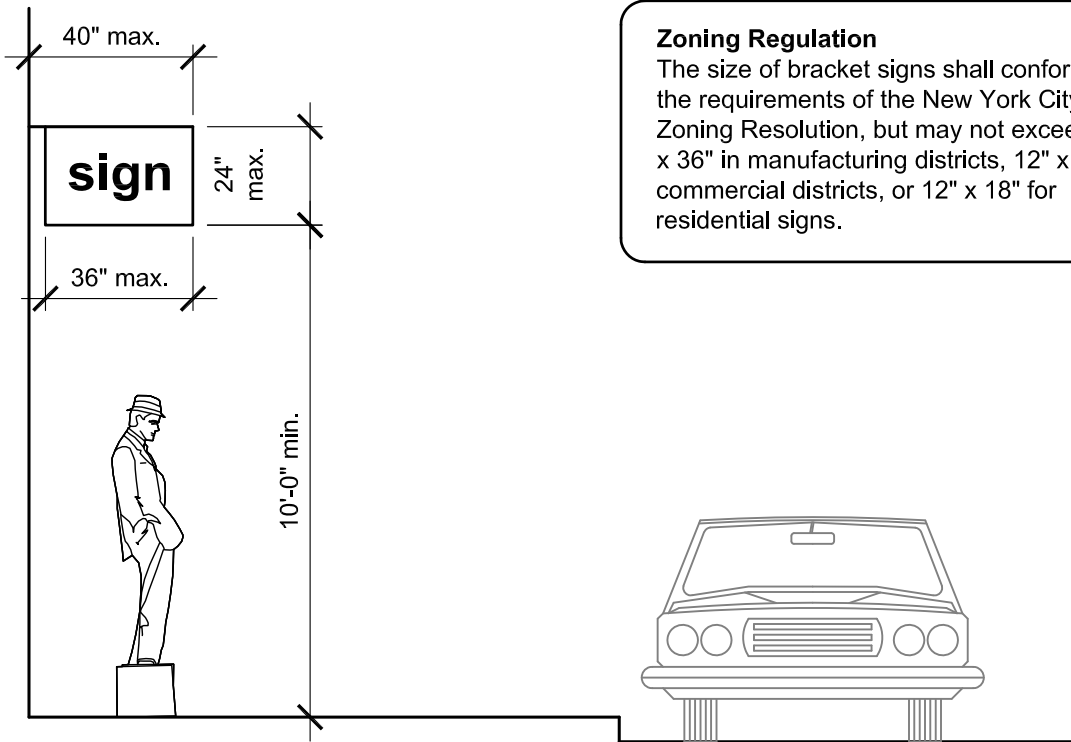
A staff-level permit will be issued if the below criteria are met.



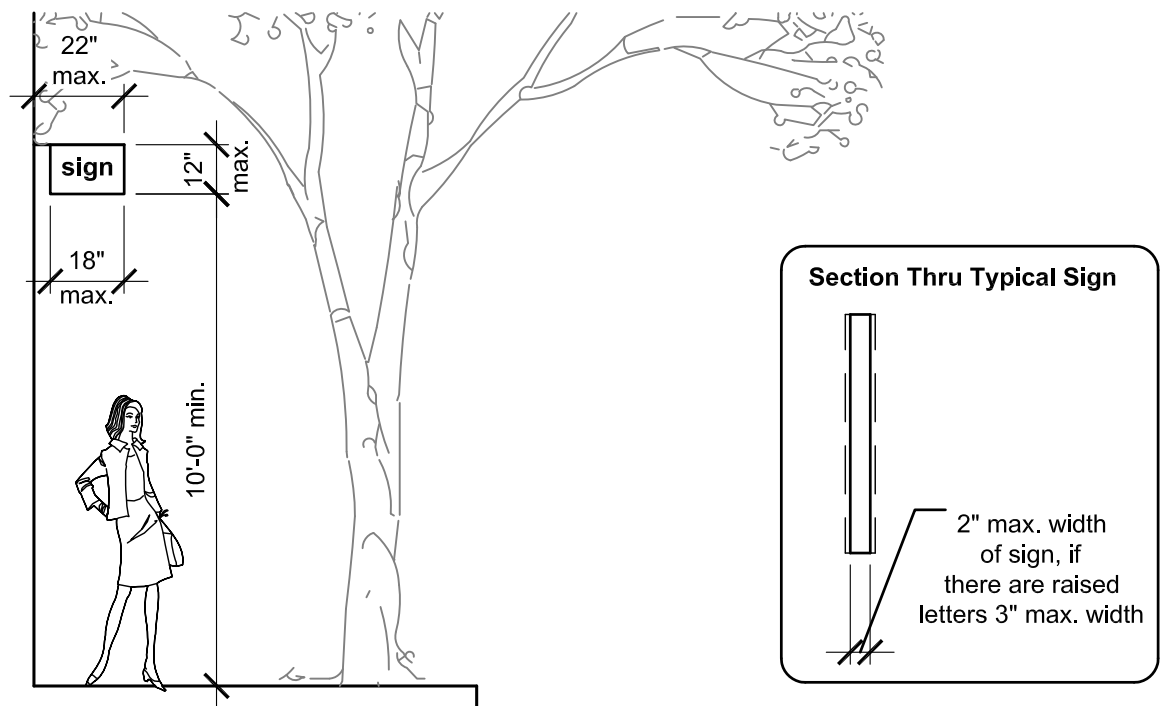
Refer to section 2-20 of LPC's rules for additional design information

SIGNAGE, LIGHTING AND FIRE ESCAPES

Commercial Bracket Sign



Residential Bracket Sign



Refer to LPC Rule 2-20 for additional design information

All Other Signage

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for signage. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it, or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Signage

Below is a list of required descriptive materials for your proposed signage. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Permit application signed by the building owner
- ☐ Color photograph(s) of the entire building and/or sketch elevation of building indicating the location of proposed signage
- ☐ Color photograph(s) of adjacent buildings, if applicable
- ☐ Detailed section drawings showing dimensions of the sign, sign letters, and how it will be attached to the building
- ☐ Elevation drawing indicating the dimensions of the sign and sign lettering
- ☐ Indication of material(s) and color(s) to be used
- ☐ Photomontage or elevation of the storefront showing location of proposed sign in relation to the building and, if applicable, other storefronts in the building
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Lighting

Lighting is a common feature of commercial storefronts and residential entryways, and may also be required by the New York City Building Code. LPC's permits for lighting fixtures can be issued at staff-level as long as certain criteria are met. These criteria are intended to prevent damage to the historic fabric of a landmarked building. If your project involves lighting related to signage, please refer to [Section 2-20 of the Landmarks Preservation Commission's Rules](#).

Please note that permit applications for signage lighting that do not conform to Section 2-20 will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks

Design Considerations

- Damage to any significant feature is to be avoided in connection with the installation of light fixtures
- Light fixtures should be installed within window or door framing, or on flat masonry with attachments at the masonry joints
- Light fixtures should not be installed directly into cast iron, decorative sheet metal, or ornamental stone
- Light fixtures should be installed in a location that corresponds to building or storefront entrances
- Smaller light fixtures may be attached at other discreet locations if they do not call undue attention to themselves, and are not located near significant features of the building
- Light fixtures should be of a simple design, small size and neutral finish so that these fixtures do not detract from the significant architectural features of the building
- Electrical conduit for the light fixture(s) should not be exposed

All Other Lighting

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for lighting. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.



Example of an approved light fixture near an entryway



Example of an approved light fixture

SIGNAGE, LIGHTING AND FIRE ESCAPES

Application Checklist for Lighting

Below is a list of required descriptive materials for your application for lighting. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Permit application signed by the building owner
- ☐ Color photograph(s) and/or sketch elevation of the building indicating the proposed location of the light fixtures
- ☐ Drawings showing method of lighting installation (including method of mounting and location of any exposed conduit)
- ☐ Catalogue cut sheet showing type, dimensions, and finishes of fixture
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Fire Escape Removal

Fire escapes began to appear on buildings in New York City in the 1860s when they were first required for tenement buildings. While they mainly function as utilitarian features to provide emergency egress, fire escapes in some later buildings were elaborately detailed and designed to complement the façades of historic buildings.

The historic uses and appearance of fire escapes serve as the basis for [Section 2-13 of the Landmarks Preservation Commission's Rules](#), which govern and specify the criteria for the removal of fire escapes. This chapter summarizes the criteria of Section 2-13, and offers guidance on how to submit an application that conforms to them.

Please note that decorative fire escapes and fire escapes that were added to buildings in industrial districts are considered significant protected architectural features. This is why applications for their removal require a review and approval by the full Commission.

Staff-level permits can be issued for the removal of non-decorative fire escapes if the fire escape is not:

- Original to the building
- Mentioned in the LPC designation report about the building or historic district where it is located
- Attached to a building located in a historic district where fire escapes are significant architectural elements that contribute to the special characteristics for which that historic district was designated

Restorative Work

The installation of a fire escape sometimes involved the removal of all or part of significant architectural elements, such as cornices. Your proposal should include restorative work to return the building to its original condition.



1930s Tax Photograph from Manhattan

Application Checklist for Fire Escapes

Below is a list of required descriptive materials for your proposed fire escape removal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

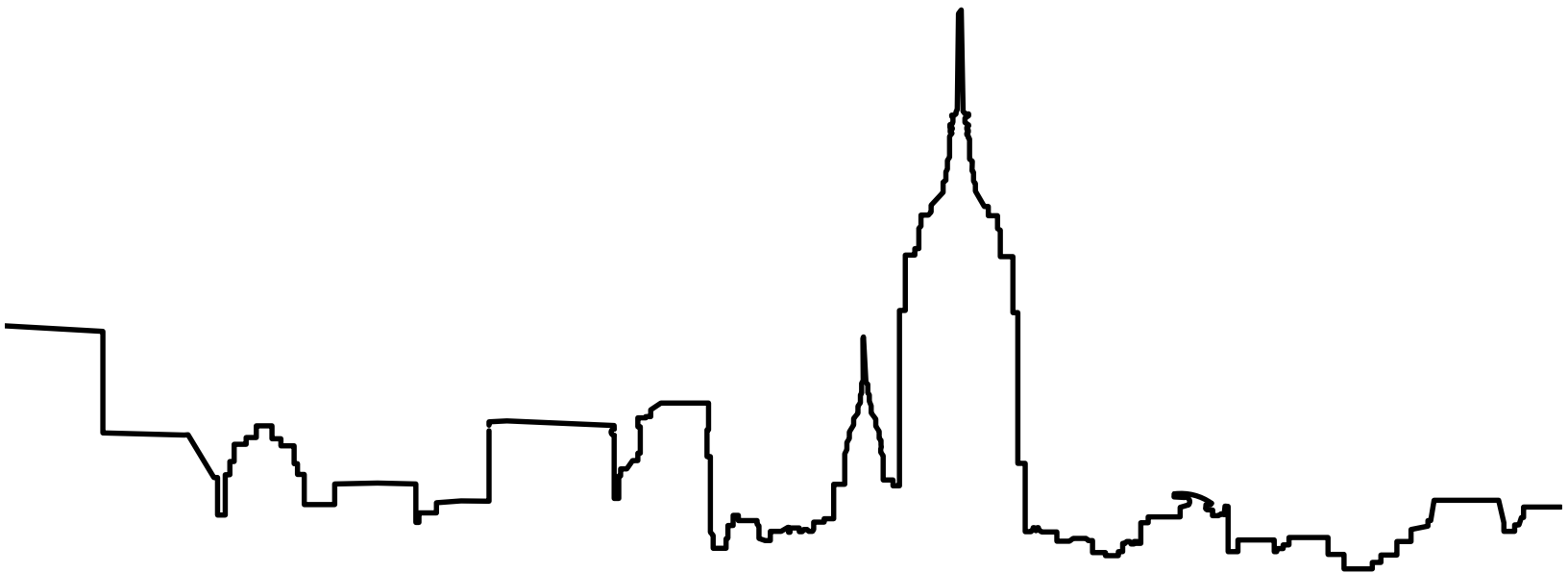
- ☐ Permit application signed by the building owner
- ☐ Photographs of the existing building and close-ups of the fire escape to be removed
- ☐ Historic photographs of the building
- ☐ Color photographs of streetscape showing whether other fire escapes exist
- ☐ Written specifications for repair to damaged masonry
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Chapter 4 | Section 1

HEATING, VENTILATING, AND AIR CONDITIONING EQUIPMENT

Application Guidelines





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

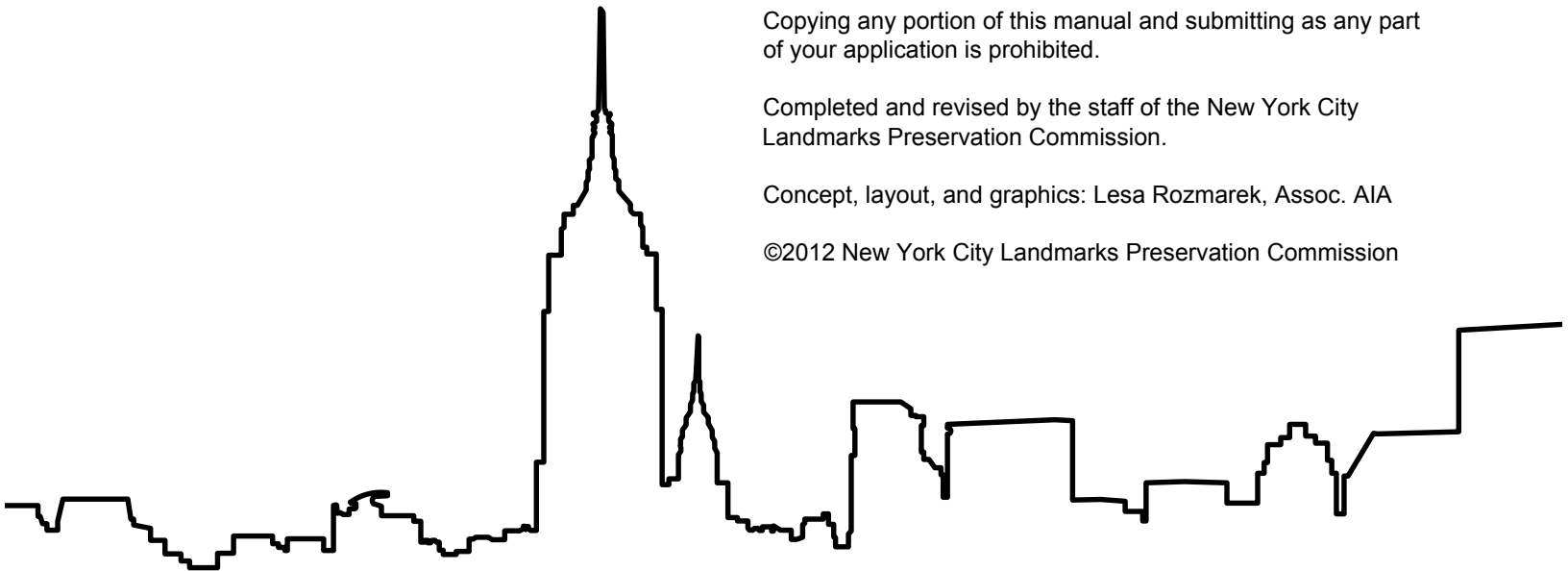
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Installing Through-the-Wall, Through-the-Window, Wall-Mounted and Rear Yard Areaway Heating, Ventilating, and Air Conditioning Equipment

Exterior wall cladding, window opening patterns and decorative details are integral to the design of a building. In most historic buildings, these three elements were carefully combined to help define the style and character of the façades.

Retaining the proportions and appearance of the wall cladding, window patterns and ornament of a historic building serves as the basis for [Section 2-11 of the Landmarks Preservation Commission's Rules](#), which governs and specifies the criteria for the installation of through-the-window, through-the-wall, wall-mounted or rear yard areaway HVAC equipment. [Section 2-19 of the Commission's Rules](#), which governs building additions, specifies the criteria for the installation of rooftop mechanical equipment, including HVAC systems. Please refer to Chapter 2 of this manual for guidance on how to obtain a permit for rooftop mechanical equipment.

This chapter summarizes the criteria of Section 2-11, and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit.

Please note that permits are not required for HVAC equipment that can be installed by raising the lower sash of a double-hung window or simply opening a casement leaf, transom, hopper or awning window.

However, permits are required for window units that require brackets affixed to the exterior or alter the window sash or frame.

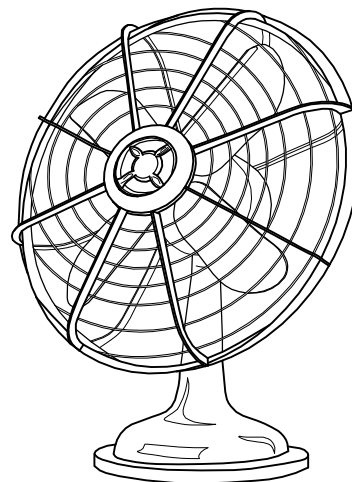
No Permits Required

- No permit is required for installation of HVAC equipment that's installed by raising the lower sash of a double-hung window, or opening a casement leaf, transom, hopper or awning window.

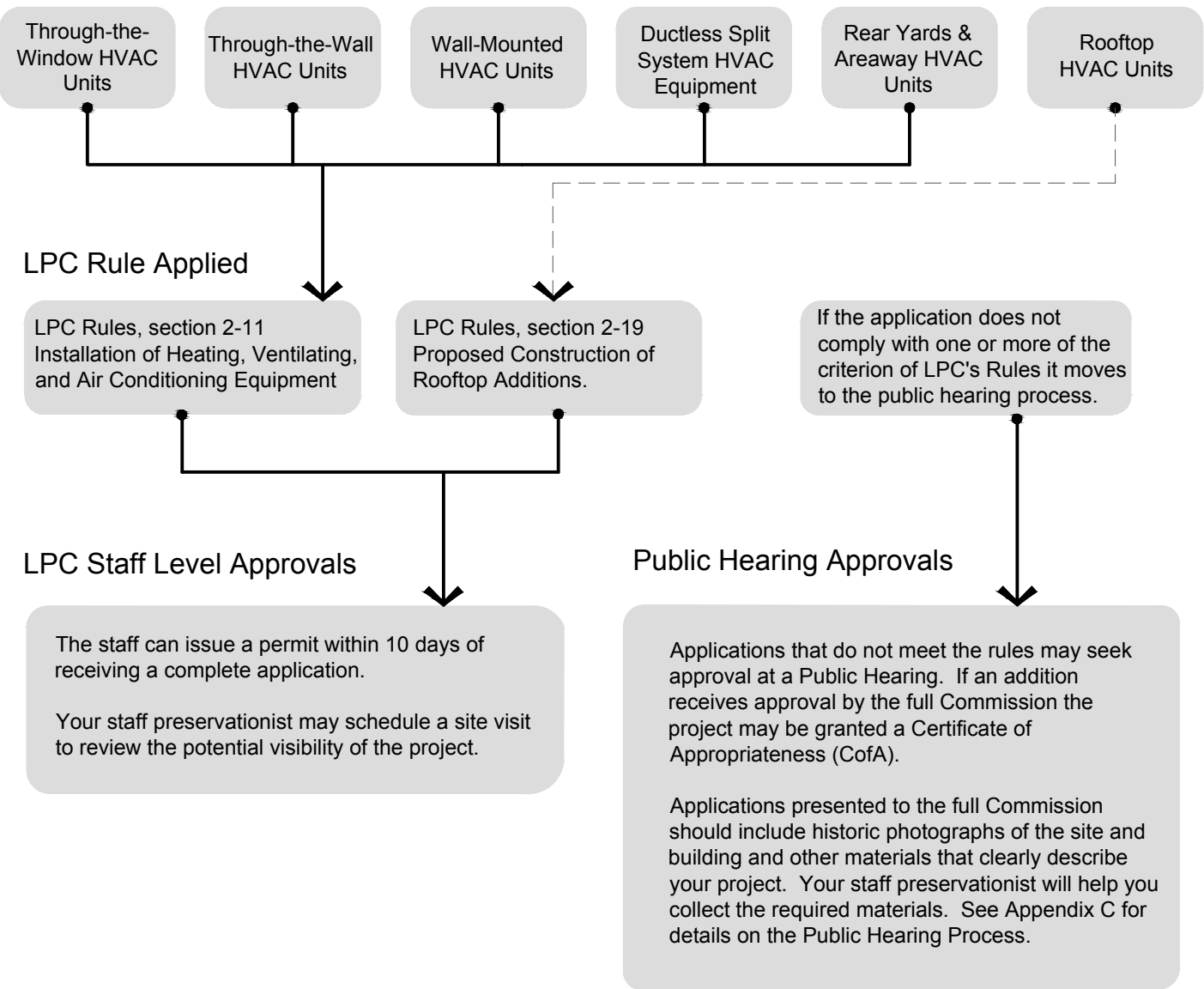
PLEASE NOTE: Window units that require brackets affixed to the exterior or alter the sash or frame need a permit.

Master Plans

A “master plan” establishes a prototype of HVAC equipment installation and other repetitive work types that are eligible for future staff-level permits. Master plans require approval from the full Commission and serve as the guidelines that enable the staff to write future permits. LPC encourages applicants to develop master plans for the phased-in installation of HVAC units in larger buildings or building complexes because they help expedite future permits.



HVAC Review Process



Installing Through-the-Window HVAC Units on Primary Facades

Commission-level permits are required for:

HVAC units on the principal façades of small residential buildings and individual landmarks

Staff-level permits can be issued for:

HVAC units on the principal façades of commercial AND residential buildings with a minimum of 41 feet of street frontage or a minimum of seven stories if the proposal meets the following criteria:

- The window is not a "special window"
- The installation involves only removing glazing from one of the sashes of a double-hung window
- The installation involves only removing glazing from one portion of a casement window and retaining the window frame
- The unit's location conforms to a regular pattern of installations within window bays on the façade
- The louver or vent is mounted flush with the sash or directly behind the sash and finished to match the color of the sash

Installing Through-the-Window HVAC Units on Secondary and Non-Visible Façades

Staff-level permits can be issued if the proposal meets the following criteria:

- The installation does not result in the loss of any significant features
- The units are installed within existing openings
- The louvers are finished to blend with the existing fenestration pattern
- And the existing windows are not "special windows"

All Other Through-the-Window Installations

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for installing through-the-window units. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Through-the-Window HVAC Units on Primary, Secondary, and Non-Visible Facades

Below is a list of required descriptive materials for your proposal for through-the-window HVAC units on primary, secondary and non-visible facades. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photo(s) of building indicating the proposed locations of the unit(s)
- ☐ Building plan or elevation showing dimension of the street frontage
- ☐ Building plan or elevation showing the building height
- ☐ Elevation drawing of the unit within the window opening
- ☐ Section drawing showing the location of the grille within the opening
- ☐ Paint card or sample of color to be used to match surrounding masonry
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Installing Through-the-Wall HVAC Units on Primary Facades

Commission-level permits are required for:

HVAC units on the principal façades of small residential buildings, individual landmarks and non-masonry buildings.

Staff-level permits can be issued for:

HVAC units on the principal façades of residential buildings with a minimum of 41 feet of street frontage or a minimum of seven stories if the proposal meets the following criteria:

- The proposed installation is centered beneath the window opening
- The proposed installation conforms to the existing pattern of installations if the window opening is wide enough to accommodate more than one set of sashes
- The exterior grille is a rimless type architectural grille
- The exterior grille is mounted flush with the surrounding masonry
- The exterior grille has a finish that matches the color of the surrounding masonry
- The proposed location corresponds to an established regular pattern of installations
- The proposal calls for the installation of only one unit per room, except for corner rooms, in which case only one unit per façade is permissible
- No decorative masonry or other significant architectural feature of the building is affected

Installing Through-the-Wall HVAC Units on Visible Secondary Masonry Façades

Staff-level permits can be issued if:

- The unit is centered beneath a window opening if the vent or louver **exceeds** 144 square inches in surface area, or is installed below, above, or to the side of a window opening if the vent or louver is **less than** 144 square inches in surface area
- The unit is installed in a uniform pattern on portions of secondary façades devoid of windows, unless the building has no interior space that would permit an installation that conforms to a pattern
- The exterior grille has a finish that approximates the color of the surrounding masonry
- No decorative masonry or other significant architectural feature of the building is affected

Installing Through-the-Wall HVAC Units on Non-Visible Secondary Façades

Staff-level permits can be issued if:

- The installation is not visible from any public thoroughfare
- The grille is set flush with the masonry wall; **however**, if the vent or unit is 25 square inches or less in surface area, and projects no more than five inches forward may be permitted if the projection does not have an adverse effect on the secondary façade
- No decorative masonry or other significant architectural feature of the building is affected

All Other Through-the-Wall Installations

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for installing through-the-wall units. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Through-the-Wall HVAC Units on Primary, Secondary, and Non-Visible Facades

Below is a list of required descriptive materials for your proposal for through-the-wall HVAC units on primary, secondary and non-visible facades. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Site plan, building footprint plan, block plan, or Sanborn map
- ☐ Color photo(s) of the building indicating the proposed locations of the unit(s)
- ☐ Close up detailed photos of the masonry area that is affected
- ☐ Elevation drawings showing the unit's relationship to window(s) and dimensions of the exterior grille
- ☐ Section drawing showing the grille will be flush with masonry and dimension beneath sill or projection of vent
- ☐ Catalog cut sheet showing grille type and unit (architectural grille)
- ☐ Paint card or sample of color to be used to match surrounding masonry
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Installing Wall-Mounted or Ductless Split System HVAC Units on Visible Facades

Please note that Commission-level reviews are required for the installation of visible, wall-mounted HVAC units and ductless split system HVAC units on facades that are visible from a public thoroughfare.

Installing Wall-Mounted or Ductless Split System HVAC Units on Non-Visible Secondary Façades

Staff-level permits can be issued if:

- Wall-mounted HVAC units are not visible from any public thoroughfare
- The metal support structure attaches to the masonry wall through the mortar joints
- Penetrations for conduit through the façade will be as small as possible, and no greater than 3 inches in diameter
- Conduit from HVAC units will be painted to match the underlying material
- No decorative masonry or other significant features will be affected
- Alterations to the exterior wall are reversible

Please note that your staff preservationist may request a site visit to determine the visibility of the proposed units.

Other Wall-Mounted or Ductless, Split-System HVAC Units on Non-Visible Facades

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for installing wall-mounted or ductless, split-system units. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Wall-Mounted or Ductless, Split System HVAC Units on All Facade Types

Below is a list of required descriptive materials for your proposal for wall-mounted or ductless, split-system HVAC units on all façade types. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photo(s) of the building and location of the proposed unit
- ☐ Site plan drawing block map for visibility study
- ☐ Elevation drawings showing the size of the unit in the proposed location
- ☐ Catalog cut sheet showing the unit
- ☐ Section drawing showing the attachment of the unit to the property
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Installing HVAC Units in Visible Rear Yards and Areaways

Please note that Commission-level reviews are required for HVAC installations in areaways, rear yards and side yards that are visible from a public thoroughfare.

Installing HVAC Units in Rear Yards and Areaways

Staff-level permits can be issued if:

- The installation will not be visible from any public thoroughfare
- The installation will not affect any significant architectural feature of the landmark or building in a historic district

Please note that your staff preservationist may request a site visit to determine the visibility of the proposed unit(s).

Application Checklist for HVAC Units in Rear Yards and Areaways

Below is a list of required descriptive materials for your proposal for HVAC units in rear yards and areaways. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photo(s) of the location of the proposed unit
- ☐ Catalog cut sheet showing the unit
- ☐ Site plan drawing showing the location of the unit
- ☐ Visibility studies to demonstrate that the proposed unit is not visible from the street
- ☐ Color and material sample(s) of the unit
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Chapter 4 | Section 2

HEATING, VENTILATING, AND AIR CONDITIONING EQUIPMENT

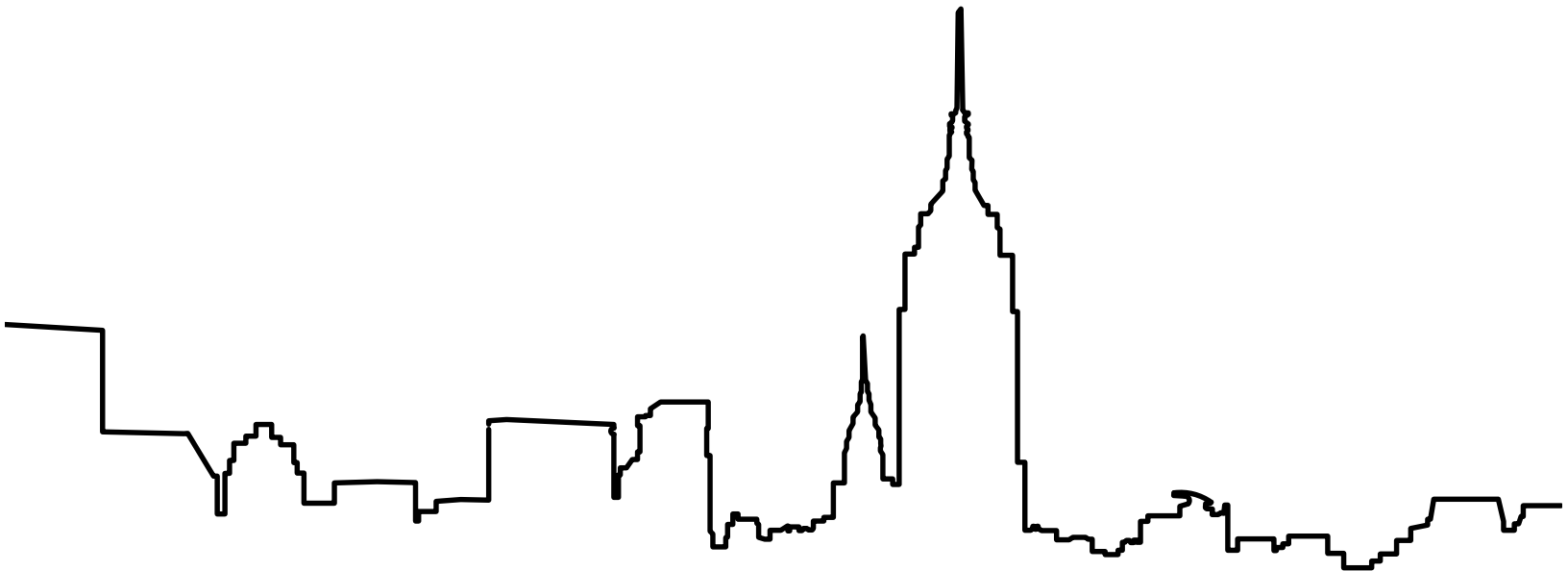
Sample Application Materials

Areaway HVAC Installation

Through-the-Wall HVAC Installation

Split System HVAC Installation

Through-the-Window HVAC Installation





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

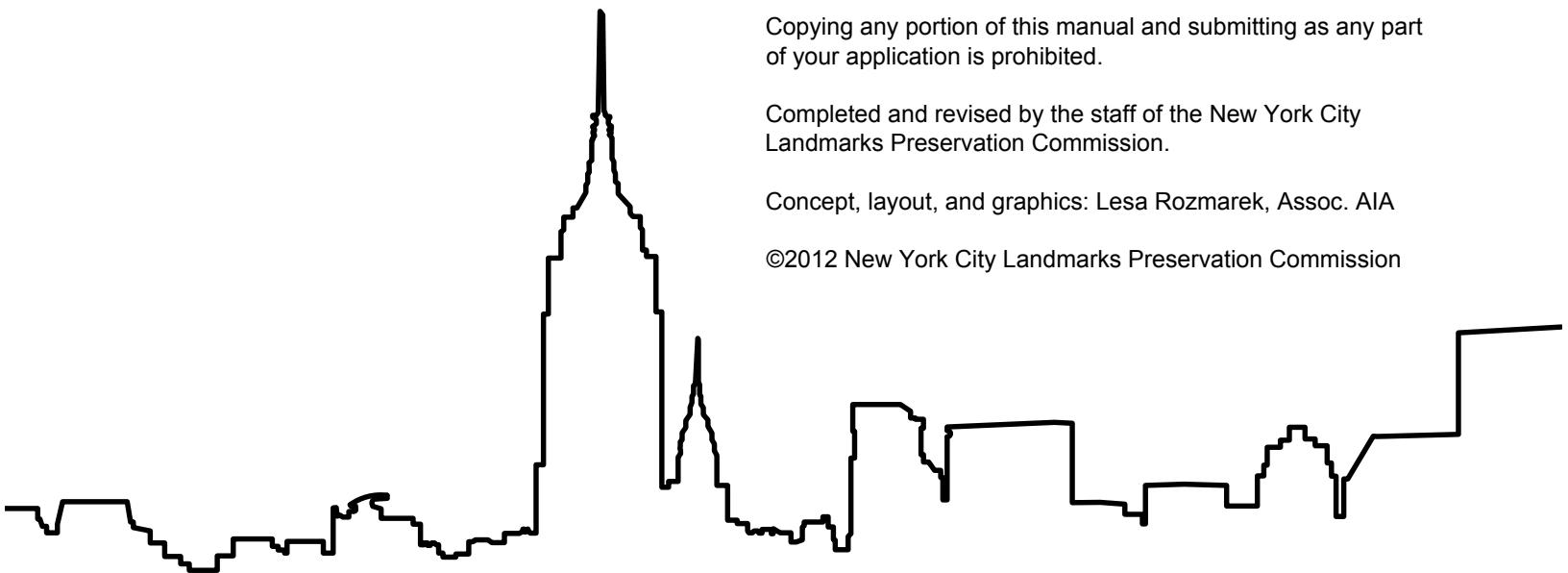
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

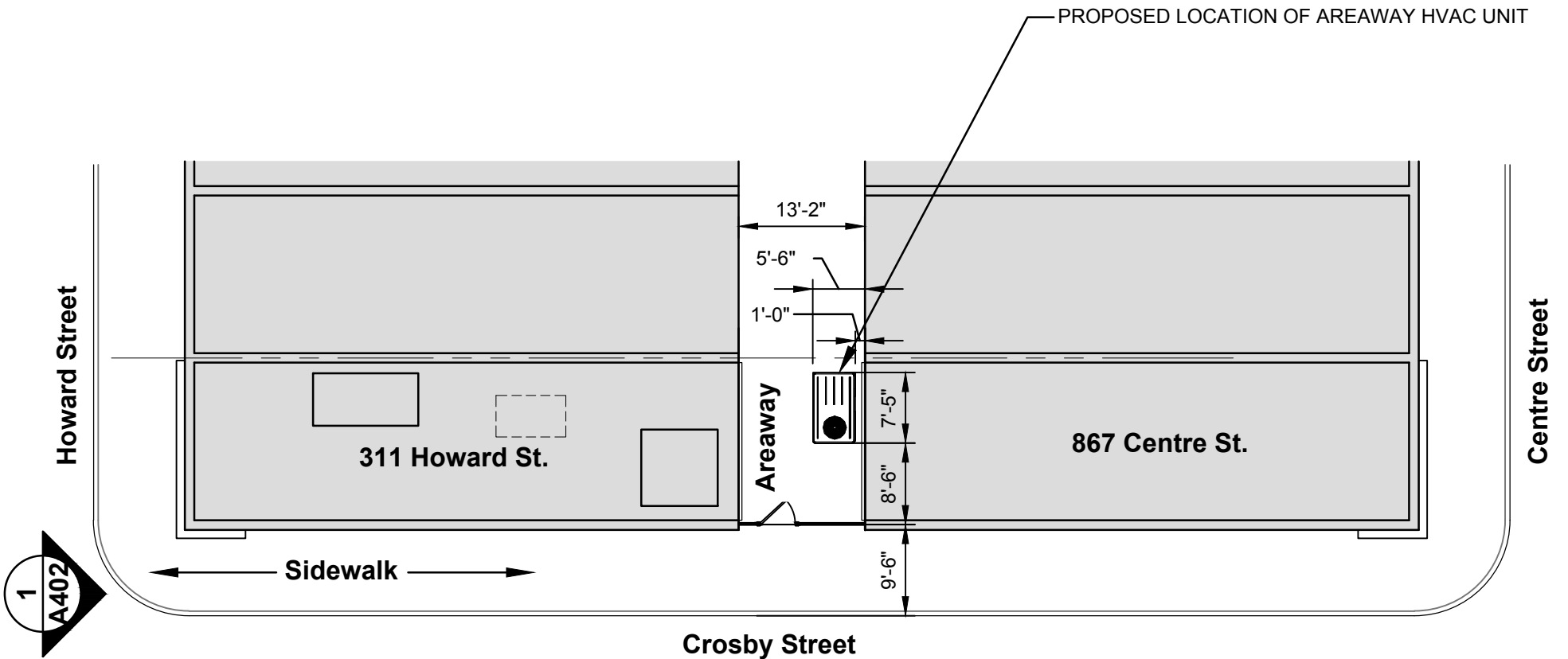
Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

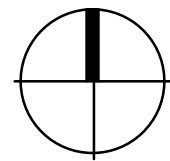
©2012 New York City Landmarks Preservation Commission





1 Site Plan
A400 Scale: 1/8"=1'-0"

Be sure to locate through dimensions where the new HVAC unit will be positioned on the site or building.



AREAWAY HVAC INSTALLATION

311 HOWARD ST., NEW YORK, NEW YORK

Site Plan

NEW THROUGH-WALL HVAC UNIT LOCATED HERE



Taken from the intersection of Crosby Street and Howard Street looking down Crosby Street

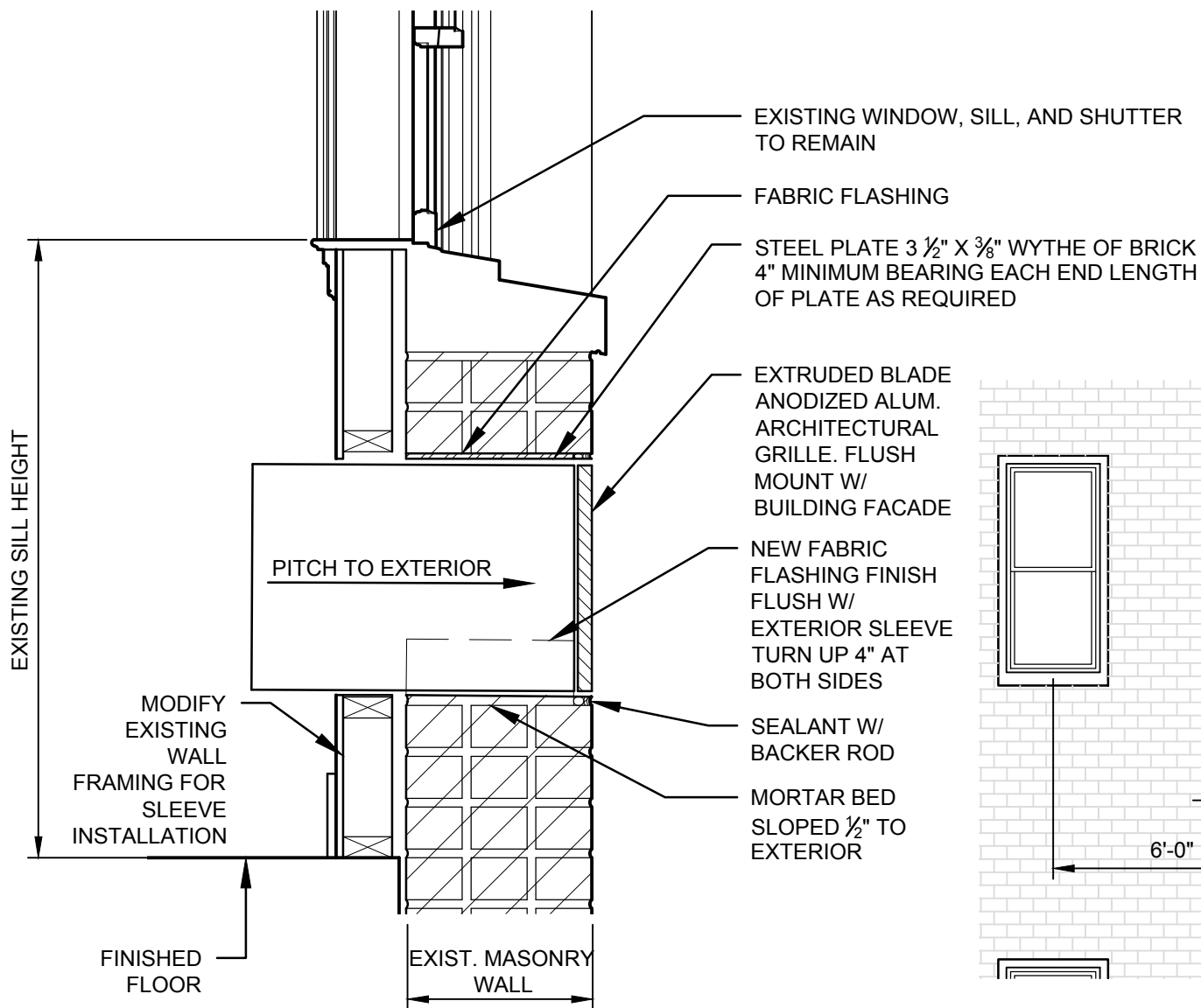


Taken from Crosby Street looking towards Howard Street and the rear elevation of the project site

THROUGH-THE-WALL HVAC INSTALLATION

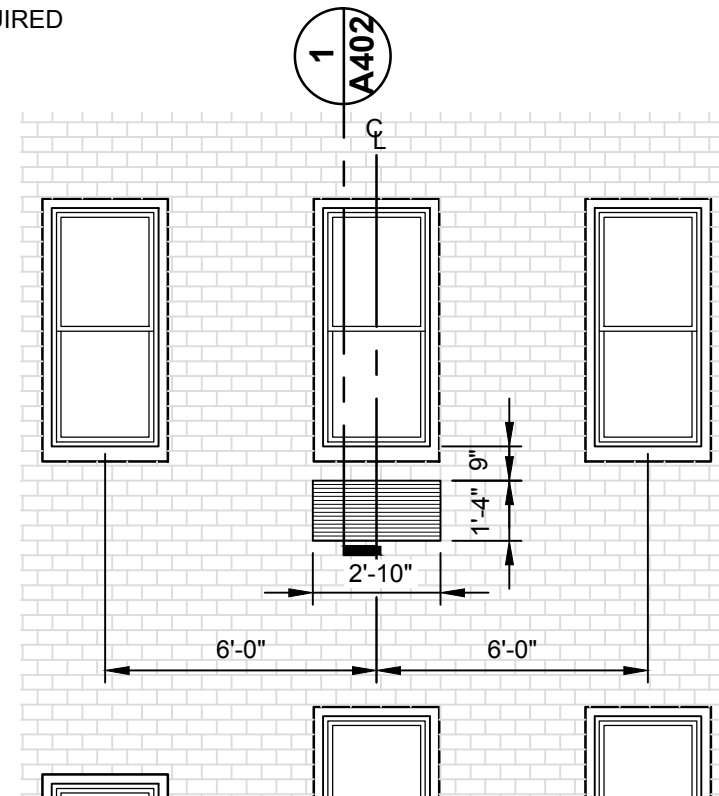
311 HOWARD ST., NEW YORK, NEW YORK

Site Photos



1 Proposed HVAC Section
A402 Scale: 1"=1'-0"

STAFF LEVEL PERMITS
Only for large apartment buildings, hotels, and other types of multiple dwellings which either have a street frontage of 41 feet or greater or which are seven or more stories in height, can a PMW or CNE be issued for installation of through-wall HVAC equipment if the proposal meets the criteria listed in LPC Rules, section 2-11 Installation of Heating, Ventilating and Air Conditioning Equipment.

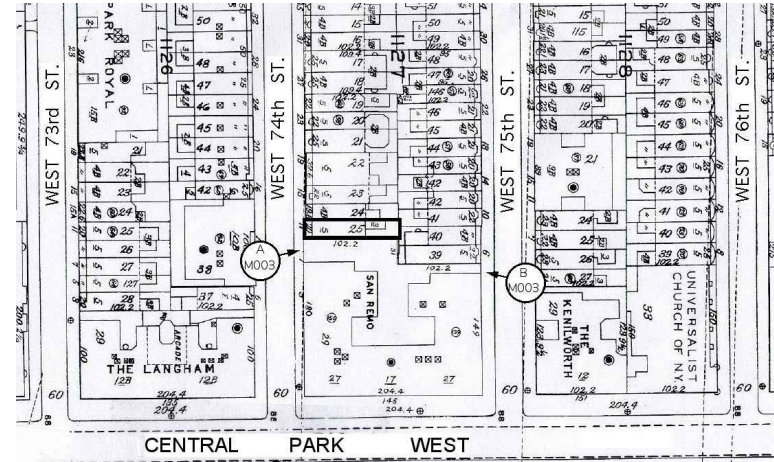


2 Proposed HVAC Elevation
A402 Scale: 1 1/2"=1'-0"

NEW SPLIT SYSTEM HVAC UNIT LOCATED HERE

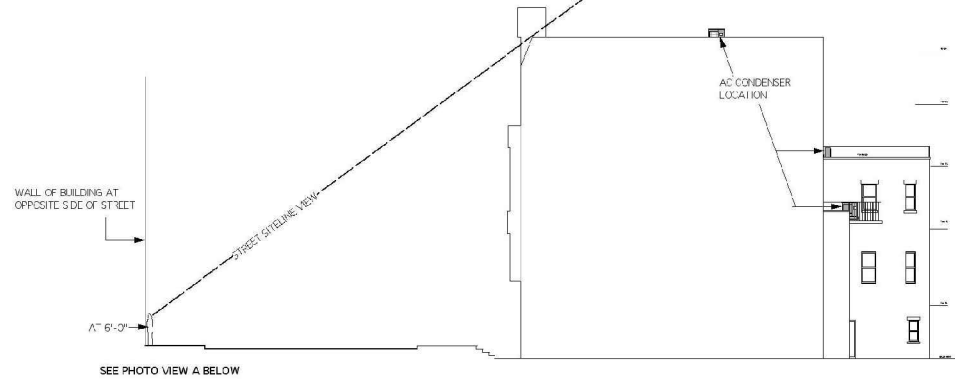


Taken from the rear yard of 11 West 74th Street



1 Site Location Plan

A403



2 Siteline View Elevation

A403

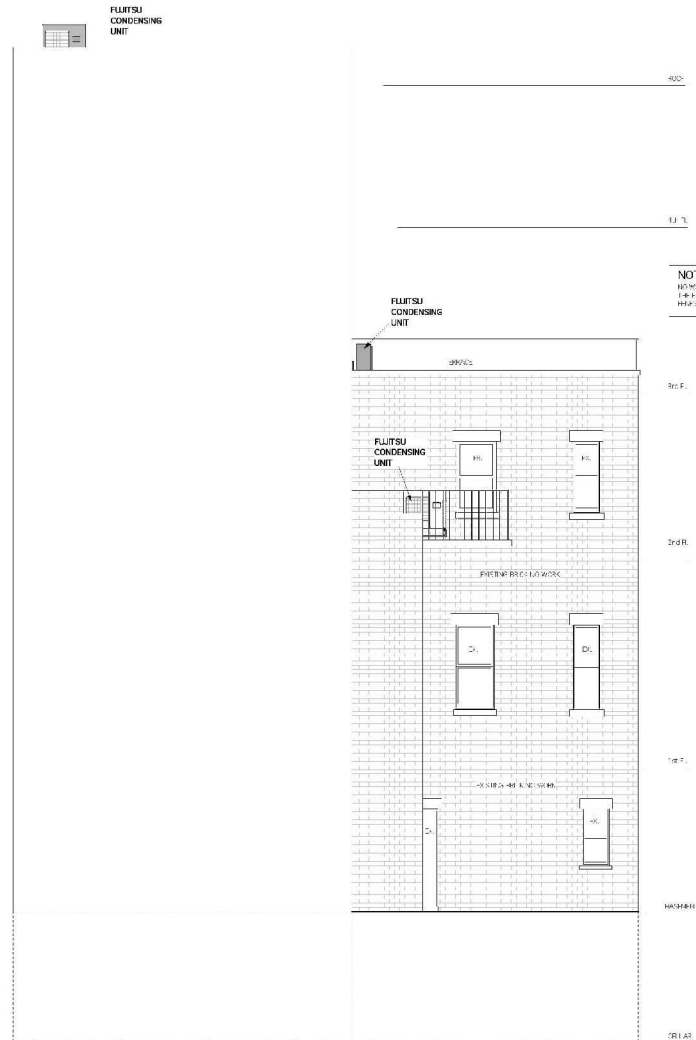
*With much appreciation, drawings and photographs
courtesy of Robert Strong Architect*

SPLIT SYSTEM HVAC INSTALLATION

11 WEST 74TH ST., NEW YORK, NEW YORK

Photographs and Site Information





1 Rear Elevation A
A404



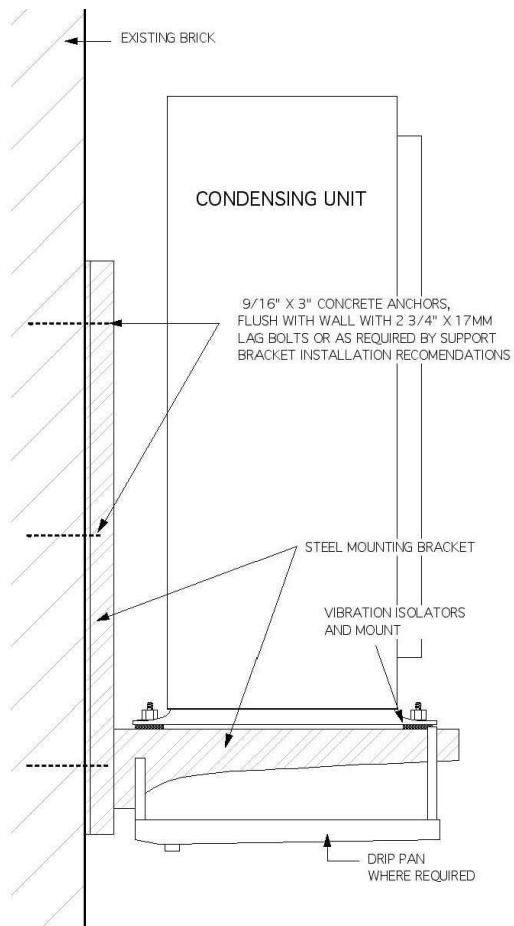
2 Rear Elevation B
A404

*With much appreciation, drawings and photographs
courtesy of Robert Strong Architect*

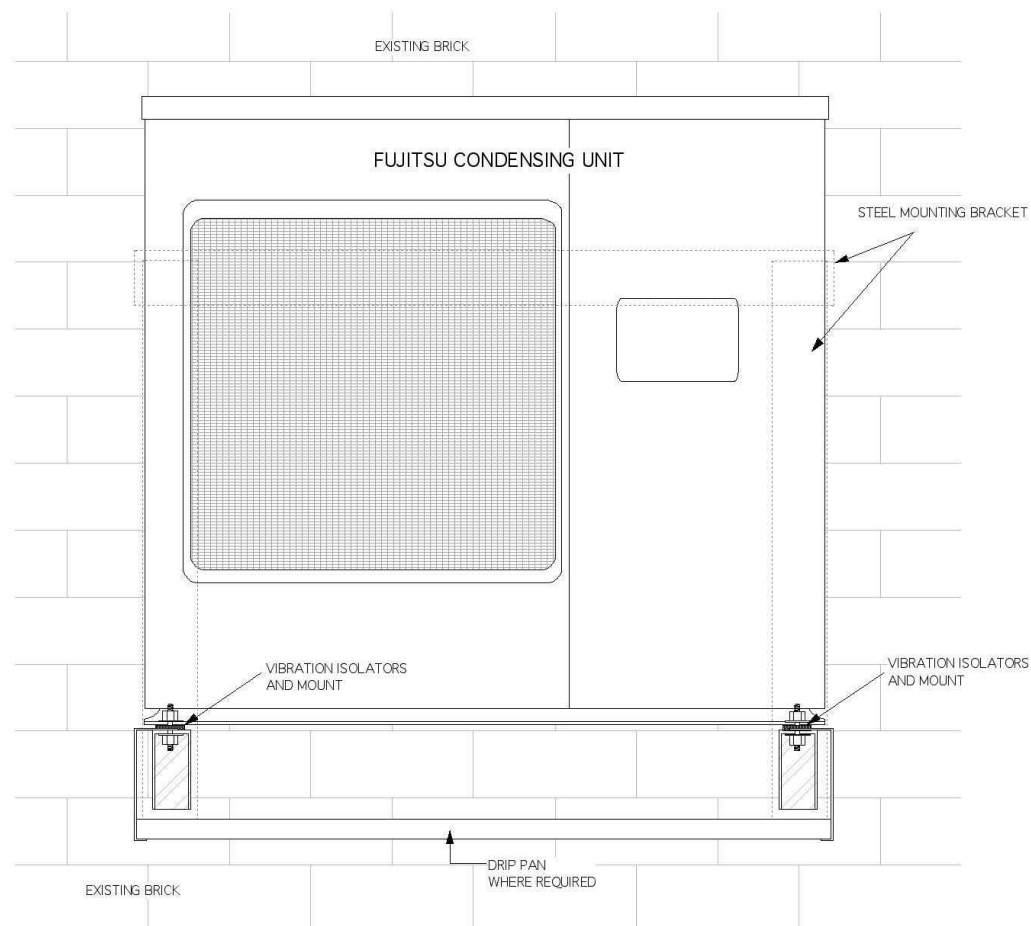
SPLIT SYSTEM HVAC INSTALLATION

11 WEST 74TH ST., NEW YORK, NEW YORK

Elevations



1 Sidewall Elevation
A405



2 Front Elevation
A405

*With much appreciation, drawings and photographs
courtesy of Robert Strong Architect*

SPLIT SYSTEM HVAC INSTALLATION
11 WEST 74TH ST., NEW YORK, NEW YORK

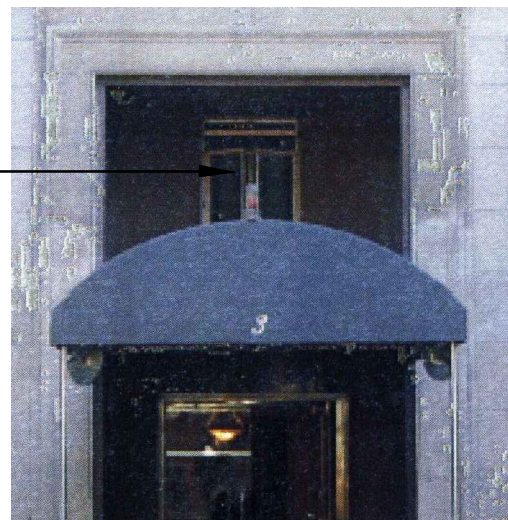
AC Unit Drawings

NYC Landmarks Preservation
Commission

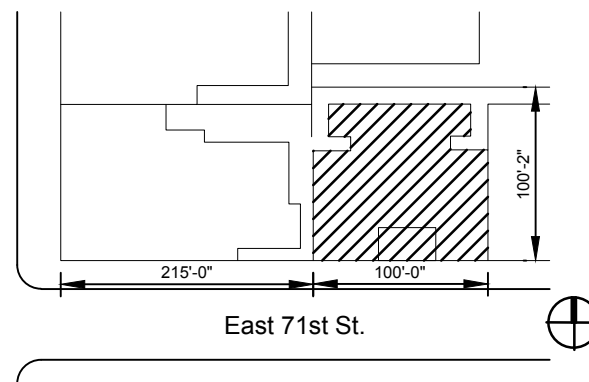


Taken from 71st street looking to main entrance

NEW THROUGH-WALL HVAC
UNIT LOCATED HERE



Recessed window above awning for
proposed louver with condenser units
behind it



1 Block Plan
A406

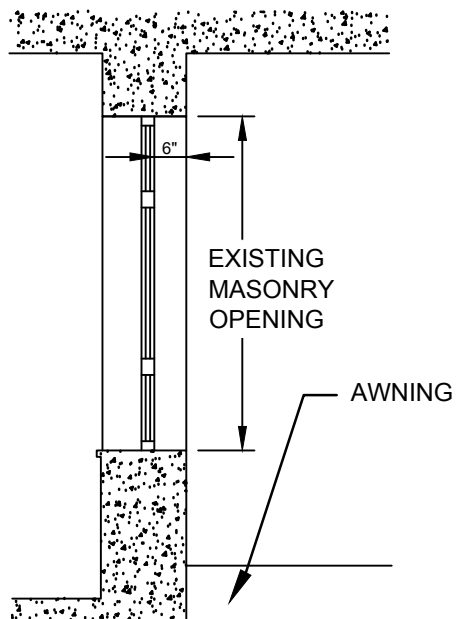
*With much appreciation, drawings and photographs
courtesy of Ronnette Riley Architect*

THROUGH-THE-WINDOW HVAC INSTALLATION

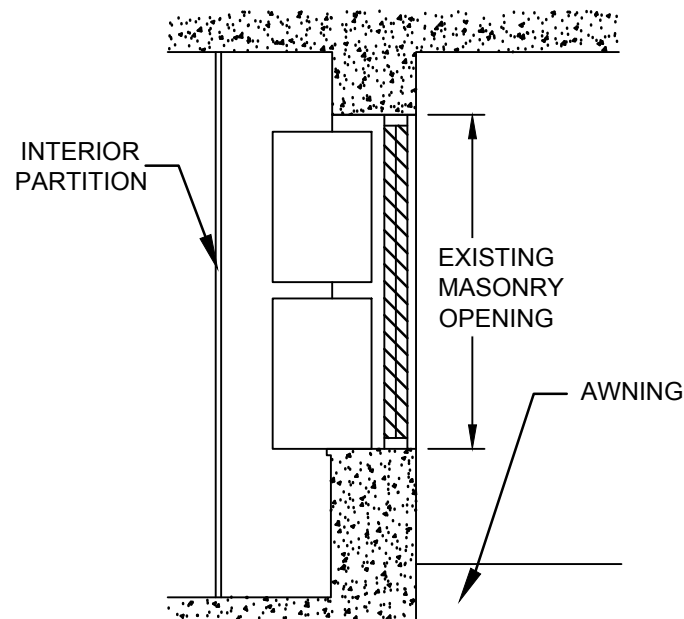
3 EAST 71ST ST., NEW YORK, NEW YORK

Photographs
Block Plan

NYC Landmarks Preservation
Commission

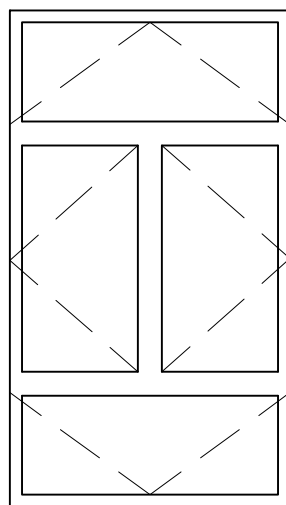


1 Existing Window Section
A407 Scale: 3/8"=1'-0"

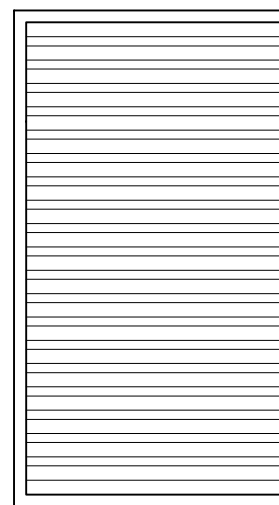


3 Proposed Window Section
A407 Scale: 3/8"=1'-0"

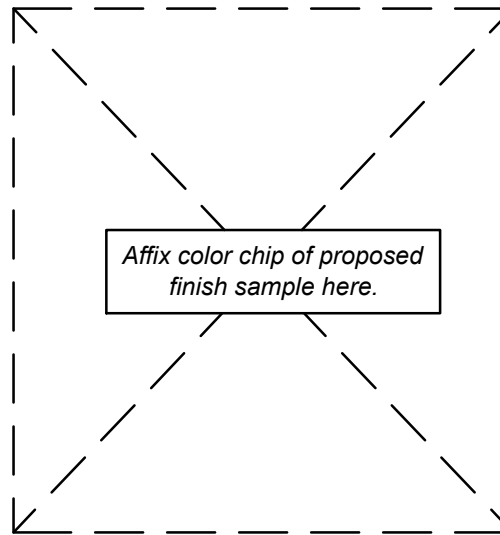
With much appreciation, drawings and photographs courtesy of Ronnette Riley Architect



2 Existing Window Elevation
A407 Scale: 1/2"=1'-0"



4 Proposed Window Elevation
A407 Scale: 1/2"=1'-0"



HVAC Finish Color: Paint Company X
Color: Satin Bronze, #1234

*With much appreciation, drawings and photographs
courtesy of Ronnette Riley Architect*

THROUGH-THE-WINDOW HVAC INSTALLATION
3 EAST 71ST ST., NEW YORK, NEW YORK

Finish Sample

Chapter 5 | Section 1

RESTORING ARCHITECTURAL FEATURES

includes work required under Local Law 11/8

Application Guidelines

Restoration and Repair of Masonry and Other Wall Surfaces

- Brownstone and Limestone Repair and Restoration
- Terra Cotta, Granite, Cast Stone and Other Masonry
- Cast Iron
- Wood: Clapboard and Shingle Wall Surfaces

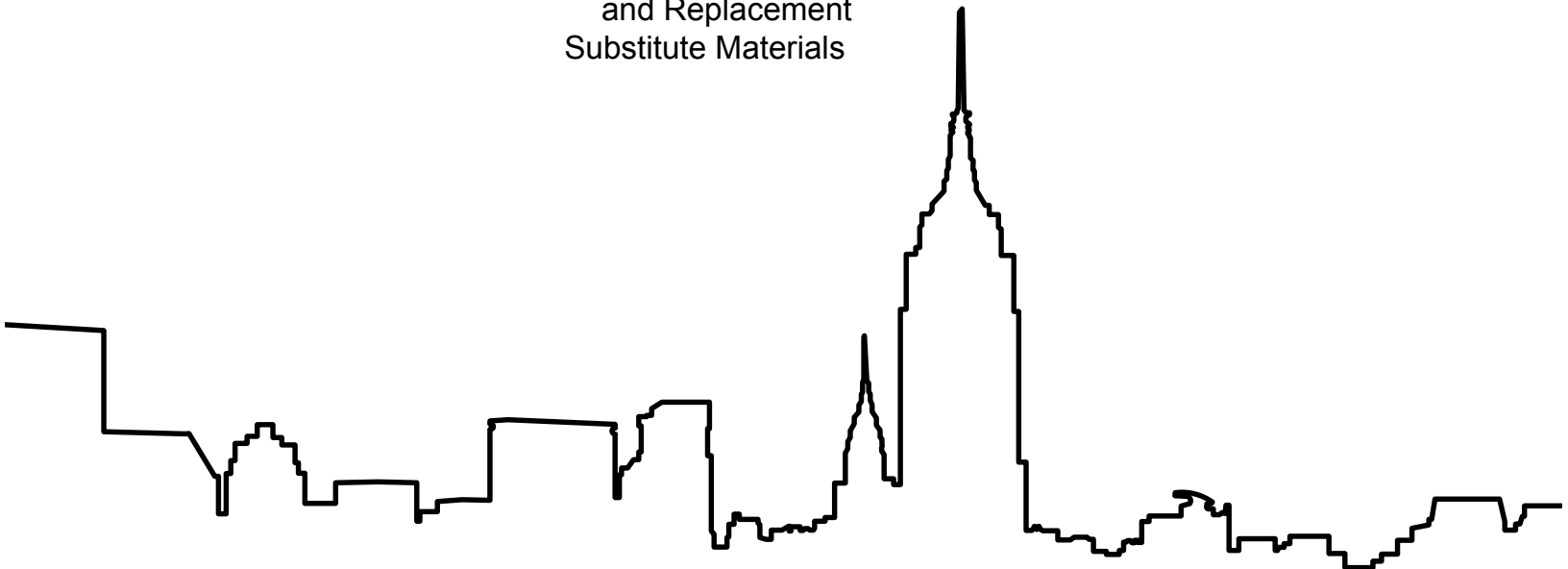
Painting

Roof Repair and Rehabilitation

Door Replacement and Restoration

Stoop, Fence, Handrail and Related Details Restoration and Replacement

Substitute Materials





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

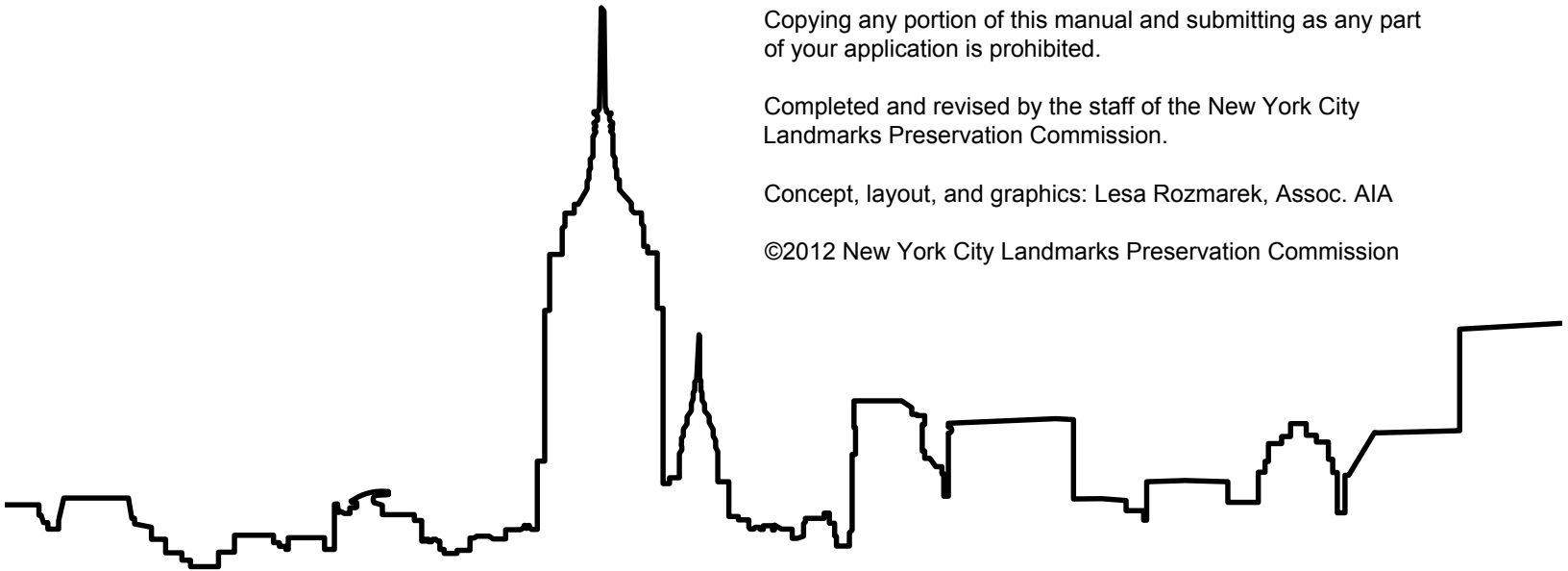
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Restoring Architectural Features

An architectural feature refers to a distinctive physical element that helps define the character of a historic building, such as:

- Balconies
- Cornices
- Cupolas
- Decorative Roofs
- Door openings and enframements
- Railings
- Re-creating Historic Storefronts
- Siding
- Stoops
- Window openings and enframements

The historic appearance, retention and restoration of a historic building's missing architectural features serves as the basis for [Section 2-17 of the Landmarks Preservation Commission's Rules](#). This chapter summarizes the criteria of Section 2-17, also known as the "Restoration Rule," and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit. Permit applications that do not conform to this rule will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks

New storefront infill that is based on historic storefront precedents in a historic district may be approved under Section 2-17 of LPC's Rules, also known as the "Restoration Rule." For more information about storefront installation, please refer to Chapter 7 of this manual.

When LPC Approvals Are Required

Permits are required for all repair and restoration work.

A staff-level permit will be issued if the restoration work:

- Is based on documentation of the historic condition (see page 2 of this chapter)
- Will not cause the removal of significant historic fabric that has been added over time, and reflects the history and development of the building, structure or site

Documenting Historic Conditions

A staff-level permit for restorative work can be issued if you provide the correct documentation with your application materials. Documentation may be submitted in the form of one or more of the following:

- Historic photographs
- Existing physical evidence on the building
- Original or historic drawings
- Physical evidence on matching buildings

To get started on your application the LPC suggests the following first steps:

- Consult the designation report, available on LPC's website: www.nyc.gov/landmarks
- Review the c. 1930s tax photos, available at the NYC Municipal Archives: <http://on.nyc.gov/IdSefl>
- Identify which parts of the building are original, such as the windows, cornice and masonry
- Look at the building and the context of the streetscape
- Learn what makes your historic district unique; all historic districts are different
- Consult LPC's rules (<http://on.nyc.gov/K5162Y>) if your application is for restorative work to a storefront that involves signage, lighting, and/or security gates

For documentation, LPC suggests you start with the following sources:

- New York City Municipal Archives
- New York City Department of Buildings
- New York Public Library
- New-York Historical Society
- Brooklyn Historical Society
- Queens Public Library
- Staten Island Museum

If your research results in no documentation, a staff-level permit may be issued using similarly aged and styled buildings as a source of documentation. If no supportive evidence of any kind is available, your proposal must be approved by the full Commission.

Application Checklist for Restoring Architectural Features

Below is a list of required descriptive materials for your proposal for restoring architectural features. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photograph(s) of the entire building
- ☐ Historic photographs (if any)
- ☐ Close-up color photographs of the location(s) on the building where the work will occur
- ☐ Documentation of the missing feature to be restored
- ☐ If an existing architectural feature is being replaced, please provide detailed drawings of the existing feature
- ☐ Elevation and section drawings of the proposed architectural feature to be replaced
- ☐ Written specifications for repair or replacement
- ☐ Color and material sample(s)
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Masonry Restoration

***This chapter covers work required by Local Law 11/98.*

The façades and exterior walls of landmark buildings throughout New York City are typically clad with either brick, stone or wood with different finishes, textures, colors, shapes and patterns. For example, stone can range in color from light and dark brownstone to nearly white limestone and marble, while its texture can range from highly polished granite or marble to rusticated or rock cut finishes.

This variety of façade and exterior wall materials helps give landmark buildings and historic districts visual interest, character and ambiance, which is why it is important to use non-abrasive techniques and substances when repairing, restoring or cleaning them. This chapter provides guidance on how to submit an application for this type of work so you can successfully obtain a staff-level permit.

No Permits Required

Permits are not required for routine maintenance, including:

- Hand scraping paint or superficial rust from wood or metal surfaces
- Repainting surfaces that have been painted the same color since designation
- Repairing or replacing flashing
- Removing small amounts of graffiti with a non-abrasive proprietary chemical formulated for graffiti removal and low pressure water wash
- Replacing flat roofs
- Resetting coping stones
- Caulking wood, metal or masonry joints

When LPC Approvals are Required

Permits are required for:

- Repairing, re-pointing, or resurfacing masonry
- Replacing brick, stone, or wood
- Cleaning exterior wall surfaces
- Stripping paint from the façade
- Painting façade surfaces that were previously painted in a different color
- Painting previously unpainted masonry

Mortar Tip

Typically, modern mortar is too strong for re-pointing historic brick and will damage your building!

Use a soft, lime-rich mortar that will be elastic and allow for movement, which will help prevent spalling and breakage of historic brick due to expansion caused by water absorption.

Brownstone and Limestone Repair and Restoration

[Section 2-14 of the Landmarks Preservation Commission's Rules](#), which are based on best preservation practices, allows LPC's staff to review and approve proposals for sandstone and brownstone repair and restoration methods that call for the use of a cementitious mortar mix. The staff may also approve the same methods for limestone repair.

Please refer to Page 6 of this chapter for the recommended methods of stone repair and resurfacing specifications.

Please refer to Page 7 of this chapter for recommended re-pointing and mortar removal techniques.

Stone Repair and Restoration

A staff-level permit will be issued if:

- Documentation shows that the existing surface is exfoliating, damaged or otherwise unsound
- The proposal calls for the replication of the original texture, color, profiles and details
- The proposal calls for damaged stone to be cut back to sound stone and the new surface to be keyed into the sound stone and built up in successive layers using a cementitious mix with the top layer tinted and finished to match the original sandstone texture and color
- Documentation specifies the proposed methods and materials

Recommended Sandstone Repair and Resurfacing Specifications

These specifications can be found in [Section 2-14 of the Landmarks Preservation Commission's Rules](http://www.nyc.gov/landmarks), available on our website: <http://www.nyc.gov/landmarks>. Please note that these specifications also apply to the most common stone surfaces found in New York City, such as limestone. While there is no specific rule for resurfacing or repairing other masonry surfaces, LPC's staff may approve proposed restoration methods that are consistent with best preservation practices.

The most recent research on sandstone repair recommends taking the following steps when patching or resurfacing sandstone.

- 1. Prepare the surface:** Cut back all deteriorated surfaces to be repaired to a sound base with a toothed chisel to remove all loose stone and provide a rough surface
- 2. Key the surface:** To create a mechanical key or holding mechanism for the patch, undercut the edges of the patch to form a slight dovetail and drill 1/2-inch diameter holes 1/2-inch deep, spaced two to three inches apart in staggered rows. The angle of the holes should be varied.
- 3. Apply the patching material using the following five steps, recipes and mixing tips below**
 - **Wash the surface:** Wash the prepared surface with water and a soft brush
 - **Apply the slurry coat:** Apply with a brush and rub vigorously into the surface
 - **Apply the scratch coat:** Press the first scratch coat into the slurry coat while the slurry coat is still moist. Each scratch coat should be scored before initial drying to provide a key for subsequent coats. No coat should exceed 3/8-inch in thickness. Scratch coats consist of material in the mix to the right by volume.
 - **Apply the finish coat:** Apply finish coat after the patch has been built up to the required thickness. Only this last coat is formulated to match the color and texture of the stone being repaired
 - **Apply the surface finishing:** Finish the surface to match the original stone tooling or existing condition. Possible surface treatments include damp sponging (stippling), dry toweling with a wooden float, and acid etching with diluted hydrofluoric acid, all executed while the patch is partially cured to leather hardness.

Patching Recipes

SLURRY COAT
1 part white Portland cement
2 part type S lime
6 parts sand
Mix with water

SCRATCH COAT
1 part white Portland cement
1 part type S lime
6 parts sand
Mix with water

FINISH COAT
1 part white Portland cement
1 part type S lime
2-3 parts sand
3-4 parts crushed stone
Dry pigments
Mix with water

Slurry Mixing Tips

All measurements are parts by volume:

- All ingredients should be combined dry and then mixed with potable water
- Use dry pigments (natural or synthetic stable oxide pigments) when crushed stone is not sufficient to give a color match, and be careful not to exceed recommended maximum amounts, as too much pigment reduces strength and will give unstable color
- The best brownstone patching contains actual crushed stone, and you may want to consider using stone removed from the area being repaired or old stone with the same qualities. The crushed stone should be ground and passed through a 16-mesh screen, and washed thoroughly.

Recommended Re-Pointing and Mortar Removal Techniques

Removing Mortar From Joints

Defective joints must be scraped out by hand, not with electric saws or tools. However, in certain cases, the Commission will consider alternative mortar removal methods (such as diamond-tip or carbide-tip grinders) for horizontal joints in 100-percent re-pointing jobs when the contractors have demonstrated adequate skills with the grinders.

Both chisels and grinders require skill and concentration to handle, and *special care must be taken not to chip the edges of the stone blocks or bricks or enlarge the original spacing between them*. The joints must be wet before re-pointing and the mortar pressed well back into the joints.

Mortar Matching Tips

It is important to match the new mortar with the color, texture, and hardness of the original mortar, as well as the profile of the finished mortar joint. In particular, new mortar joints should not look wider than the original joints. Use as a guide for both color and profile existing sound mortar in an area adjacent to the mortar that is being repaired. Clean the existing mortar if it is dirty to achieve a close match.

The finished mortar surface usually should be tooled so that the mortar is slightly recessed behind the stone or brick surface. Any excess mortar should be cleaned off the face of the masonry, along with the film of cement or lime which comes to the surface of the mortar.

If a previous re-pointing project involved the use of the wrong color or profile, it may be possible to remove this inappropriate mortar and replace it with the correct mortar. However, if the inappropriate mortar contains a high cement content, which is very hard, it may be difficult to remove it without damaging the surrounding brick or stone.

Mortar Recipes

SOFT MORTAR MIX RECIPE

Soft mortar is most commonly used to re-point most 19th-century buildings. For 20th-century buildings, mortar typically is comprised of 1 part lime, or the equivalent of Type N mortar.

Soft Mortar Mix Recipe:

1 part white Portland cement
2 ½ parts lime
5-6 parts sand

Parts are by volume. Mix dry ingredients first, before adding potable water.

Use dry pigments (natural or synthetic stable oxide pigments) to tinge or color mortar.

Mix all ingredients thoroughly.

Mixing Tips

All measurements are parts by volume:

- Combine dry ingredients, then mix with potable water
- Use dry pigments (natural or synthetic stable oxide pigments) when crushed stone is an insufficient color match, and avoid exceeding recommended maximum amounts, as too much pigment reduces strength and will give unstable color
- The best brownstone patching contains actual crushed stone, and you may want to consider using stone removed from the area being repaired or old stone with the same qualities. The crushed stone should be ground and passed through a 16-mesh screen, and washed thoroughly.

Application Checklist

Application Checklist for Masonry Cleaning:



Work being performed on Brownstone

- ☐ Permit application signed by the building owner
- ☐ Color photograph(s) of the building showing the areas that are to be cleaned
- ☐ Type of chemical and/or cleaning technique and amount of water pressure to be used. Please note that water pressure must be below 500 psi
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Application Checklist for Masonry Repair and Local Law 11/98 Work:



The left side of this photograph demonstrates appropriate re-pointing, whereas the right side demonstrates inappropriate re-pointing.

- ☐ Permit application signed by the building owner
- ☐ Conditions statement describing the type, extent, and cause (if known) of deterioration
- ☐ Color photograph(s) of the entire building showing existing condition
- ☐ Written specification(s) of method of repair using the following guidelines where applicable
- ☐ Mortar and/or resurfacing/patching mix recipe*
- ☐ Details of replacement units
- ☐ Specifications stating work will take place only when the exterior temperature remains a constant 45 degrees or above for a 72-hour period from the commencement of work
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

Please note that approval of test patches is required after the permit is issued

An LPC staff preservationist will contact you if additional materials are required.

Terra Cotta, Granite, Cast Stone and Other Masonry

A staff-level permit may approve the replacement of terra cotta, granite, cast stone and other masonry if:

- Documentation shows the existing surface is deteriorated
- The proposal calls for the replication of the original texture, color, size and details
- Documentation specifies the proposed methods of repair and materials that are consistent with good preservation practice

Substitute Materials

The staff may approve replacing decorative facade elements in substitute materials if they are:

- Installed in limited, selected locations of the façade and do not cumulatively result in the replacement of a significant portion of the façade
- Installed above the second floor



Visible open mortar joints in a corbeled brick cornice need to be repointed.

Cast Iron

Cast-iron became a popular façade material in New York City in the mid-to-late 19th century as a substitute for stone because of its low cost, strength, durability and ease of assembly. It also provided an ideal surface for paint and ornament, was resistant to fire and could be easily poured into molds, making it possible to fashion it into a variety of structural and decorative forms.

The best way to preserve cast iron is to maintain a protective coating of paint on the metal, and ensure that it is waterproof. That's why it's important to replace weathered or deteriorated caulking between the joints of connecting pieces of cast iron. At the same time, sometimes it's necessary to replace or duplicate existing cast-iron components if they are severely corroded or beyond repair.

A staff-level permit for the repair or restoration of cast-iron will be issued if:

- Documentation shows that the existing surface is damaged or unsound
- The proposal calls for the replication of the original texture, color profiles and details
- Documentation specifies the proposed restoration/repair methods

Wood: Clapboard and Shingle Wall Surfaces

The best method of preserving wood is to keep it as dry as possible. Exposed wood surfaces should always be protected by painting them. LPC's staff can approve painting wood surfaces in a color that is consistent with the age and style of the building (See the painting section of this chapter on page 12).

LPC's staff can also approve other measures to minimize exposure to water, including shaping the wood so water runs off, installing metal flashing to direct water away from the wood, maintaining and replacing gutters, caulking between the wood and adjacent masonry surfaces with a caulking or sealing compound of matching color, preferably with a silicone or latex base.

When repairing wood shingle siding, each deteriorated shingle is replaced in its entirety. Clapboard siding, however, can be repaired by replacing only the deteriorated portions of the clapboards.

LPC's staff can also approve replacing wood ornamental elements on a building with new wood that matches the original in terms of size, shape, detail and pattern. In some cases, the staff may ask for shop drawings for these replacement elements. The new ornamental elements should match ornamental woodwork found elsewhere on the façade, if certain elements have disappeared entirely, neighboring buildings of similar style can be used as a guide, and if no such building exists, the design of elements can be surmised from a study of the architectural style and period of the building.

Written specifications for the repair of wood surfaces should include a procedure for surface preparation, including scraping all loose paint, filling nicks and cracks in the surface with wood putty compound, priming all areas and painting, as well as information on the methods of repair, and details for replacement.

Painting

Paint colors are regulated by the Landmarks Preservation Commission. The staff can approve new paint colors if the proposed colors are consistent with the age and style of the building. Please note that painting unpainted masonry surfaces is discouraged. If the surface was painted prior to designation, the staff can approve re-painting it the same color as the underlying masonry. Staff can also approve repainting in an historically appropriate color (see *Table of 19th Century Exterior Paint Colors in the New York City Area* below.)

No Permits Required

Permits are not required for routine maintenance, including:

- Repainting already painted surfaces, provided there is no change in color

Table of 19th Century Exterior Paint Colors in the New York City Area			
	1800 - 1839	1840 - 1874	1875 - 1899
BODY	Brick - Unpainted, or Brick Red (some with joints penciled in white) Frame - White, Limestone color, Cream, Gray, or Blue-gray Stone - Unpainted	Brick - Unpainted, or Brick Red (often with jointes penciled in white) Frame - White, Cream, Limestone color, Gray, Blue-gray, Brown Fawn (brown of red-yellow hue), Light Drab (similar), Straw (light yellow) Stone - Unpainted	Brick Residential - Unpainted, or increasing use of Brick Red (with increasing use of penciling of the joints, with black penciling beginning early in the period), or colors matching the color of various kinds of the bricks (very often with penciling), or Buff, Sandstone, Drab, Green-drab Brick Commercial - Unpainted, Brick Red, White, Buff, Brown, Cream, Drab (all of these light, at least at first; those which were painted sometimes had joints penciled in above) Frame - Yellow Ochre, Olive-green, Gray-brown, Green, Olive, Red, dark Sand, Chocolate, Mauve-gray, light Ochre, dark Gray-Green, light Mustard, Mustard, Mocha (darker shades of these later in the period) Stone - Unpainted
CORNICE, TRIM, AND SASH	White, Gray, Brown Stone elements - Unpainted	White, Limestone color, Cream, Gray, Brown, Fawn, Drab, Medium Straw Stone elements - Unpainted	Olive-green, Brown, Mahogany, Red, Cherry-red, Drab, Olive-drab, Olive, Green, Gray, White, Black-green, Black, Bronze, Claret (deep, purplish red), Reddish-brown, Buff, Black Walnut, Blue-gray, light Coffee, Dull Gold, dark Sand, Chocolate, Yellowish-brown, Brown-gold, light Ochre
SHUTTERS	Green, Blue-green, Black-green	Green, Blue-green, Black-green, Red, Gray, Buff, Brown, Drab	Green, Blue-green, Black-green, Brown, Drab, Reddish-brown, Olive-drab, Red, Claret, Gray, Buff
DOOR AND DOOR FRAME	White, Gray, Brown, Blue-green, Black-green	White, Limestone color, Gray, Cream, Brown, Fawn, Drab, Black, Medium Straw, false-grained Mahogany, or false-grained Walnut	Olive-green, Brown, Mahogany, Red, Cherry-red, Drab, Olive-drab, Olive, Green, Gray, White, Black-green, Black, Bronze, Claret (deep, purplish red), Reddish-brown, Buff, Black Walnut, Blue-gray, light Coffee, Dull Gold, dark Sand, Chocolate, Yellowish-brown, Brown-gold, light Ochre, false-grained Walnut, or false-grained Oak
IRON WORK	Black, Black-brown	Black, Black-brown	Black, Black-brown, Black-green

Application Checklist for Painting

Below is a list of required descriptive materials for your painting proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photograph(s) of the building showing existing condition
- ☐ Historic photographs (if any)
- ☐ Color sample(s) indicating which colors are to be used

An LPC staff preservationist will contact you if additional materials are required.

Roof Repair and Rehabilitation

Roofs can be nearly flat and invisible from the street, or they can be one of the most important design elements of a historic building, featuring gables, cupolas, fanciful finials, iron crestings, as well as patterned, textured, and colored shingles. The main function of a roof, however, whether utilitarian or ornate, is to keep water from entering the building and to direct this water away from the building's exterior walls. Roofs should be maintained and repaired in order to keep them watertight. If a roof is visible and architecturally significant, it is important to preserve its appearance.

This chapter offers guidance on how to submit an application that conforms to LPC's specifications for roof work so you can successfully obtain a staff-level permit for your project.

Permit applications that do not conform to these specifications will require a review before the full Commission at a public hearing.

No Permits Required

Permits are not required for routine maintenance, including:

- Caulking joints of dormers, skylights, and other roof elements
- Replacing or repairing flashing at roof edges and around dormers and other roof elements
- Repairing skylights, chimneys, roof hatches, and other features that are not visible from the street
- Re-setting nonvisible coping stones on parapet walls
- Replacing or repairing flat roofs

When LPC Approvals Are Required

Permits are required for:

- Replacing roofing material
- Replacing flashing at roof edges, and around dormers and other roof elements
- Replacing and/or re-pointing chimneys, parapet walls, or other masonry parts of the roof
- Installing or replacing roof hatches or skylights
- Recladding, repairing or constructing new, minimally visible stair and elevator bulkheads
- Altering or removing dormers, dormer windows, chimneys, or other roof elements

Staff-level permits can be issued for:

- Replacing flat roofs and chimney and associated repairs
- In-kind replacement of historic roofing materials on pitched or decorative roofs
- Using alternative materials on visible pitched or decorative roofs that are clad in non-historic materials provided they recall the appearance of the historic roofing material

Commission-level permits may be required for:

- Alterations to the roof pitch, dormers or other significant features
- Replacing shingles with substitute materials

Application Checklist for Roof Repair and Rehabilitation

Below is a list of required descriptive materials for your roof repair and rehabilitation proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Permit application form signed by the building owner
- ☐ Color photograph(s) of the building and roof showing existing conditions of roof, coping, flashing, affected masonry, siding, existing skylights, and/or dormers
- ☐ Building footprint plan, block plan, or Sanborn map showing the location of work
- ☐ Dimensioned drawings of the building
- ☐ Drawings that show the existing roof conditions and explain the proposed new work, including a **roof plan, building sections, details at the parapet, coping and other critical intersections** where the roof meets the historic fabric, and **sightline drawings** when a change in slope or other potentially visible change is proposed
- ☐ Manufacturer cut sheet(s) demonstrating the exact products to be used in proposed project, including but not limited to color, texture and size
- ☐ If your project involves masonry re-pointing, please refer to the Masonry and Wall Surfaces section in this chapter for additional application submittals.
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Door Replacement and Restoration

Doorways are often the most prominent and richly ornamented feature of a historic building. This is why it's important to retain, restore or replace in kind any original, historic or significant doorway components, including the door, sidelights or transom, doorframe, wood or masonry hood and decorative moldings. If it's necessary to replace or alter any of these elements, changes should be compatible with the architectural character of the building.

The historic appearance and retention of doorway components serve as the basis for the Landmarks Preservation Commission's design standards for proposed doorway changes. This section summarizes those criteria and provides guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit.

Permit applications that do not conform to these criteria will require a review before the full Commission at a public hearing.

No Permits Required

Permits are not required for routine maintenance, including:

- Re-painting doors or door frames the same color
- Refinishing doors or door frames that are already stained or varnished
- Filling mild deterioration in wood door and frame components with wood putty or similar materials
- Replacing or installing new locks or hardware
- Replacing or installing new concealed weather stripping

When LPC Approvals are Required

Permits are required for:

- Installing intercom boxes
- Installing mailboxes
- Installing light fixtures on exterior of building
- Installing door awnings
- Replacing solid panels with transparent materials
- Replacing transparent materials with solid panels
- Repairs other than routine maintenance
- Door entry enframing alterations
- Changing the configuration, material, shape, size, number of doors, transoms or glazing within the existing opening

Design Considerations

Staff-level permits for proposed door and doorway work can be issued if:

- Historic doors are replaced with replicas of historic doors
- Non-historic doors are replaced with new doors that are in keeping with the style of the building
- Proposals involving the replacement of other door components, including, but not limited to door enframements, masonry and metal surrounds, door hoods, casing and decorative moldings that meet the criteria of [Section 2-17 of the Landmarks Preservation Commission's Rules](#)

Neighboring properties and LPC's Rowhouse Styles guide in Appendix E are good sources of ideas for possible replacements.

Application Checklist for Door Replacement and Restoration

Below is a list of required descriptive materials for your door restoration and door replacement proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Permit application signed by the building owner
- ☐ Color photographs(s) of entire building
- ☐ Close-up color photographs of the door to be replaced
- ☐ Historic photographs (if any)
- ☐ If the building is part of a row, color photographs of the doors on the other buildings in the row
- ☐ If a historic door is being replaced, large-scale elevation and section drawing showing the dimensions of the existing door, written conditions statement, and color photographs documenting the condition
- ☐ Large-scale elevation and section drawings with dimensions of the proposed door
- ☐ Color and material sample(s)
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Stoop, Fence, Handrail and Related Details Restoration and Replacement

Stoops, fences, handrails, and related details were designed to harmonize with the buildings to which they were originally attached. They help unify a building's façade and call attention to the entranceway or other features. In historic districts, these elements also make a picturesque contribution to the streetscape.

The historic appearance and retention of stoops, fences and related details serve as the basis for the Landmarks Preservation Commission's design standards for proposed changes to them. This section summarizes those criteria and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit.

Permit applications that do not conform to these criteria will require a review before the full Commission at a public hearing.



A rehabilitated brownstone stoop adds polish and charm to a well cared for building.

Stoop, Fence, Handrail and Related Details Restoration and Replacement

No Permits Required

Permits are not required for routine maintenance, including:

- Patching and minor repairs to damaged metal work that does not affect its original appearance or include the removal of any parts
- Removing paint or rust from metal or wood by scraping
- Painting wood or metal surfaces the same color
- Painting previously painted stone or brick the same color
- Caulking metal or wood joints
- Replacing corroded bolts, hinges, and latches
- Removing a small amount of graffiti with a non-abrasive proprietary chemical and a low pressure water wash.

When LPC Approvals Are Required

Permits are required for:

- Painting wood, masonry, or iron fences, handrails, balusters, or stoops a different color
- Repairing or resurfacing masonry stoops, handrails, or walls
- Cleaning masonry surfaces
- Repointing masonry stoops, wall areas, or handrails
- Removing paint or rust with chemicals or blasting
- Replacing parts of a fence or railing with new parts that match the existing fence or railing
- Installing or constructing a fence, railing, or wall where none exists
- Removing and replacing a fence, handrail, wall, stoop, or similar building component
- Replacing or recreating a stoop

Design Considerations

Staff-level permits for the proposed restoration of masonry stoops and the repair or replacement of metal stoop and areaway railings can be issued if:

- LPC's masonry repair guidelines (available on page 6 of this chapter) are followed for projects involving the repair of masonry stoops
- LPC's "Restoration Rule" is followed for projects involving the reconstruction of missing stoops, noting that cast stone tinted to match the original stone, or finished with a cementitious stucco to replicate the original stone may be used
- The replacement historic ironwork matches the design, dimensions and details of the historic ironwork
- New ironwork that replaces non-historic ironwork is in keeping with the age and style of the building. See Appendix F for handrail styles.

Application Checklist for Rebuilding a Stoop

Below is a list of required descriptive materials for your stoop, fence, handrail and related details restoration/replacement proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Permit application form signed by the building owner
- ☐ Color photograph(s) of the building showing existing conditions
- ☐ Documentation of the historic stoops or railings, including photographs, historic drawings or existing evidence on buildings in the row or buildings of similar age and style
- ☐ Dimensioned drawings of the proposed work in context of the existing architecture
- ☐ Elevation, and/or detail drawings of all proposed railings/ironwork
- ☐ Section drawings of the proposed stoop
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Application Checklist for Restoring an Existing Stoop

Below is a list of required descriptive materials for your stoop, fence, handrail and related details restoration/replacement proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Permit application form signed by the building owner
- ☐ Color photograph(s) of the building showing existing conditions
- ☐ Dimensioned drawings (section and elevation) of the proposed work
- ☐ Written specifications of proposed restoration technique
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Substitute Materials

Substitute materials can sometimes diminish the character of a landmark building or historic district, and their use should be carefully considered. There are situations, however, where using a substitute material may be the most prudent solution. An example would be replacing a deteriorated cornice with a lighter material for structural reasons. In this case, a reproduction cast in another material such as fiberglass, may be acceptable.

A staff level-permit will be issued for the use of substitute materials if they are:

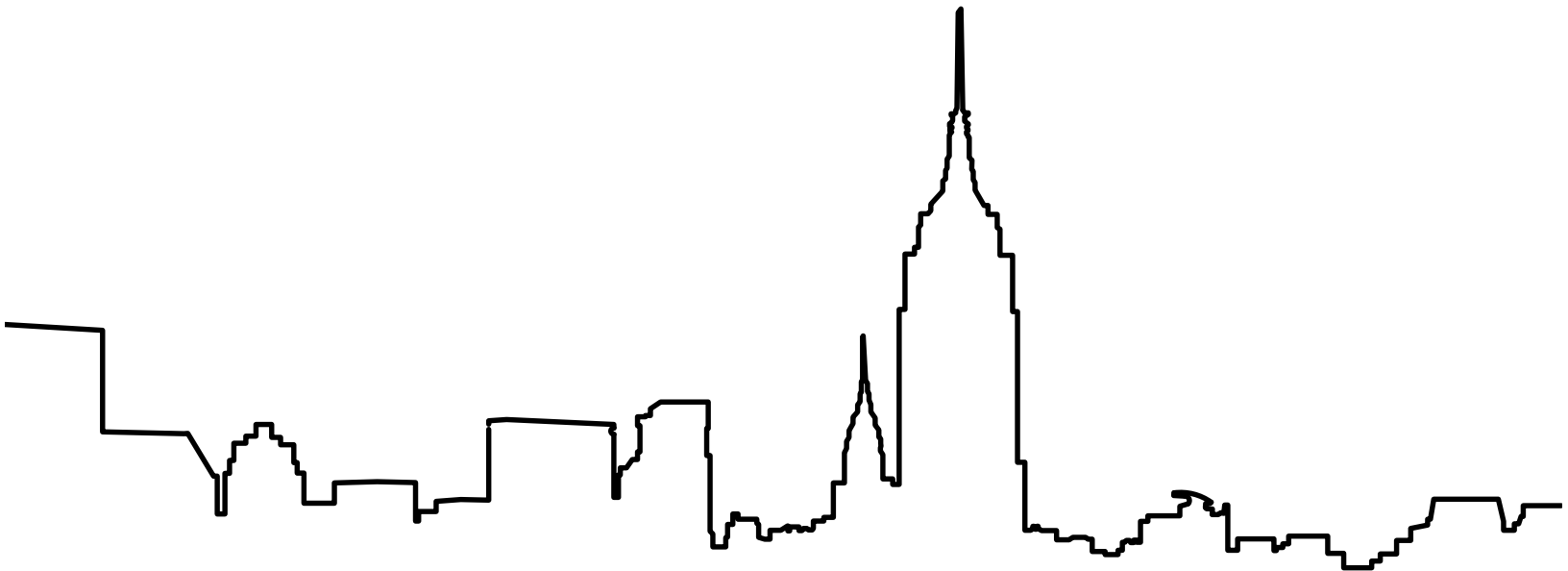
- Installed in limited, selected locations of the façade and do not cumulatively result in the replacement of a significant portion of the façade
- Installed above the second floor

However, synthetic siding on a wood-frame house or using substitute materials on a significant portion of a building's façade cannot be reviewed by the staff, and would therefore require a review of by the full Commission.

Chapter 5 | Section 2

RESTORING ARCHITECTURAL FEATURES

Sample Application Materials





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

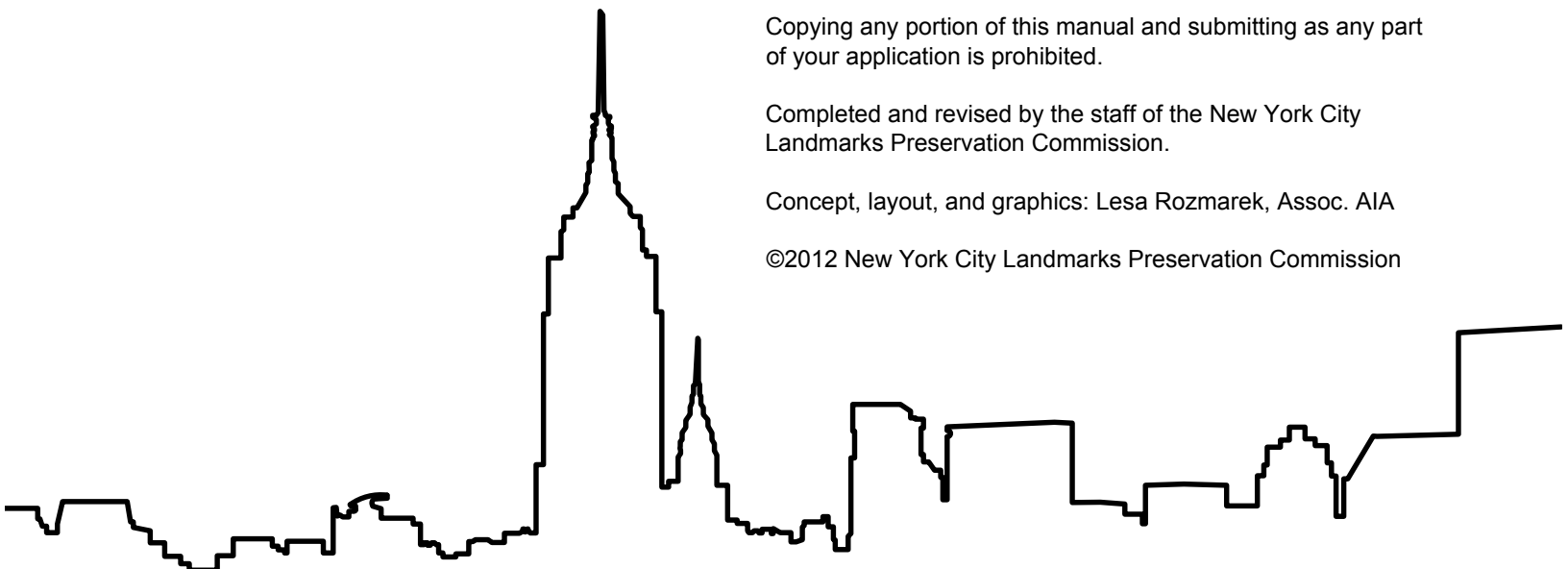
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



CORNICE TO BE REPAIRED WHERE POSSIBLE OR
REPLACED IN KIND WHERE DETERIORATED
BEYOND REPAIR



Taken from the intersection of Crosby Street and Howard Street looking down Crosby Street



Taken from Crosby Street looking towards Howard Street and the rear elevation of the project site



HATCH INDICATES AREAS WHERE INITIAL PROBES
INDICATE CORNICE AREAS ARE BEYOND REPAIR.



Howard Street Elevation



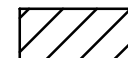
Howard Street Elevation



Crosby Street Elevation

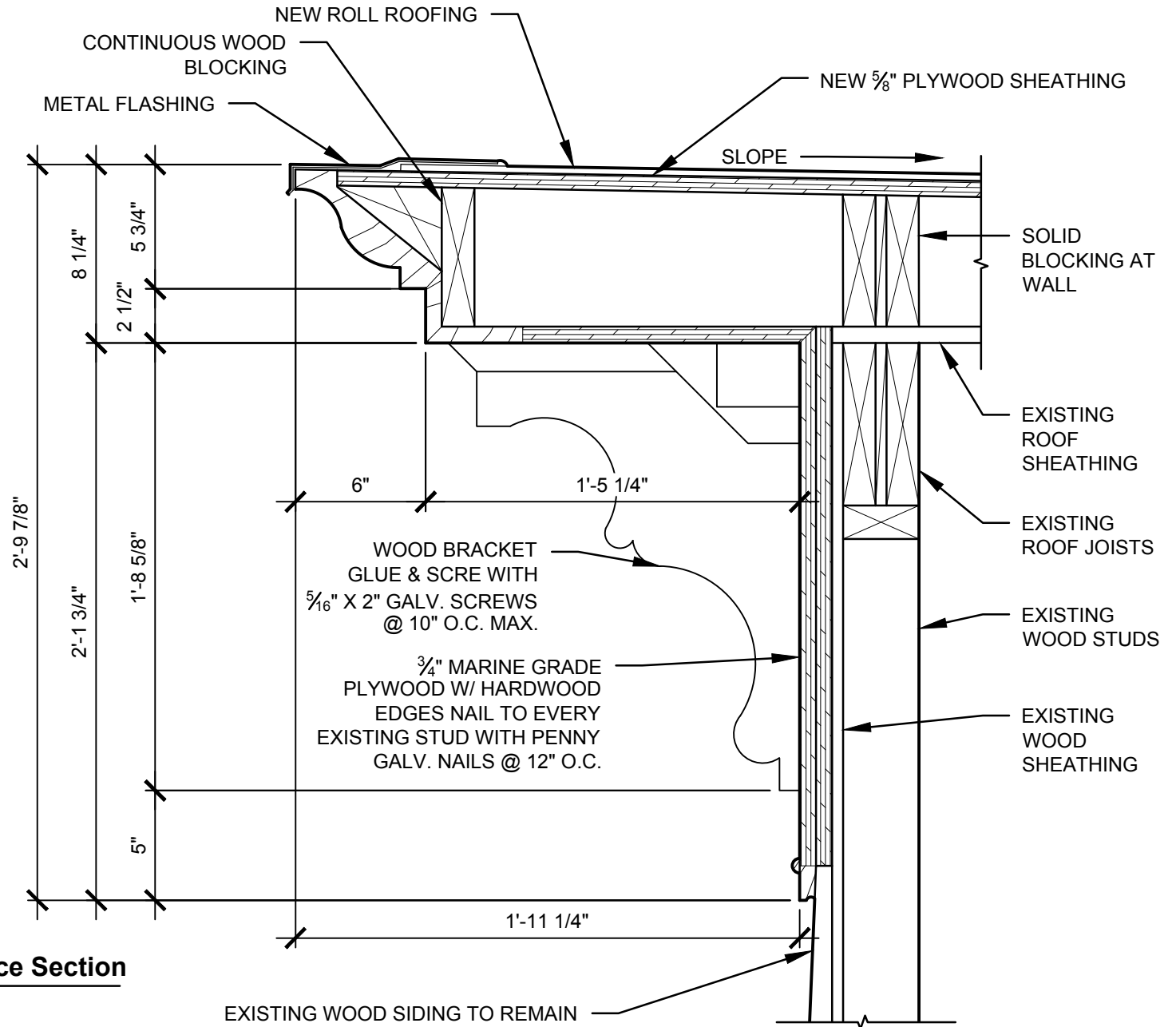


Corner of Howard Street and Crosby Street



HATCH INDICATES
AREAS WHERE
INITIAL PROBES
INDICATE CORNICE
AREAS ARE BEYOND
REPAIR.

NOTE: Please make sure applications provide dimensions, material samples and identify each component of the cornice.

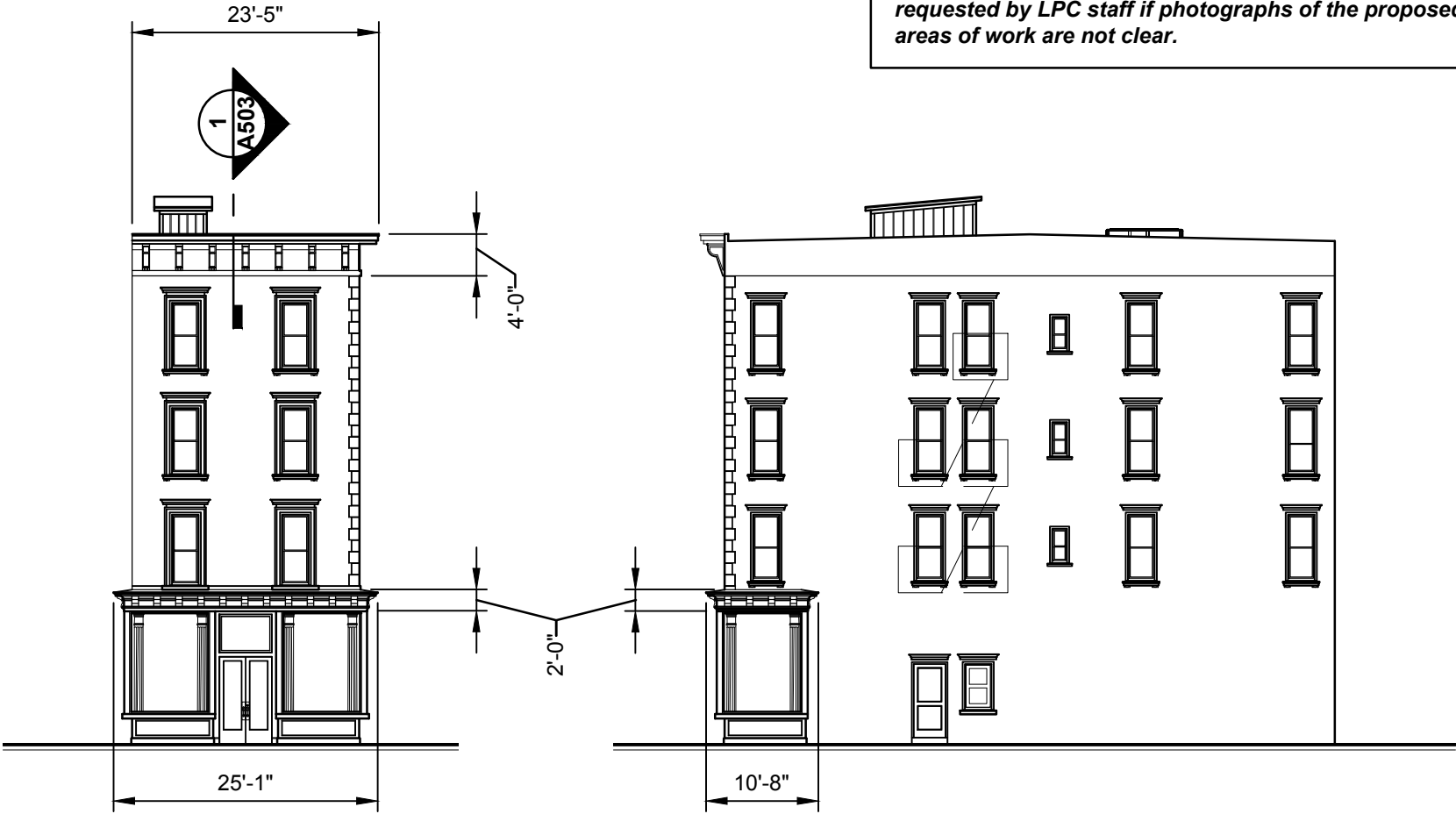


1 Proposed Cornice Section
A503 Scale: $\frac{3}{4}$ "=1'-0"

CORNICE REHABILITATION
 311 HOWARD ST., NEW YORK, NEW YORK

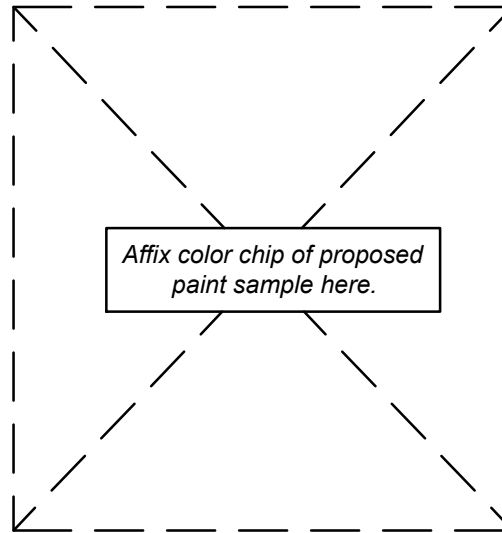
Cornice Detail

Elevation drawings not required, however, may be requested by LPC staff if photographs of the proposed areas of work are not clear.



1 Howard Street Elevation
A502 Scale: 1/8"=1'-0"

2 Crosby Street Elevation
A502 Scale: 1/8"=1'-0"



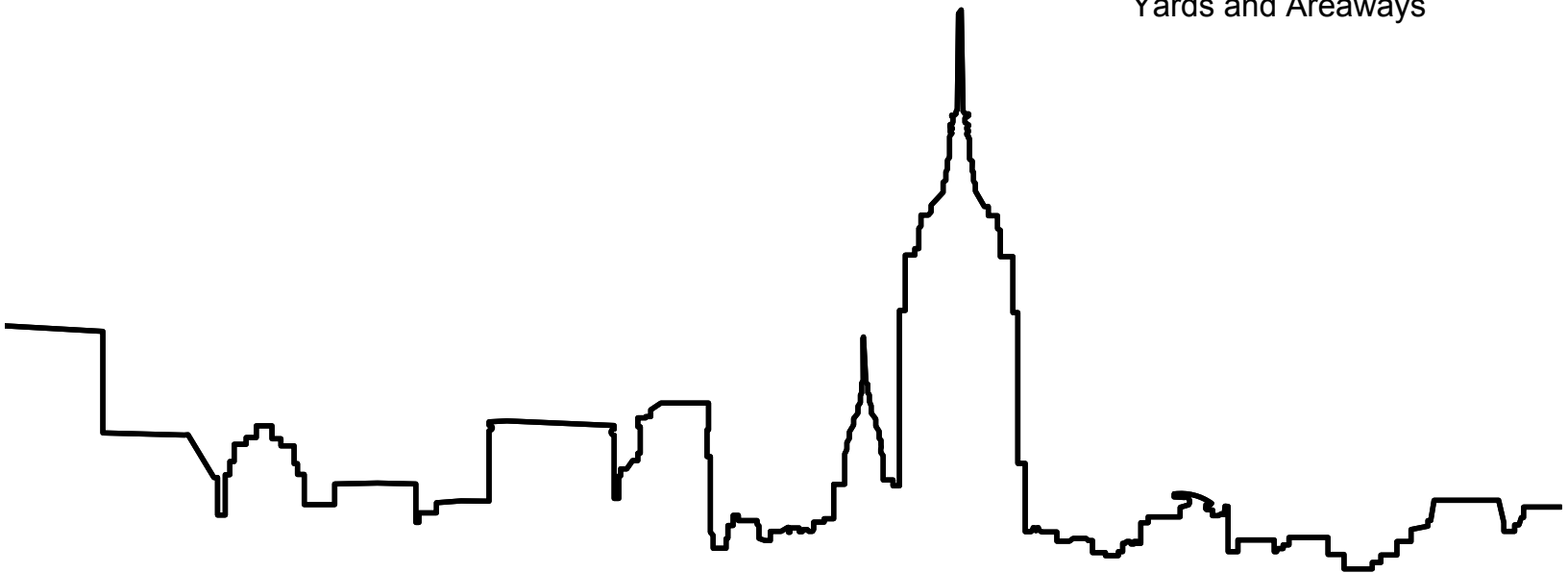
**Cornice Finish Color: Paint Company X,
Color: Antique Black, BL-1812.**

Chapter 6 | Section 1

SITE WORK

Application Guidelines

Sidewalks
Sidewalk Cafés
Yards and Areaways





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

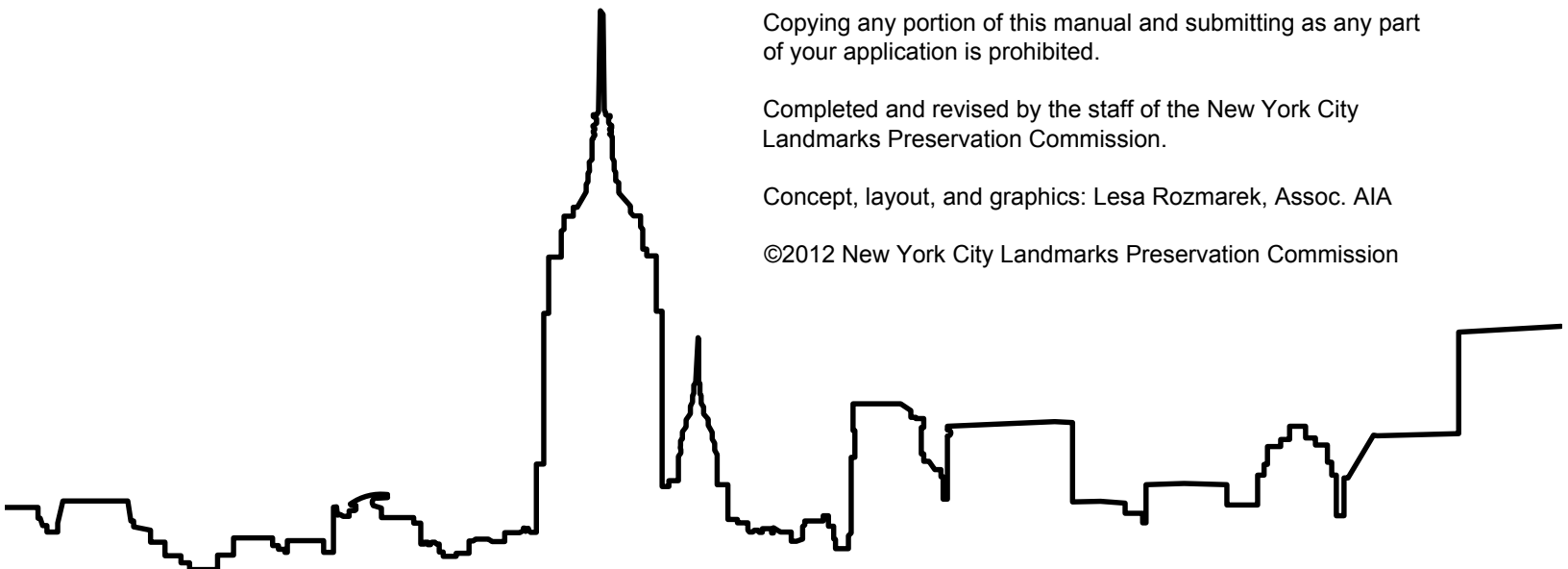
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Sidewalks

Sidewalks, yards and areaways are among the defining characteristics of a New York City landmark or historic district.

An LPC staff preservationist may issue a permit to repair or alter a sidewalk, including the installation of sidewalk cafés, or to a yard or areaway only if the alterations do not involve the removal of historic fabric. Projects that call for the removal of historic fabric, the addition of a curb cut, or the installation of new paving or fencing where none existed may require a review by the full Commission.

Repairing or Replacing Sidewalks

Many of the sidewalks in New York City's historic districts are paved with such historic materials as bluestone, granite flags and curbs, cast iron and glass vault light covers, cobblestone and other distinctive elements. It is important, therefore, to preserve them, and replace them in-kind only when necessary. Approval for repairing and replacing sidewalks is also required from the Department of Transportation.

Design Guidelines for Concrete Sidewalks

Please consider the following guidelines when submitting a proposal to repair a concrete sidewalk:

- Replace concrete with concrete, or restore the historic material if documentation indicates the sidewalk was another material
- Match the color of the new concrete to the predominant paving on the sidewalk by using tints or pigments
- Score the new concrete to align with the adjacent sidewalks
- Retain historic stone curbs whenever possible

Design Guidelines for Bluestone or Granite Sidewalks

Please consider the following guidelines when submitting a proposal to reset or replace bluestone or granite:

- Carefully remove existing granite or bluestone flags so they can be reinstalled
- Store removed flags in a dry, secure area to avoid additional damage
- Replace irreparable flags with new granite or bluestone flags that closely match the coloring, dimension and pattern of the existing flags
- Stone must be replaced in-kind and flags should be at least 2" in thickness

There are instances when the full Commission may approve the replacement of deteriorated stone with tinted concrete to match the original. If you plan to submit such a proposal, please consider the following guidelines:

- Limit the removal of historic paving to the portions of the sidewalk that are beyond repair
- Reusable pavers should be retained and reset on a level, non-cement base with hand-tight joints
- Street tree pit replacement pavers must conform to the city's Parks and Recreation Department guidelines and may not exceed the area of the tree pit
- Replacement pavers should be tinted and scored in a manner that recalls the historic paving material



One defining characteristic of this neighborhood is the stone sidewalk.

Design Guidelines for Cobblestones

Please consider the following guidelines when submitting a proposal to reset or replace cobblestones:

- Cobblestone pavers found underneath an existing asphalt street may be removed to perform repair work but must be reinstalled and may be recovered by new asphalt
- Replacement cobblestone pavers should match the color, texture and dimension of the historic pavers
- Distinctive features within the cobblestone paving, such as trolley tracks, should be retained and/or reset



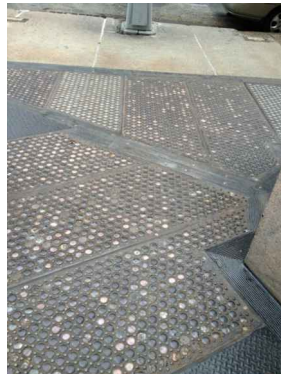
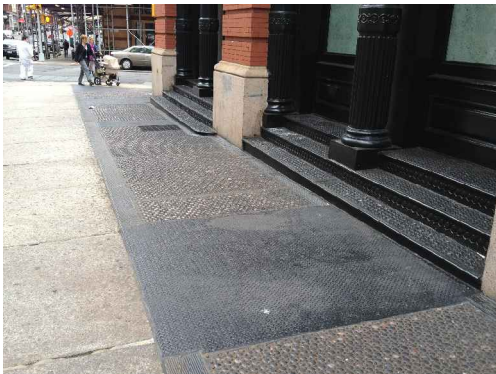
Cobblestone pavers in Brooklyn



Design Guidelines for Cast Iron and Glass Sidewalk Vault Covers

Please consider the following guidelines when submitting a proposal for sidewalk vault work:

- Existing vault light covers should be repaired, and either uncovered or covered over in a water tight method with black-painted, diamond plate steel
- Vault light covers that are beyond repair may be replaced with covers that match the material, dimensions and details of the existing ones
- If historic documentation indicates a vault was originally covered with vault lights, your proposal should consider installing black-painted diamond plate steel over the vault, or a new vault light cover



Glass sidewalk vault covers are a defining feature in this neighborhood. In the image on the right, vault covers are carefully repaired to maintain their integrity.

Control Joint Guidelines

Recommended

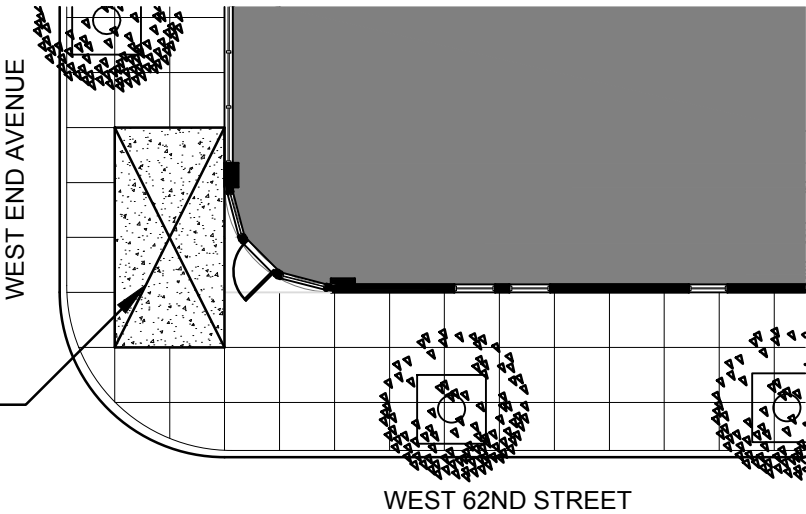
Notice that the existing sidewalk has a regular grid pattern. The proposed replacement sidewalk continues the same grid pattern. This is the most preferred method of concrete control joint placement or stone setting. If using concrete, tint it to blend with existing concrete.



Area of New Sidewalk

Not Recommended

Notice that the existing sidewalk has a regular grid pattern. The proposed replacement sidewalk does not conform to the grid already present. Even if the slab of concrete that is to be removed and replaced does not follow the dominant grid, the preferred method of replacement is to have the dominant grid continue through the new concrete sidewalk.



Installation of New Concrete Sidewalks

Application Guidelines and Specifications

Below is a list of approved concrete tint specifications. If you are proposing concrete replacement you will need to provide concrete tint specifications as a part of your application.

Concrete Tint Specifications

GENERAL:

Curing agents should be colored to match concrete.

Colors may vary due to slump, water content and aggregates.

Concrete should be uniform in slump and lowest slump possible.

PLEASE NOTE: These are approximations. For exact color matches, other tints and/or mixed tints can be tested and used pending approval of sample.

TO SIMULATE THE COLOR OF LIGHT TO MEDIUM GREY GRANITE:

DAVIS Color No. 884

1 lb. per 100 lbs. Light Grey Portland Cement and sand

or

LANSCO Color No. 437 "Strong Black"

2.5 lbs. per 94 lbs. Light Grey Portland Cement and 3 parts sand

or

SCOFIELD Chromic: Admixture "Cool Black" No. 1

1 five-sack-mix bag per 5 ninety-four-lb. bags Medium Grey Portland Cement and sand

or

Other equal sample must be provided for approval.

TO SIMULATE THE COLOR OF DARK GREY BLUESTONE:

DAVIS Color No. 884

3 lbs. per 100 lbs. Light Grey Portland Cement and sand
(Phone Frank D. Davis Company at 800-346-9433.)

or

LANSCO Color No. 437 "Strong Black"

5 lbs. per 94 lbs. Light Grey Portland Cement and 3 parts sand
(Phone Landers-Segal Color Company at 201-779-5001.)

or

SCOFIELD Chromic Admixture, "Cool Black" No. 4

1 five-sack-mix bag per 5 ninety-four-lb. bags Medium Grey Portland Cement and sand or

SCOFIELD "Landmarks Grey" K-157-4

(Phone Michael De Candia at L.M. Scofield Company at 201-342-1380)

or

Other equal sample must be provided for approval.

Resetting and Installation of Stone Sidewalks

Bluestone Specifications

BLUESTONE

Minimum 2" thick, new or dressed and reset bluestone flags. New flags must be bluestone. For best results, all bluestone should be solid, reed-free stone, free from any defects which impair strength, durability, or appearance. Before proceeding with any work under this contract, the contractor must submit for approval two or more sets of samples of the stone specified, which are typical of the extremes of color, texture, and quality of stock and finish.

BASE

Existing base of bluestone flags and new base in area presently paved with concrete that is to be replaced with bluestone should be leveled to appropriate grade, excavating where necessary to provide a minimum of 4" base, including underneath any pedestrian ramps. New base material should be limestone or trap rock screenings, consisting of hard, durable, sharp-edged fragments, free from any deleterious matter.

JOINTS AND PATCHING

Joints are to be hand tight. After setting flags, the setting bed mixture (one part Portland cement and seven parts clean sand) should be brushed into the joints. Irregularities in flag size of old flags or adjacent curbs or walls may result in some larger joints. These joints should be pointed with mortar to match the bluestone color.

In order to salvage larger, historic flags that have spalled, small amounts of cementitious patching may be undertaken, as directed by the site supervisor only, using a mixture incorporating bluestone dust to match the existing stone. If reset historic flags have an irregular surface that could create a trip hazard at the joint, the joint may be ground down to produce a level surface, only as directed by the site supervisor. Every effort should be made to reset the flag so that grinding is not necessary.

Application Checklist for Sidewalk Installation and Repair

Below is a list of required descriptive materials for your sidewalk installation/sidewalk repair proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photographs of existing adjacent sidewalks in the historic district. Please refer to Page S1 of the Sample Application Site Work chapter for instructions for photographing sidewalks.
- ☐ Two sets of plan drawings: one for existing sidewalk dimensions and one for the proposed dimensions of the replacement sidewalk
- ☐ A plan drawing that shows the following:
 1. The dimensions of the existing sidewalk and replacement sidewalk
 2. The dimensions of the existing flags and replacement flags
 3. The dimensions of the adjacent sidewalk flags
 4. The dimensions of the adjacent expansion or control joints (commonly known as cracks)
 5. The dimensions of the proposed expansion or control joints (commonly known as cracks)
 6. The dimension of the curb and whether it is being retained or replaced
 7. The concrete mix/stone and/or setting specifications of the replacement sidewalk. Please refer to Page S1 of the Sample Application Materials section of this chapter for instructions for photographing sidewalks.
- ☐ Sidewalk section drawing, if replacing stone or vault covers
- ☐ Color photographs of vault conditions beneath the sidewalk if project involves vault light covers
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Transportation permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Sidewalk Cafés in Historic Districts

Application Guidelines

You must include your LPC permit for a sidewalk café with your Department of Consumer Affairs permit application.

Sample Sidewalk Café Site Plan

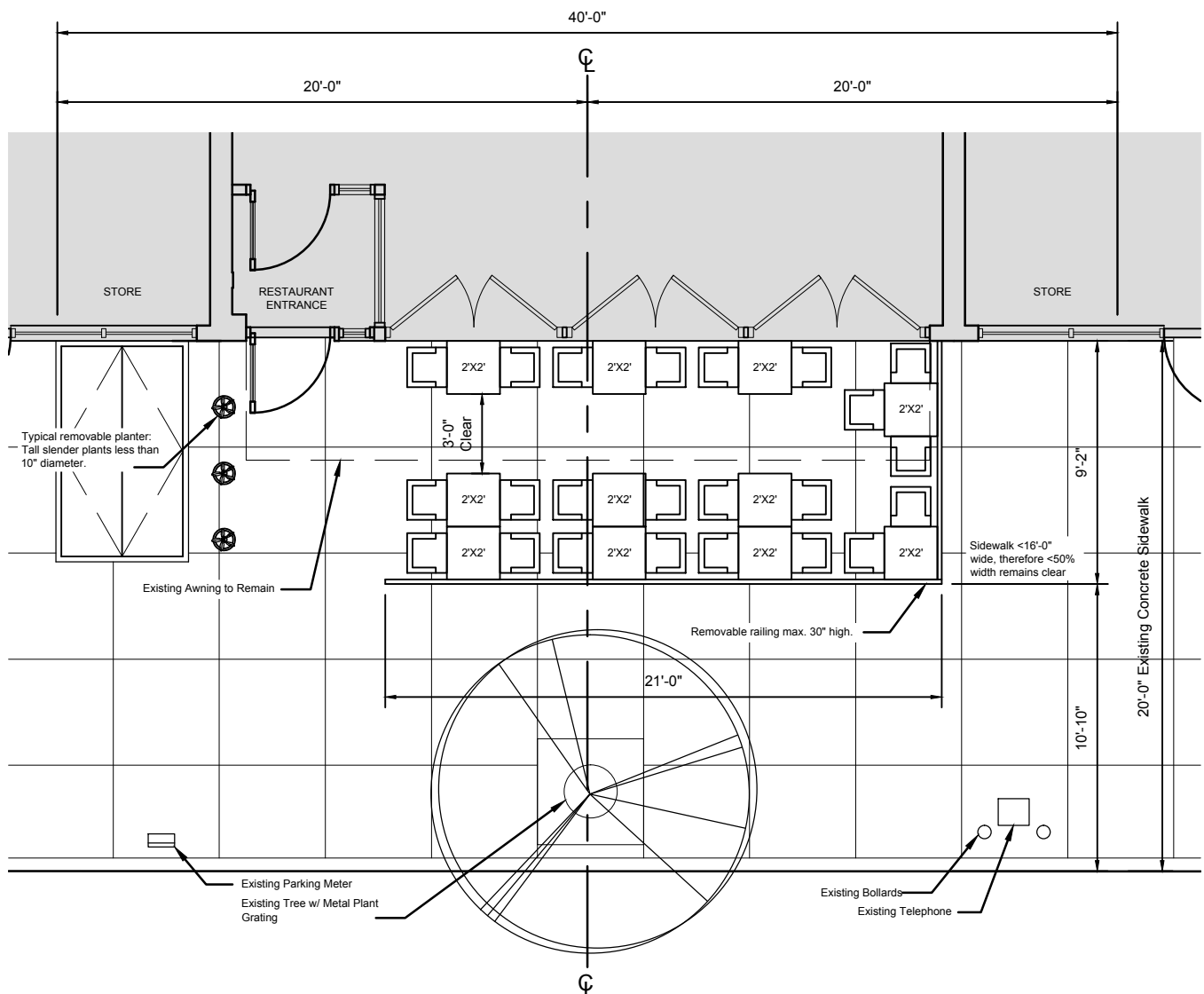
All permanent items found on the surrounding sidewalk within 20 feet in either direction from the café must be displayed and labeled on the plans.

The design of the café may not include permanent items; items must be moveable, such as free-standing tables and chairs, rope and stanchion, and potted plants.

The requirements for this drawing can be found on the Department of Consumer Affairs website at the following address:
http://www.nyc.gov/html/dca/downloads/pdf/swc_license_app_materials.pdf



A sidewalk cafe can bring life to the street and increase restaurant seating.



PLAN VIEW
Scale: Not To Scale

SITE WORK

Sidewalk Cafés

Application Checklist for Sidewalk Cafés in Historic Districts

Below is a list of required descriptive materials for your sidewalk café proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Permit application signed by the building owner
- ☐ Color photographs of the base of the building, including the storefront and sidewalk in front of the building
- ☐ Dimensioned site plan, including the location of all tables and chairs
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Transportation permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Yards and Areaways

Application Guidelines

Yards and areaways are incorporated into the private open space in front of and on the side of rowhouses and semi-detached rowhouses, and in the front, side and rear of free-standing detached houses. In addition to front and side yards, the open space may include driveways and walkways of rowhouses, semi-detached rowhouses and detached houses.

Yard or areaway elements such as original paving materials, yard walls, fences, ornamental iron or stonework and historic lighting fixtures should be retained wherever possible. Changes to any of these elements should be made according to the following recommendations to ensure that the character of the yard or areaway is maintained.

No Permits Required

Permits are not required for:

- Maintaining lawns or shrubs
- Planting new lawns or shrubs in existing unpaved areas
- Repairing or repainting (the same color) cellar access hatch covers
- Placing and planting pots, planter boxes, or window boxes

When LPC Approvals are Required

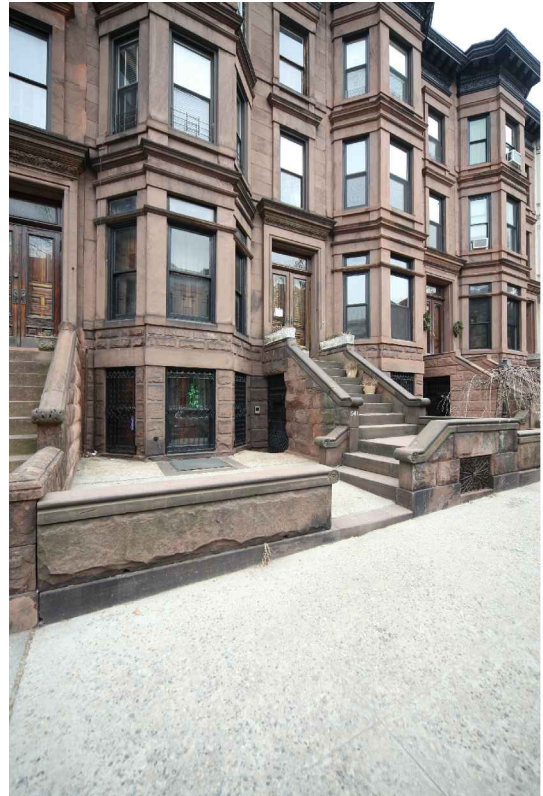
Permits are required for:

- Proposed changes to hardscape features such as pathways, paving, light fixtures, fences, railings, garbage enclosure, swimming pools and pergolas
- Replacing pavement in yards, areaways, or sidewalks
- Repairing or patching pavement in a yard, areaway, or sidewalk with a different material
- Installing pavement in yard areas previously unpaved
- Removing paving material
- Altering areaway steps
- Installing or removing permanently installed planters
- Painting pavement
- Constructing garbage can enclosures or any other structures in yards or areaways
- Installing new sidewalk tree pits
- Installing yard or areaway lighting
- Changing the level of yards or areaways
- Creating a curb cut or parking lot in the yard or areaway

Design Guidelines for Yards and Areaways at Rowhouses

Please consider the following guidelines when submitting a proposal for yards and areaways:

- The work should not result in the removal or destruction of significant historic fabric
- Paving materials should be consistent with paving materials historically found in areaways and yards of buildings of this age and type
- Adjustments to the stairs or planting beds should not substantially alter the apparent grade of the areaway or yard
- Only missing sections of historic ironwork, or elements damaged beyond practical repair, should be removed and/or replaced, and new ironwork elements should match the historic ironwork in terms of design, details, and finish and be compatible with the original ironwork in terms of its durability, visual characteristics, and ability to receive a painted finish
- Where no historic ironwork exists at the yard or areaway, new fences, railings and walls should be in keeping with the ironwork historically found at yards on buildings of the same age, style and type in terms of height, material, design and finish
- Proposed garbage enclosures will be of simple design and neutral materials that will not call undue attention to themselves, and if possible, should be partially concealed by the areaway fence or wall



Yards and areaways are character defining urban spaces.

Design Guidelines for Yards in Historic Districts

If landscaping is identified as a significant feature of a landmarked property, for example in the Douglaston, Fieldston or Riverdale historic districts, please consider the following guidelines when submitting a proposal for yards and areaways:

Alterations to existing landscape

- The proposed modifications to an existing wall, step, path, driveway, railing, fence, gate, gate post, permanent garden structure or pavilion, sidewalk or street gutter should match the existing or historic condition or style in terms of the materials, details, finish and design, or should be compatible with materials traditionally found throughout the district
- The substitute paving material should be consistent with the predominant paving materials found elsewhere in the district in terms of details, finish and design

Construction of New Landscape Improvements

Fences

- Fencing at the front of the property should be avoided unless historic documentation showed that it was a typical feature for similar buildings in the same historic district; lot line fencing should be of a height and made of materials similar to fences typically found in the district.

Driveways, Paths, Patios, and Walkways

- The proposed driveway, path, patio or walkway should be constructed of materials that match the existing or historic paving materials, or paving materials traditionally found throughout the district
- New driveways to new garages should be consistent in terms of their placement, width and paving materials with other historic driveways in the historic district
- New patios should be appropriately scaled in relation to the building and façade and shall be located in the side or rear yard
- New stone walls and retaining walls for planting at the perimeter should be as low as possible and constructed of materials that match the existing or historic materials

Swimming Pools and Related Fences and Decks

- Proposed swimming pools and related fences and decks should not be visible or should be minimally visible from a public thoroughfare

Work Affecting Mature Trees in the Douglaston Historic District, the Riverdale Historic District, and the Sunnyside Gardens Historic District

- Mature trees in these historic districts should be retained. Any proposed removal will be considered if the application includes a report from a certified arborist that the tree is dead or seriously diseased, or if the tree is causing, or threatening to cause, significant damage to a building on the lot or adjacent lot(s) and a report setting forth how the tree is damaging or threatening to damage a building is submitted from an architect or engineer.

Application Checklist for Yards and Areaways

Below is a list of required descriptive materials for your yard/areaway proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

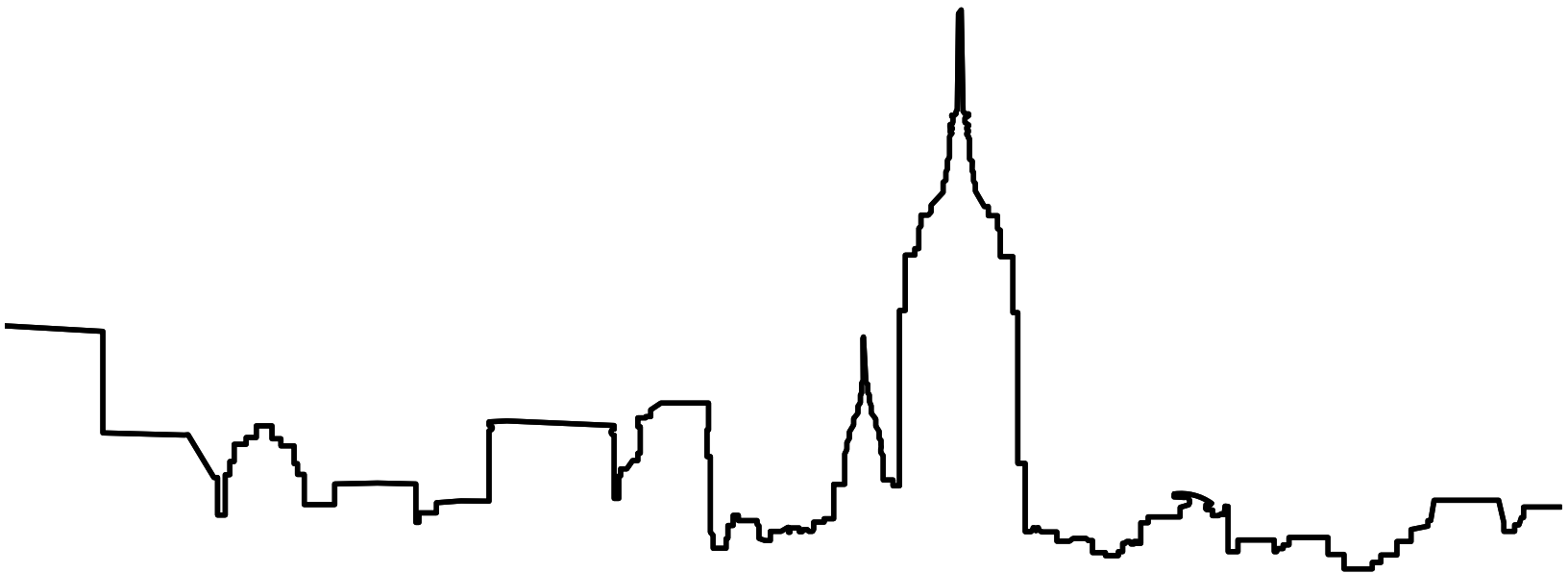
- ☐ Permit application form signed by the building owner
- ☐ Color photograph(s) of the building in elevation showing existing conditions of the area of work and its surroundings. See instructions in the sidewalk repair and replacement section for guidance on taking photos.
- ☐ Building footprint plan, block plan, site plan, or Sanborn map showing the location of work
- ☐ **Elevation, plan and section** drawings of the areaway, driveway or yard, including fences, railings, planters, pergolas, decks, and other proposed installations in the yard. Prepare existing and proposed conditions for each drawing and include as much context as possible.
- ☐ Color samples or manufacturer cut sheet(s) if color or product information is needed
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Transportation permit before the LPC approval may be issued
- ☐ Report from arborist, engineer or architect if work requires removal of a mature tree and work is in the Fieldston, Douglaston or Riverdale historic districts

An LPC staff preservationist will contact you if additional materials are required.

Chapter 6 | Section 2

SITE WORK

Sample Application Materials





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

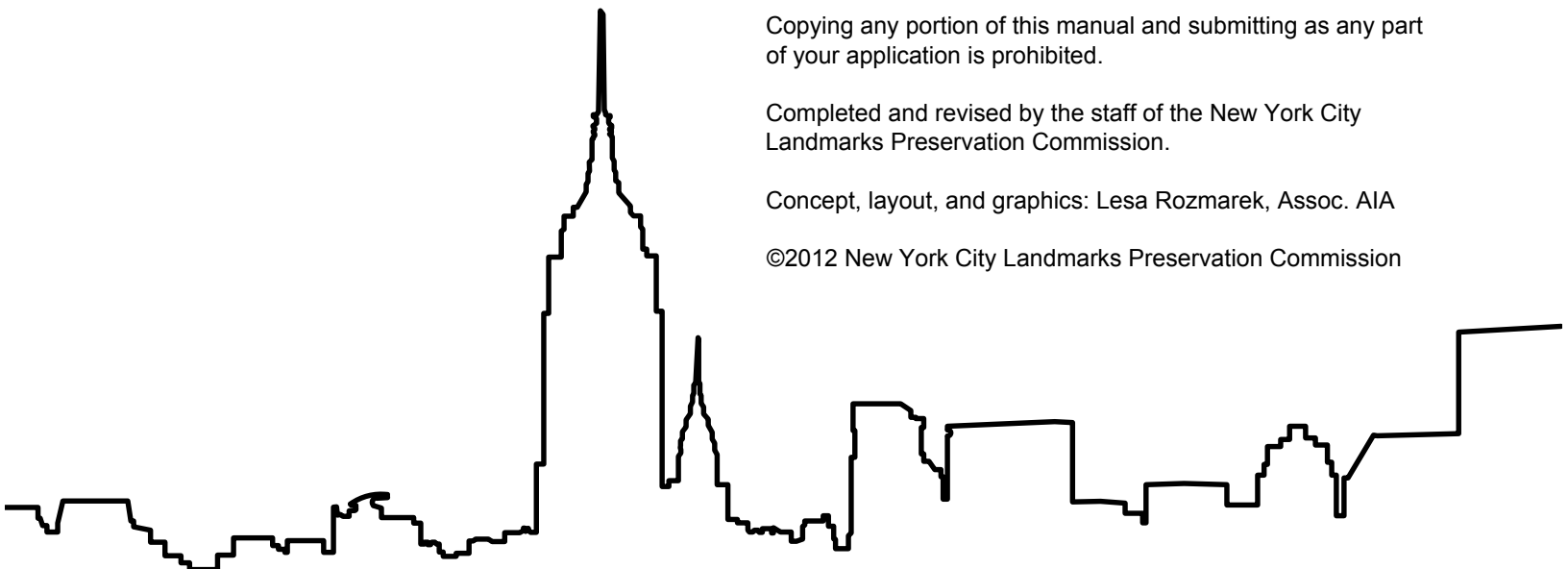
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

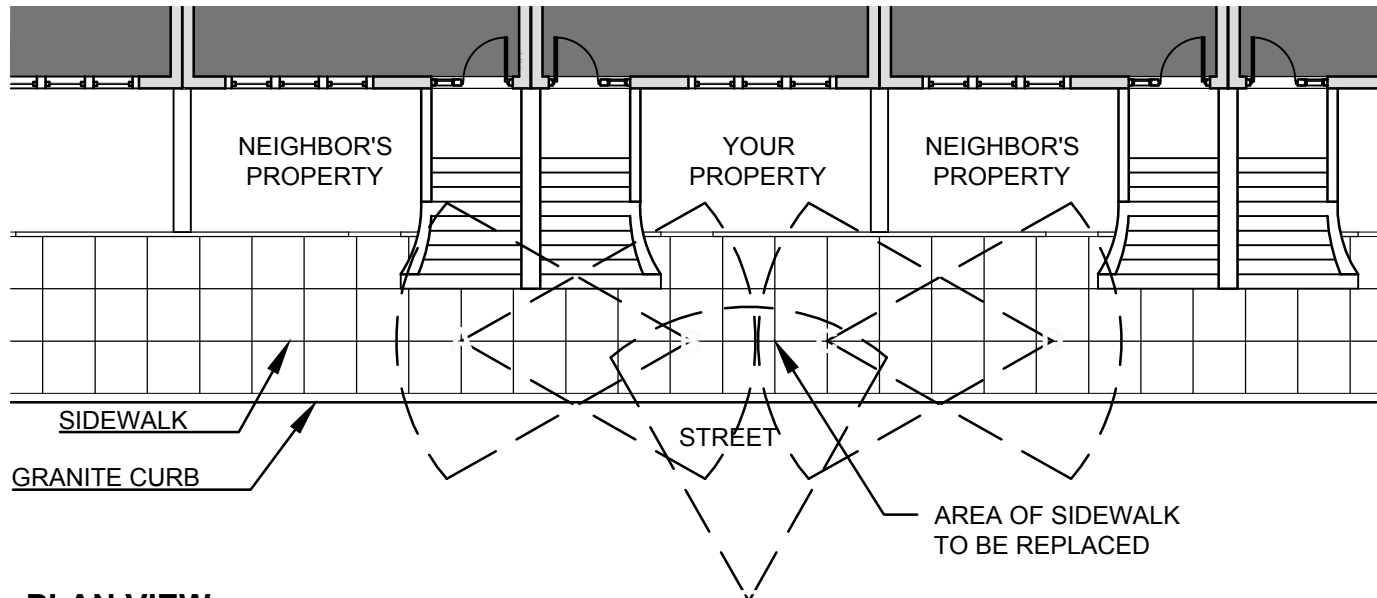
Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



It is important that your photographs systemically show the entire sidewalk, and allow your staff preservationist to fully understand the proposed work without having to see the site in person, reducing permit processing time. Below are some tips to help you clearly articulate the scope of proposed work.



PLAN VIEW

Step 1

Identify the sections of the sidewalk that are to be replaced. See above example diagram for guidance.

Step 2

Take photographs from the locations that correspond to the lettered dots in the example diagram. The cones indicate the direction you should face when taking the photograph.

Step 3

Label each photograph according to the direction you are facing.



A



C



E



B



D

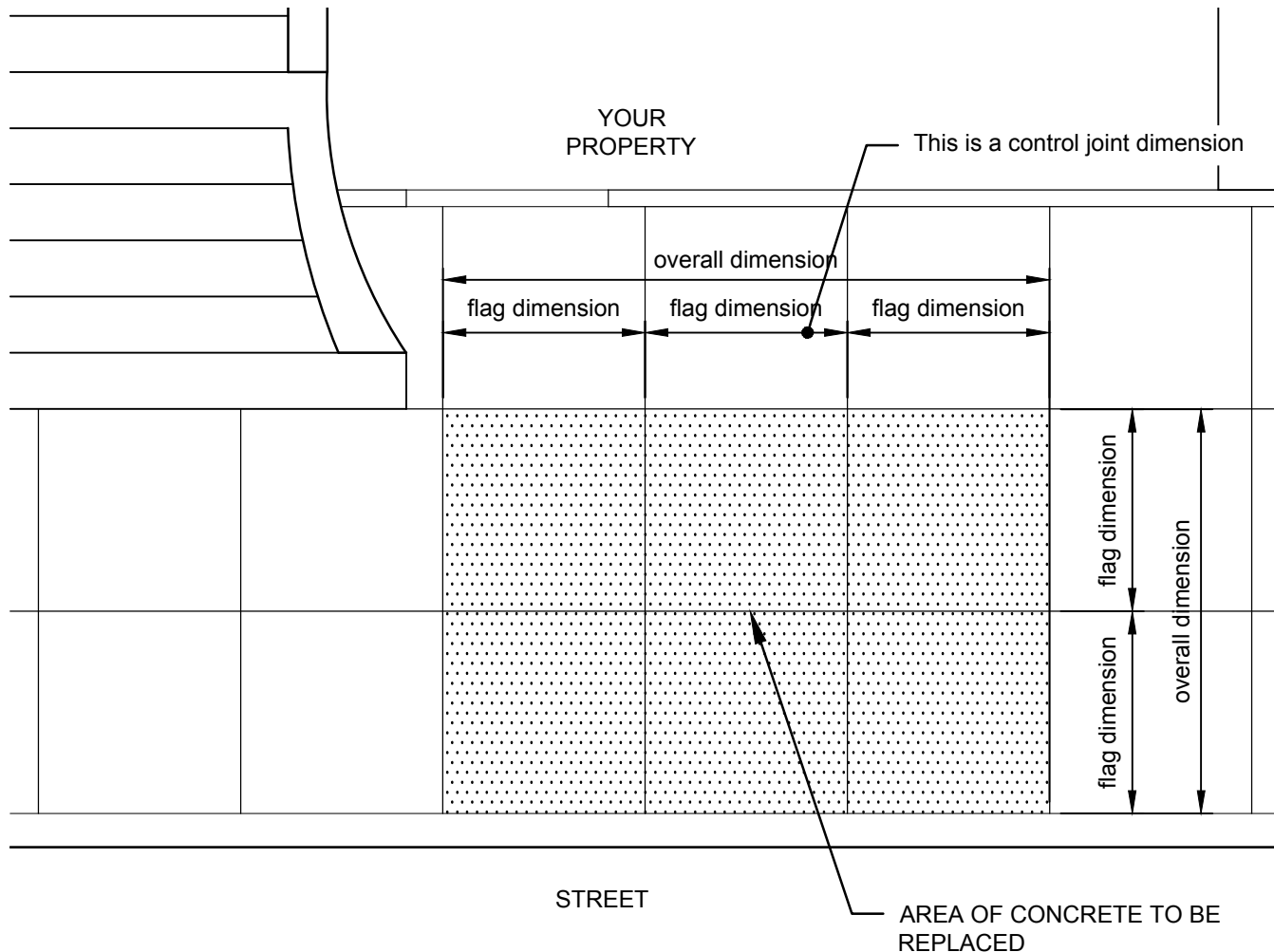
SIDEWALK REPLACEMENT
123 HENRY ST., NEW YORK, NEW YORK

Photographing Sidewalks

How to Draw a Sidewalk Plan

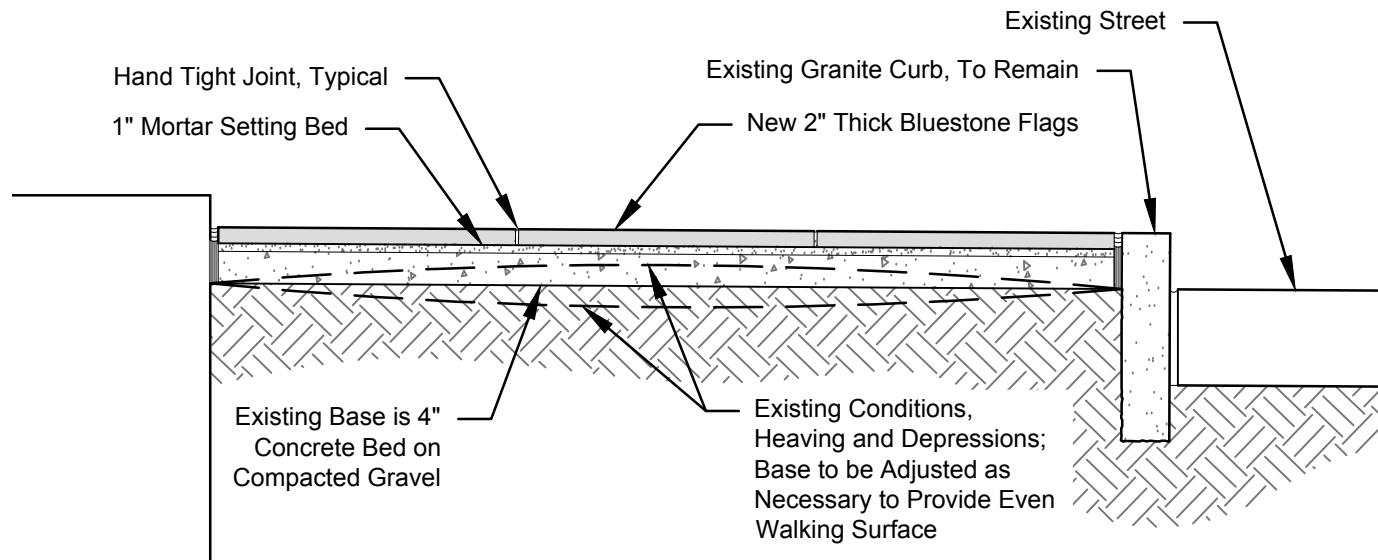
Below are some tips to help you prepare a sidewalk plan, which enables the Commission to determine whether the proposed new sidewalk is consistent with the sidewalk elsewhere on the block. To ensure your plan has the right information, please:

- Measure the existing sidewalk grid and flags
- Measure the curb that aligns with the sidewalk
- Draw the grid of the sidewalk on a sheet of paper
- Write down the measurements of the existing sidewalk and proposed replacement sidewalk
- Write down the measurements of the existing flags and proposed flags
- Write down the measurements of the adjacent sidewalk
- Write down the measurements of the adjacent flags
- Write down the materials that will be used for the replacement sidewalk
- Write down the measurements of the curb



How to Document Existing Sidewalk Conditions

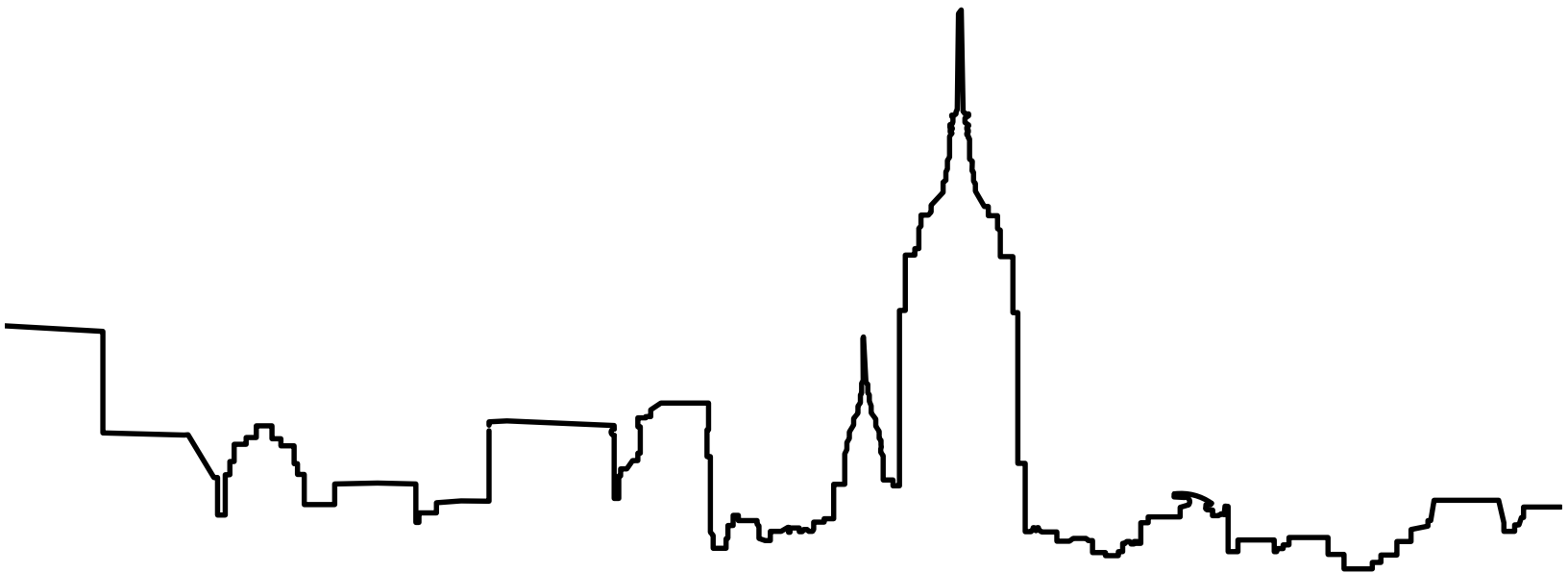
If you are replacing stone or vault covers along the sidewalk, you must submit a drawing that clearly represents the existing conditions underneath the sidewalk. The below sample drawing specifies the dimensions and information that must be included in the drawing you submit with your application.



Chapter 7 | Section 1

STOREFRONTS IN HISTORIC DISTRICTS

Application Guidelines





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

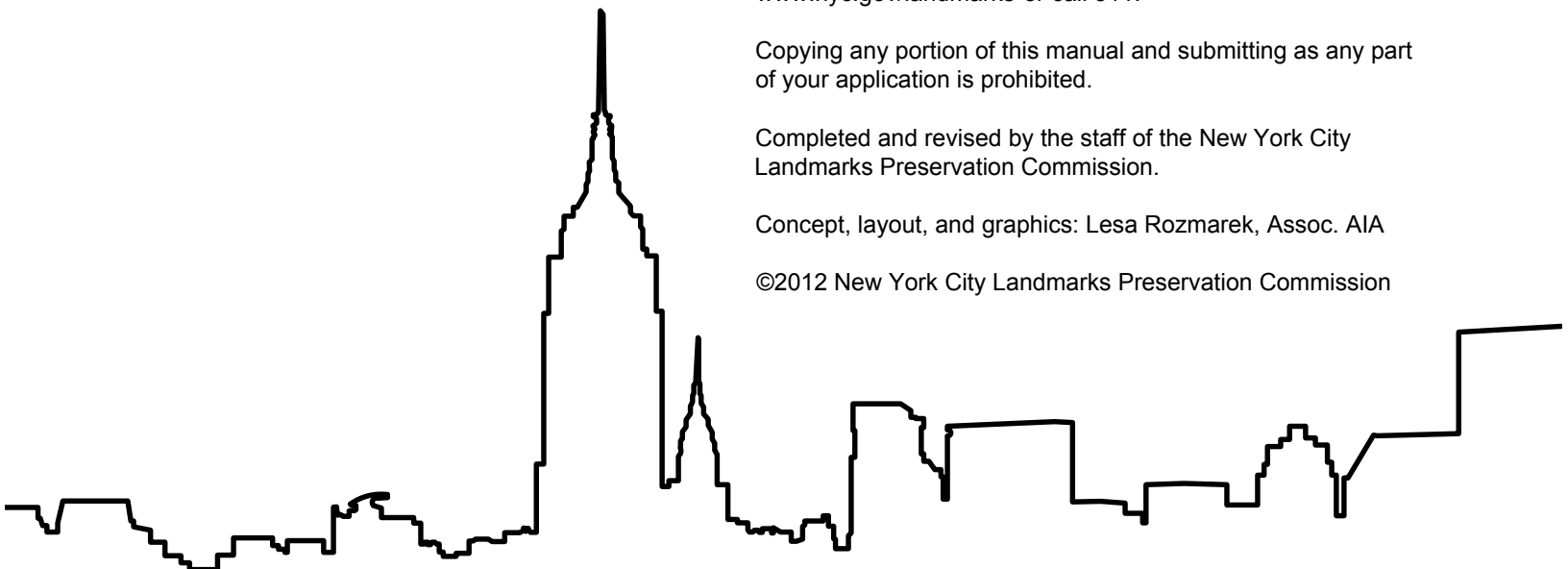
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



STOREFRONTS IN HISTORIC DISTRICTS

Storefronts are a vital part of New York City's streetscapes, creating and reinforcing a vibrant dialogue with its busy thoroughfares. This is why any proposal to change them, regardless of whether it is contextual or contemporary, should relate well to the buildings and neighborhoods where they are located, and reflect the common characteristics of historic storefronts.

There are several Commission rules and master plans that allow staff-level permits to be issued for restorative work and storefronts in the Jackson Heights and Stone Street historic districts, and along Madison Avenue in the Expanded Carnegie Hill, Metropolitan Museum and Upper East Side historic districts.

[Section 2-17 of the Commission's rules](#), also known as the "Restoration Rule," enables LPC's staff preservationists to issue permits for proposals that replicate a missing historic storefront if the design is based on documented historic precedents, and the proposal does not involve the removal of historic fabric.

Permit applications that do not conform to the Restoration Rule or to the rules and master plans in the above historic districts, will require a review before the full Commission at a public hearing. Please visit LPC's website for a copy of the rules: <http://www.nyc.gov/test/lpc/downloads/pdf/pubs/rules.pdf>

Section 2-17 also allows for staff-level approvals of storefront designs, storefront security gates, housing, ventilating and equipment, as well as proposed designs that are not technically restorative, but are based on relevant historic precedents within the historic districts where the building is located, and feature the typical components of historic storefronts, including large display windows, bulkheads and transoms (for more information on these components, see Components of Historic Storefronts on page 3 of this chapter).



1930s Tax Photo from Brooklyn, NY

Design Guidelines

Please consider the following when submitting a storefront proposal:

- No significant historic fabric should be removed
- New storefront infill should be framed by the existing or historic piers and lintels
- If piers and lintels have been removed, a new opening should conform to the building's bay rhythm
- If the original storefront opening was reduced, it must be restored to its original size. If interior conditions prevent this, the storefront opening should be enlarged to the greatest extent possible, and the storefront surround should be consistent with the materials and details of the historic base of the building
- Proportions, configuration, details, materials, and finish of the storefront should be consistent with the age and style of the building
- Design of the storefront should be harmonious with other storefronts in the building and streetscape
- Modern storefronts may be approved if they evoke the scale and proportions of historic storefronts elsewhere in the historic district where the building is located
- Security gates must roll down on the interior of the storefront

A staff-level approval may be granted if:

- No significant fabric is removed
- Your proposal meets LPC's "Restoration Rule," (Section 2-17)
- You submit photographic evidence, physical evidence, or drawings documenting the authenticity of the proposed design of the restoration
- No evidence of the historic storefront is available and the applicant certifies a search was undertaken using the resources listed in the Restoring Architectural Features chapter of this manual; in this case, the design may be based on the designs of buildings of similar age and style
- The building is in the **Jackson Heights Historic District**, the **Stone Street Historic District** or along **Madison Avenue** in the Expanded **Carnegie Hill**, **Metropolitan Museum** and **Upper East Side** historic districts and meets the storefront rules or master plans for each of those districts, available by following the below links:

Jackson Heights Historic District:

<http://on.nyc.gov/zd6NIH>

Stone Street Historic District:

<http://on.nyc.gov/ArnYBe>

Madison Avenue in the Carnegie Hill Historic District Extension:

<http://on.nyc.gov/xrSzba>

Madison Avenue in the Metropolitan Museum Historic District:

<http://on.nyc.gov/wvxRle>

Madison Avenue in the Upper East Side Historic District:

<http://on.nyc.gov/zQyuLC>

A Commission-level approval may be granted if:

- Your presentation clearly shows the historic condition, the existing condition and the proposed changes
- Your proposal addresses the design guidelines at the top of this page

Components of Historic Storefronts

Historic storefronts are found in a variety of styles, including vernacular, high-style, and modern, in a variety of building types, from row houses and hotels to commercial lofts and department stores. Despite these differences, all historic storefronts feature common components:

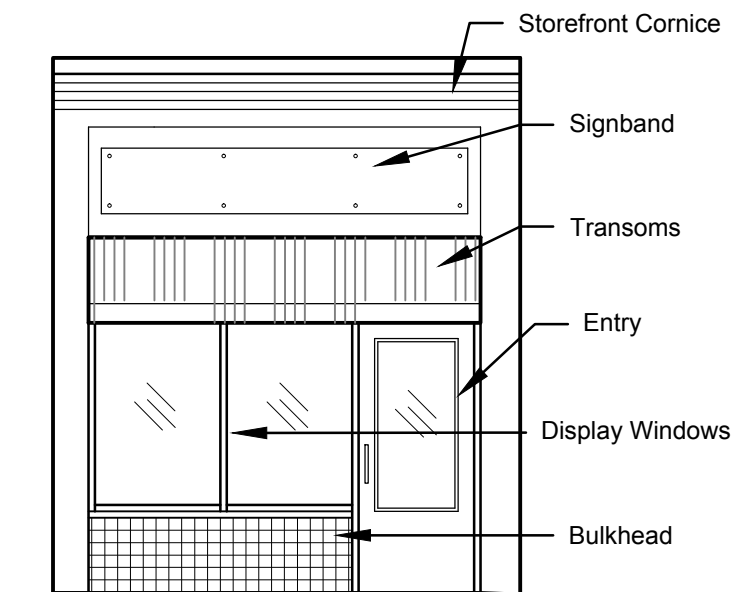
Bulkhead: Rarely absent, and usually flat or paneled wood or metal and approximately 12 to 24 inches high.

Display Windows: Always present outside of early vernacular storefronts. Depending on the age of the storefront, could be multi-paned, single paned, or projecting and the framing could be either simple metal or wood framing, decorative turned posts and columns.

Transoms: Usually present, often present above entry, even if not above display windows, transoms were generally standard rectangular and approximately 12 to 36 inches high. Depending on the age and building type, some storefronts featured tall, rectangular transoms that were approximately half the height of display window, decorative, square, or multi-paned transoms.

Entry: Entrances were centered, recessed, off-center, at the corner of the building, and featured either single or paired doors and sometimes sidelights. Recessed entrances could have splayed or straight returns.

Piers, Columns and Cornices: These features represent the structural bays of the façade, and the shape, size and proportions of storefront openings were defined by these elements. Pier styles typically found at storefronts include turned posts, large, square piers or columns at corners, round columns flanking entry, and square columns flanking each display window. Cornices were ornamental features that visually separated the storefront level from the rest of the building and varied in the level of ornament depending on the style of the building.



Common Characteristics of All Storefront Types

- Standard form and elements with variations
- Elements proportional to one another
- Level of transparency—display windows dominate streetwall; clear glass
- Oriented to sidewalk and pedestrian traffic
- Use of transom, awnings, and emerging technology to control light, climate
- Signage zones limited to windows, signband and spandrel area
- Altered over time

Variation in Detail

- Level of architectural detail
- Arrangement of entry and display windows
- Bulkhead height and material
- Display window proportions
- Transom proportions and configuration
- Door placement and type
- Piers and columns
- Storefront cornice

Lintel

Usually made of steel or masonry, this is the bearing plate for the masonry above the window.

Cornice

Decorative trim that protrudes from the plane of the building that separates the ground floor from the upper floors. Not found on all storefronts.

Sign Band

Ideal location for a commercial storefront sign.

Security Screen

Preferred location of the placement of a security screen is behind the storefront.

Transom Bar

Horizontal member that separates the display window from the transom window.

Transom Window

Window directly above the display window or door. It can be transparent, translucent, or made out of specialty glass, like prism glass.

Display Window

Pane of glass that is transparent to display goods and services.

Sill

Horizontal member that bears the upright portion of the frame. It also sheds water that runs down the face of the window.

Bulkhead

The lower solid portion of a storefront window. Sometimes it may be adorned with trim or tiles.

*NOT TO SCALE

STOREFRONTS

What to Expect: Storefront Review Process

My Building is

Located in

- Jackson Heights Historic District
- The Expanded Carnegie Hill Historic District, Metropolitan Museum Historic District, Upper East Side Historic District on Madison Avenue

Located on

- Columbus Avenue between 72nd & 79th Streets

OR

The proposed work meets the criteria of Section 2-17 of LPC's rules

- In a historic district for which there are no specific guidelines
- An individual landmark

LPC Staff Level Approvals

Storefronts that meet the above rules or Section 2-17 of the LPC's rules may be issued a Certificate of No Effect (CNE) or a Permit for Minor Work (PMW)

Buildings with an approved Storefront Master Plan may be issued an Authorization to Proceed (ATP)

If the application does not meet the criteria of the rules, it will be reviewed by the full Commission at a public hearing.

If the application does not comply with the criteria specified by Section 2-17 of LPC's rules, it must be reviewed by the full Commission at a public hearing.

Public Hearing Approvals

Applications that come before the Commission for review and approval, may be granted a Certificate of Appropriateness (CofA).

These applications must be complete and include historic photographs of the site and building, color photographs of the existing building, color renderings of proposal and dimensioned drawings. Your staff preservationist will notify you of any missing pieces of information. Please follow the recommendations and guidance of your staff preservationist. See Appendix C for details on the public hearing process.

Application Checklist for Storefronts

Below is a list of required descriptive materials for your storefront proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

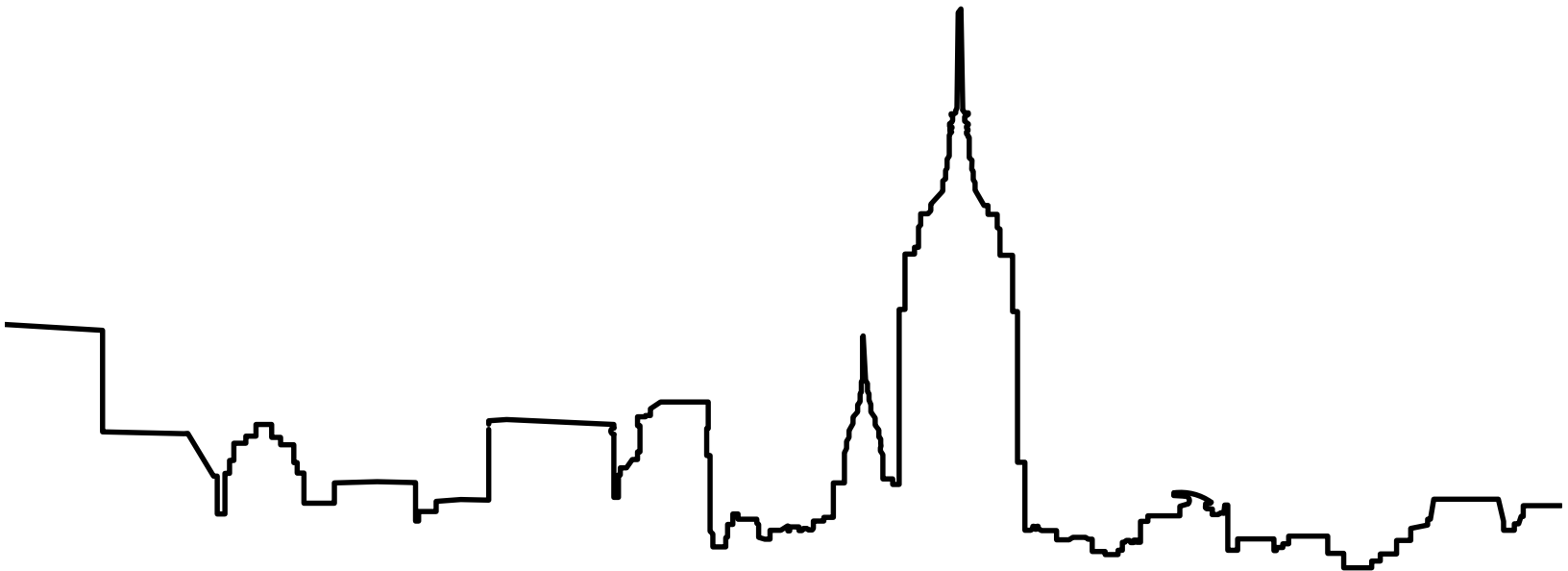
- ☐ Permit application signed by the building owner
- ☐ Color photographs of the building and close-ups of the existing storefront
- ☐ Elevation drawings of the existing and proposed storefronts and an overall building elevation
- ☐ Large-scale section details of the head, jamb, bulkhead and sill
- ☐ Enlarged floor plan of storefront area
- ☐ Large-scale partial plan showing the plane of the storefront in relation to building wall drawings of signage, lighting and security
- ☐ Color and material sample(s)
- ☐ If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required.

Chapter 7 | Section 2

STOREFRONTS IN HISTORIC DISTRICTS

Sample Application Materials





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

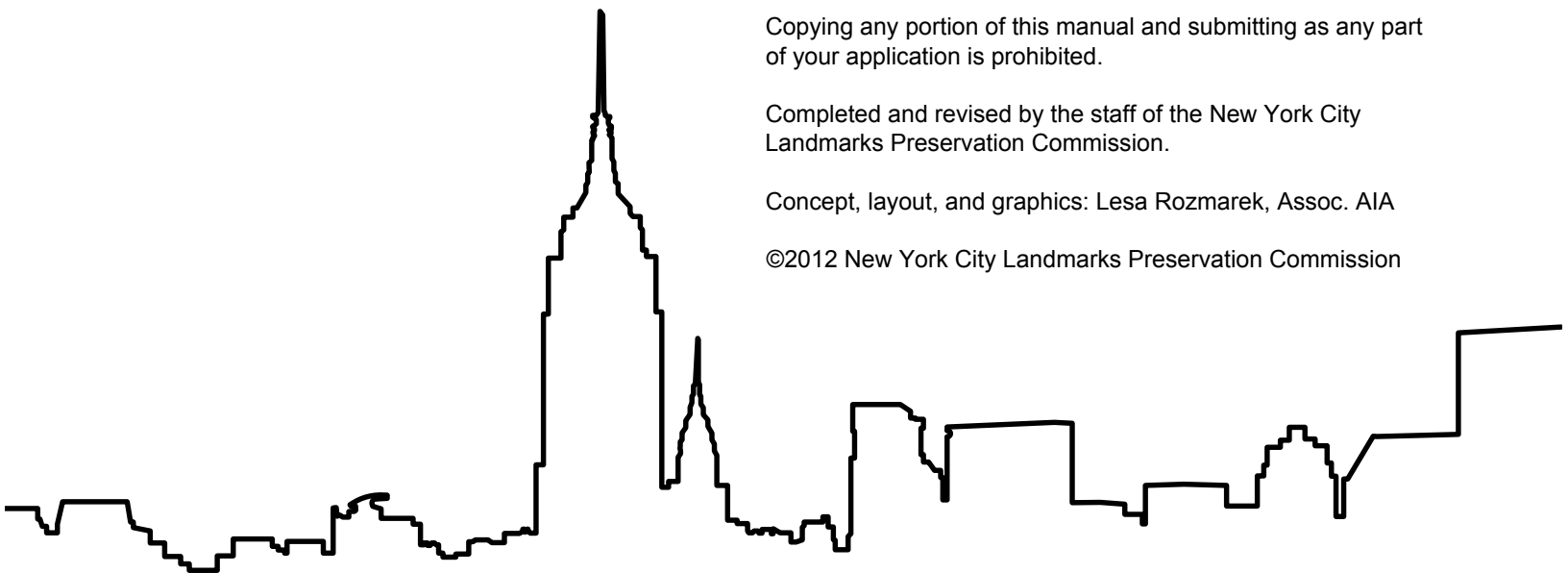
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Label the photograph or on the back of the photograph denote which elevation the photograph is representing; i.e. Howard Street Elevation.



Elevation View from Howard Street



Elevation View from Intersection of Howard Street and Crosby Street



View from Crosby Street

Label the photograph or on the back of the photograph denote which elevation the photograph is representing; i.e. Crosby Street Elevation.



Adjacent Buildings on Howard Street (both photos)

Label the photograph or on the back of the photograph denote which elevation the photograph is representing; i.e., Howard Street Elevation.



Adjacent Buildings on Crosby Street

Label the photograph or on the back of the photograph denote which elevation the photograph is representing; i.e., Crosby Street Elevation.



SCOPE OF WORK INCLUDES:

REMOVAL OF EXISTING SECURITY SCREENS, CORNICE RESTORATION, INSTALLATION OF NEW INTERNAL SECURITY SCREEN, INSTALLATION OF NEW EXTERIOR TILE ENTRY FLOOR, PAINTING OF CORNICE, STOREFRONT, AND WOOD TRIM, INSTALLATION OF NEW CUSTOM WOOD DOORS.

STOREFRONT REHABILITATION TO INCLUDE:

SELECTIVE DEMOLITION OF EXISTING STOREFRONT TO EXPOSE POSSIBLE HISTORIC FABRIC. NEW TEMPERED LAMINATED GLASS WINDOWS SET IN ALUMINUM STORE FRONT FRAMING WITH WOOD SURROUND.

IF HISTORIC FABRIC REMAINS:

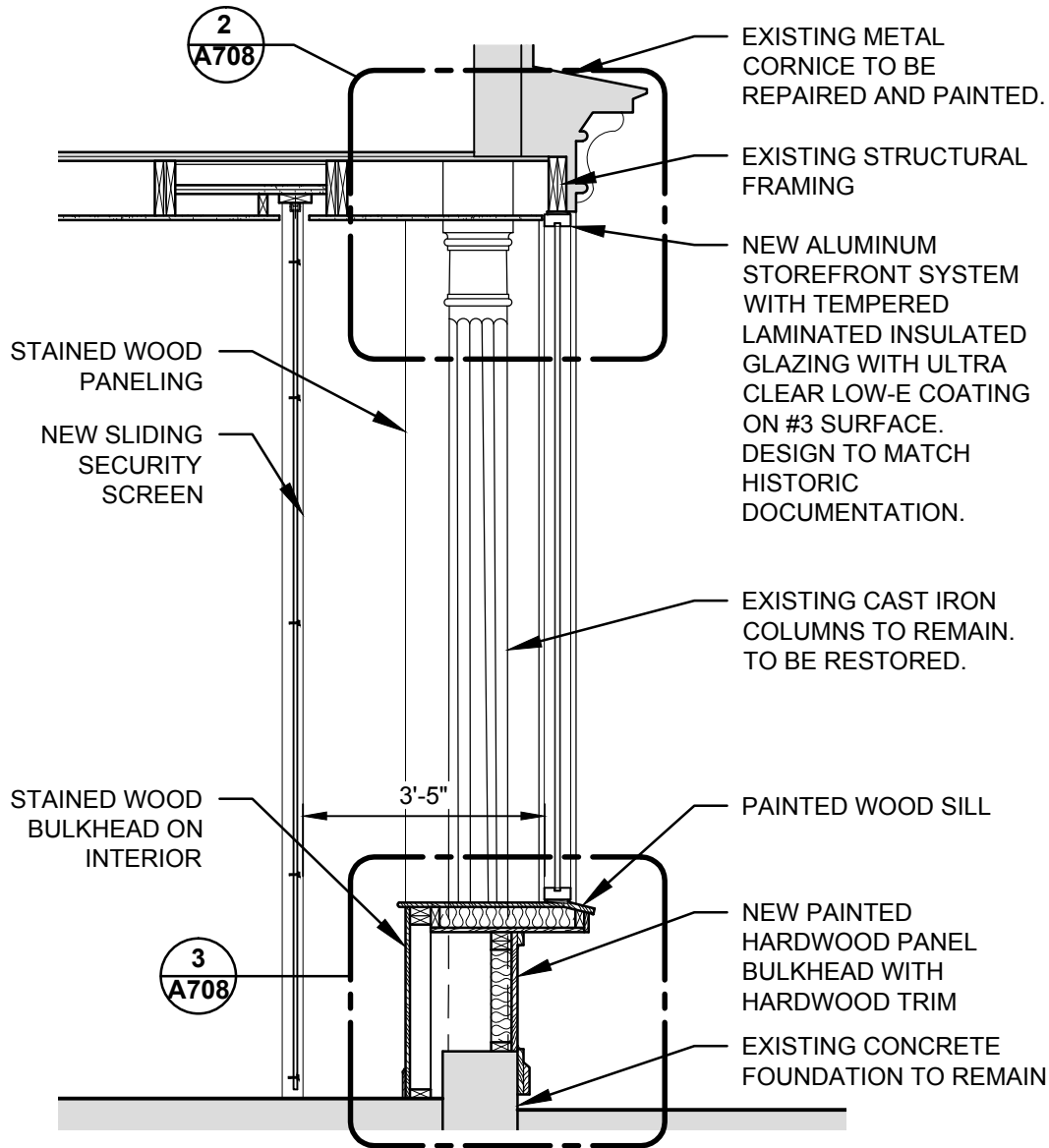
FABRIC TO BE EVALUATED FOR REUSE AND THE STOREFRONT SHALL BE RECONSTRUCTED BASED UPON EVIDENCE.

STOREFRONT INSTALLATION
311 HOWARD ST., NEW YORK, NEW YORK

Photo Documentation



2 Proposed Crobsy Street Elevation
A707 Scale: 1/4"=1'-0"

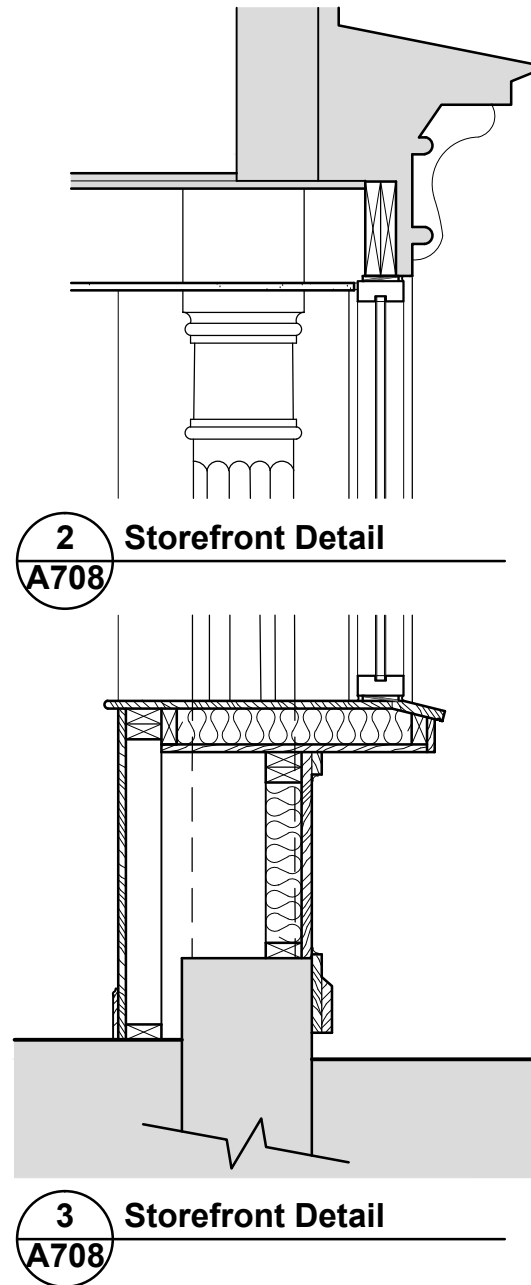


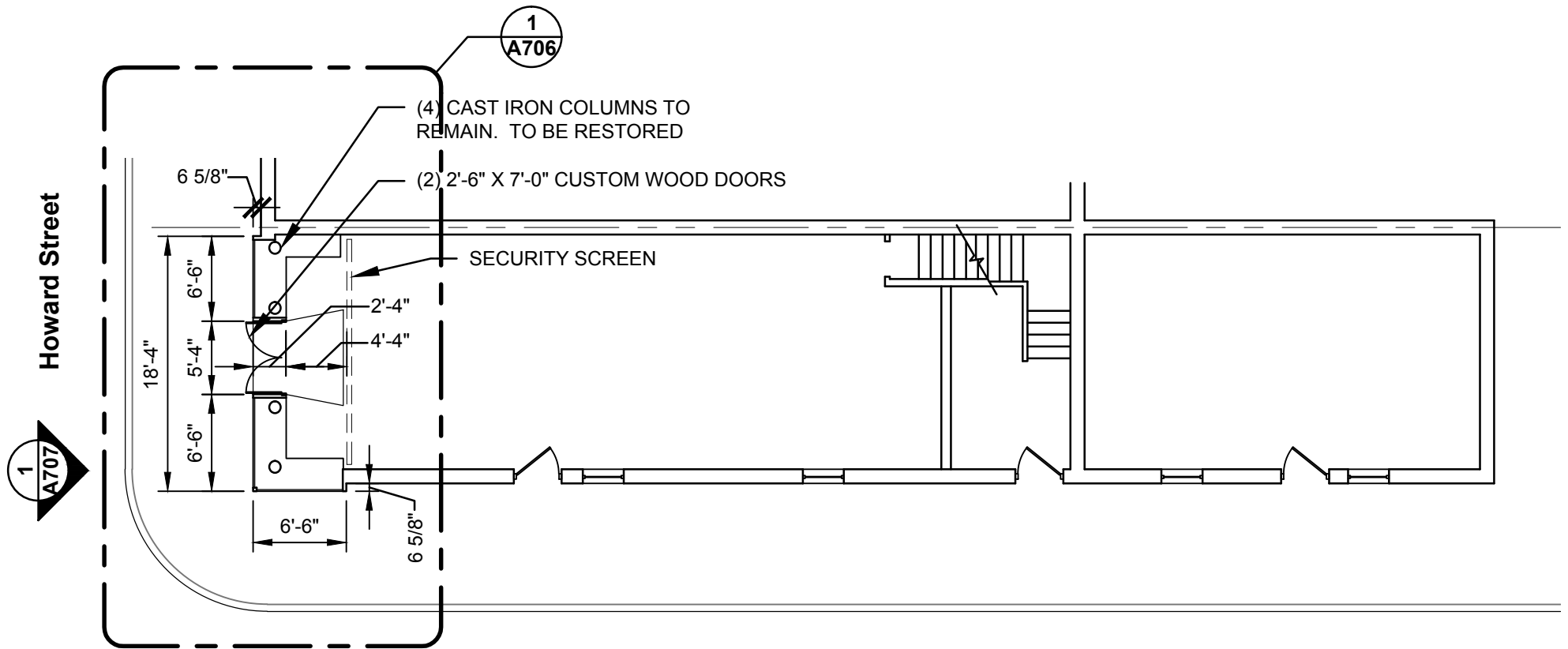
1 Section Through Storefront w/ Security Screen
A708 Scale: 1"=1'-0"

STOREFRONT INSTALLATION

311 HOWARD ST., NEW YORK, NEW YORK

Section Details





1
A705

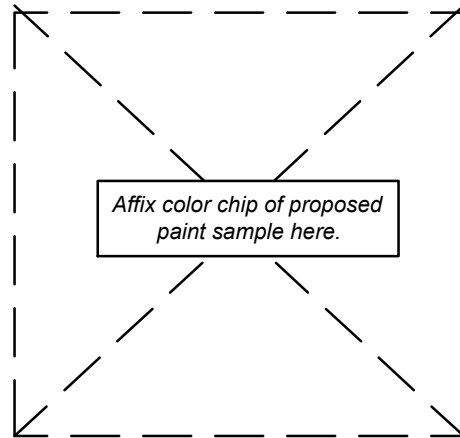
Proposed Floor Plan

Scale: 1/4"=1'-0"

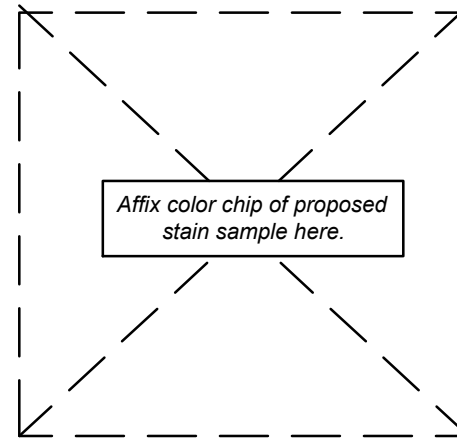
STOREFRONT INSTALLATION
311 HOWARD ST., NEW YORK, NEW YORK

Floor Plan & Site

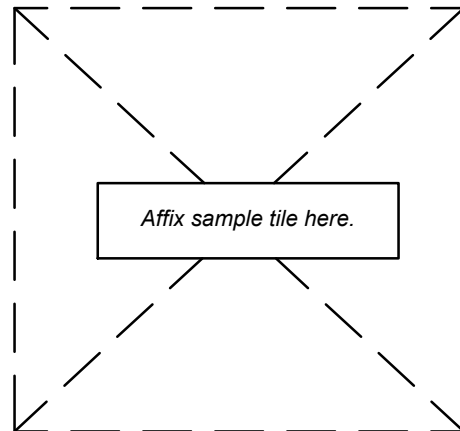
NYC Landmarks Preservation Commission



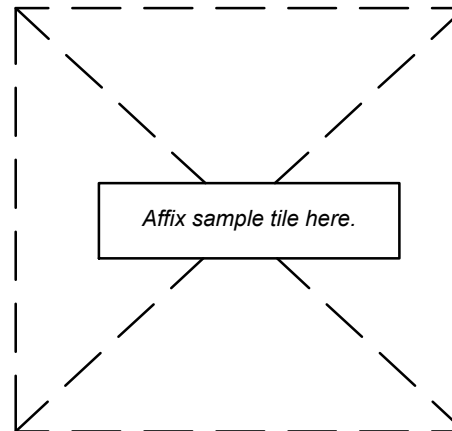
Exterior Sash and Frame Color: Paint Company X, Color: Darkest Ocean Blue, BG-1066.



Interior Bulkhead and Trim Color: Paint Company X, Color: Aged Walnut, ST-1492.



Bulkhead Tile: Clay or Bust Inc., Style: Non-Slip Modern Funk Hexagon, Color: Pearl Essence.

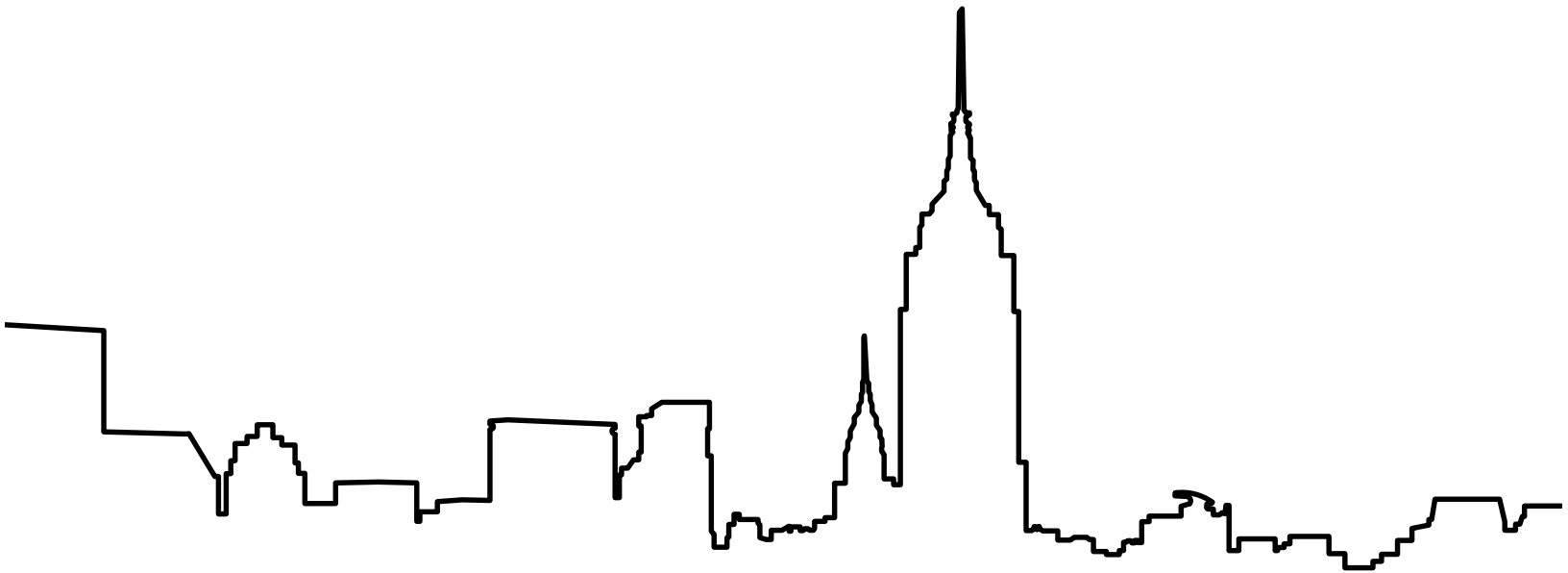


Bulkhead Tile: Clay or Bust Inc., Style: Non-Slip Modern Funk Hexagon, Color: Onyx.

Chapter 8 | Section 1

TEMPORARY INSTALLATIONS

Application Guidelines





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

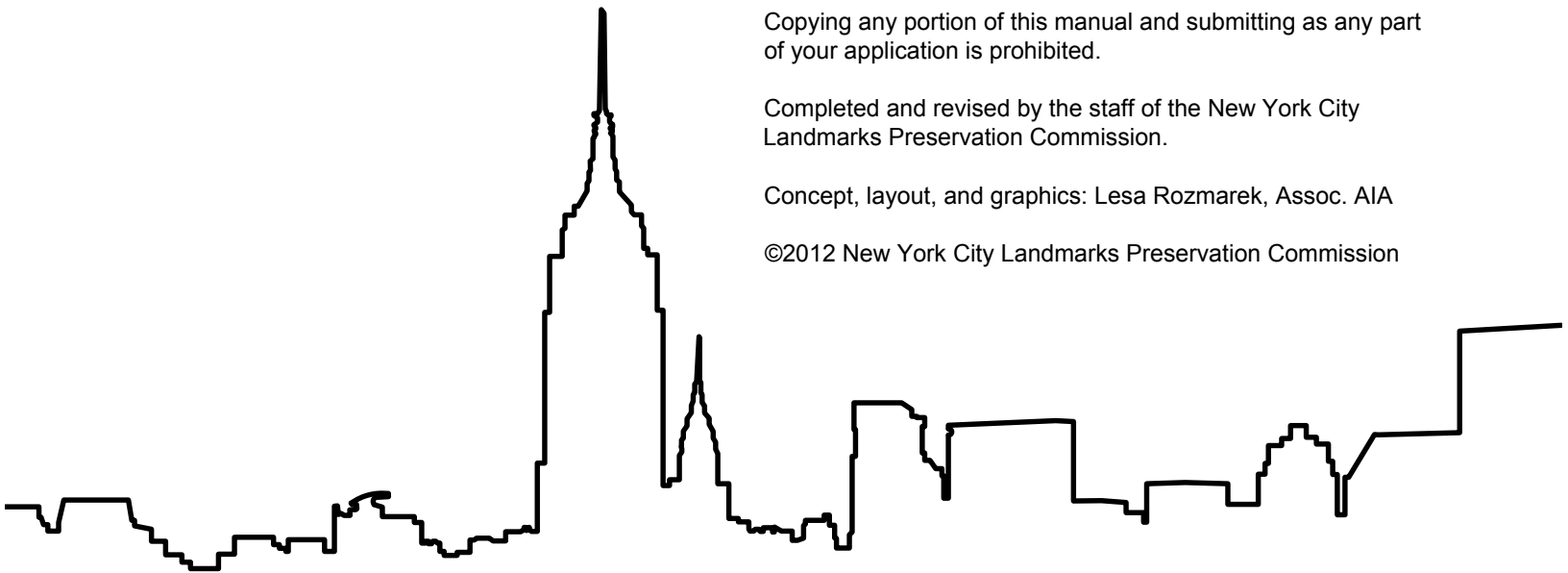
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Temporary Installations

Temporary installations are proposals that call for introducing elements or making modifications to a landmark site that will exist for a temporary period of time. Installations include signs, artwork, banners, kiosks and temporary modifications related to approved work.

[Section 2-18 of the Landmarks Preservation Commission's Rules](#) governs and specifies the criteria for temporary installations. This chapter summarizes the criteria of Section 2-18, and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit.

Permit applications that do not conform to this rule will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks

No Permits Required

Permits are not required for:

- Movable installations
- Fixtures that are not permanently attached to any part of the landmark or landmark site

When LPC Approvals Are Required

Permits are required for:

- Banners
- Kiosks
- Artwork
- Signs
- Construction-related work
- Other installations not covered here

A staff-level permit will be issued if:

- Signs or banners are installed for one single period not to exceed 60 days
- Kiosks, artwork, construction work and other installations remain for one single period not to exceed one year
- The property's protected architectural features are not harmed by the installation
- A timetable and plan for dismantling the installation is submitted and approved by LPC's staff
- For artwork, the applicant submits documentation that proves the building owner's authority to remove the artwork when the permit expires, and waives federal and state laws governing the removal of artwork (See Section 2-18(c) of LPC's Rules)
- Specifications are provided for the repair of the site after the temporary installation is removed
- An escrow agreement or other adequate assurance is established with LPC for the removal of the installation after a permit expires. No escrow is required if the applicant is a public agency or authority.

Renewals

Approvals may be renewed for up to **two additional periods** if the proposed temporary installation is:

- Located on publicly owned property
- Related to approved construction on the property deemed by the LPC's staff to be proceeding promptly
- Meets the above requirements

Application Checklist for Temporary Installations

Below is a list of required descriptive materials for your temporary installation proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- ☐ Completed application form
- ☐ Color photographs of the building and/or site for proposed installation(s)
- ☐ Color rendering or drawing of proposed installation
- ☐ Detail drawing showing the proposed installation and its method of installation or attachment.
- ☐ A timetable and plan for the dismantling of the installation
- ☐ Specifications for the repair of the site after the temporary installation is removed
- ☐ For artwork: written statement signed by the artist and the building owner that proves the owner's authority to remove the artwork when the permit expires and that waives federal and state laws governing the removal of artwork. See page 3 for a sample letter.
- ☐ Except for public agencies or authorities, an escrow agreement or other adequate assurance establishing a mechanism for the removal of the installation after a permit expires

***An LPC staff preservationist will contact you if additional materials are required.**

Sample Artist Waiver Letter

Applicant
1928 Blackstone Street
New York, New York 10000

April 1, 2012

Landmarks Preservation Commission
Municipal Building
1 Centre Street, 9th Floor North
New York, New York 10007

Attention: Landmark Preservationist

Dear Landmark Preservationist:

Please find enclosed for your consideration an application for the temporary installation of an artwork in a [*landmark / historic district*] designated by the LPC.

PROJECT: Artist: [*Insert artist name*]
 Title: [*Insert artwork title*]
 Date: [*Insert date of installation*]
 Materials: [*Insert artwork materials*]
 Dimensions: [*Insert artwork dimensions*]

SCHEDULE: [*Insert date of installation (Month, Year) / duration of installation*]

SITE: [*Insert location, such as, "on rooftop bulkhead" and address*]

OWNER: [*Insert property owner name*]

Enclosed are the project statement, renderings and fabrication drawings. [*Describe all other current approval processes, such as, "We are at this time working with a structural engineer to submit drawings for approval to the Department of Buildings."*]

[*Describe agreement between Owner and Artist*].

Thank you for your time and consideration. If you have any questions about this application, please contact me at [*insert your phone number*] or [*insert your e-mail address*].

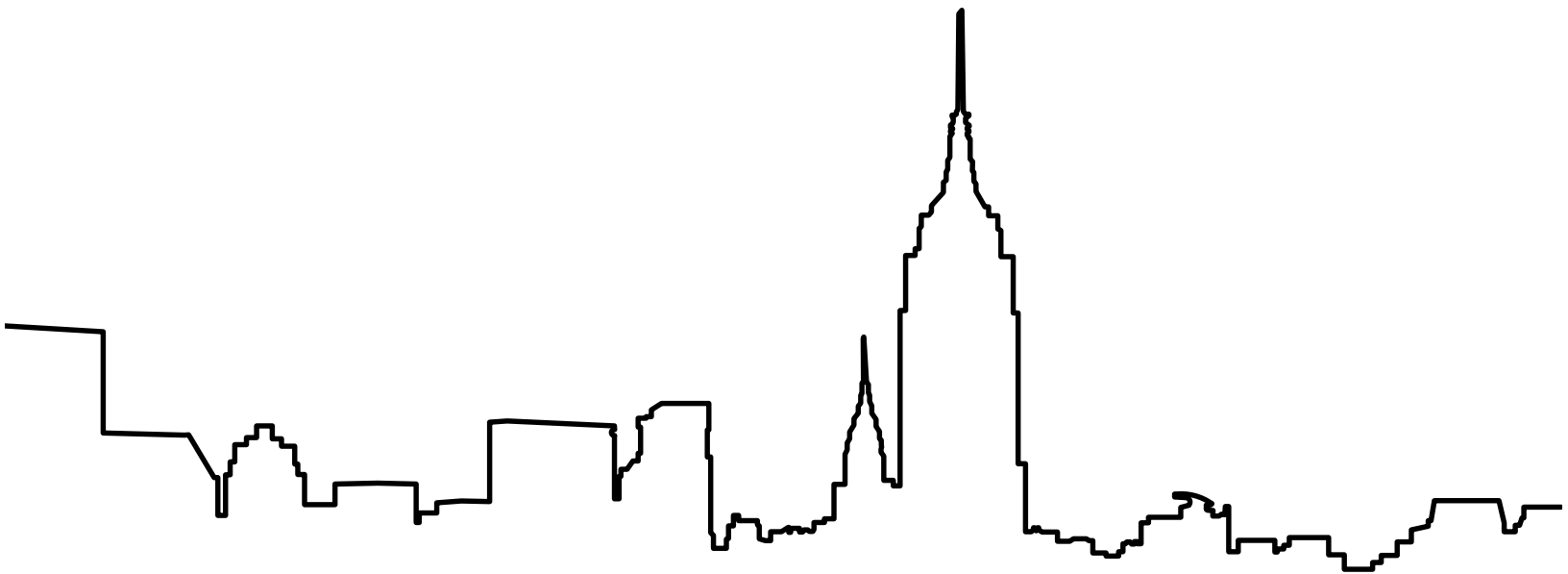
Sincerely,
Applicant

Chapter 9 | Section 1

WINDOWS

Application Guidelines

Repair, Restoration and Rehabilitation
Sash and Frame Replacement (including Master Plans)
Storm Windows
New or Modified Openings





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

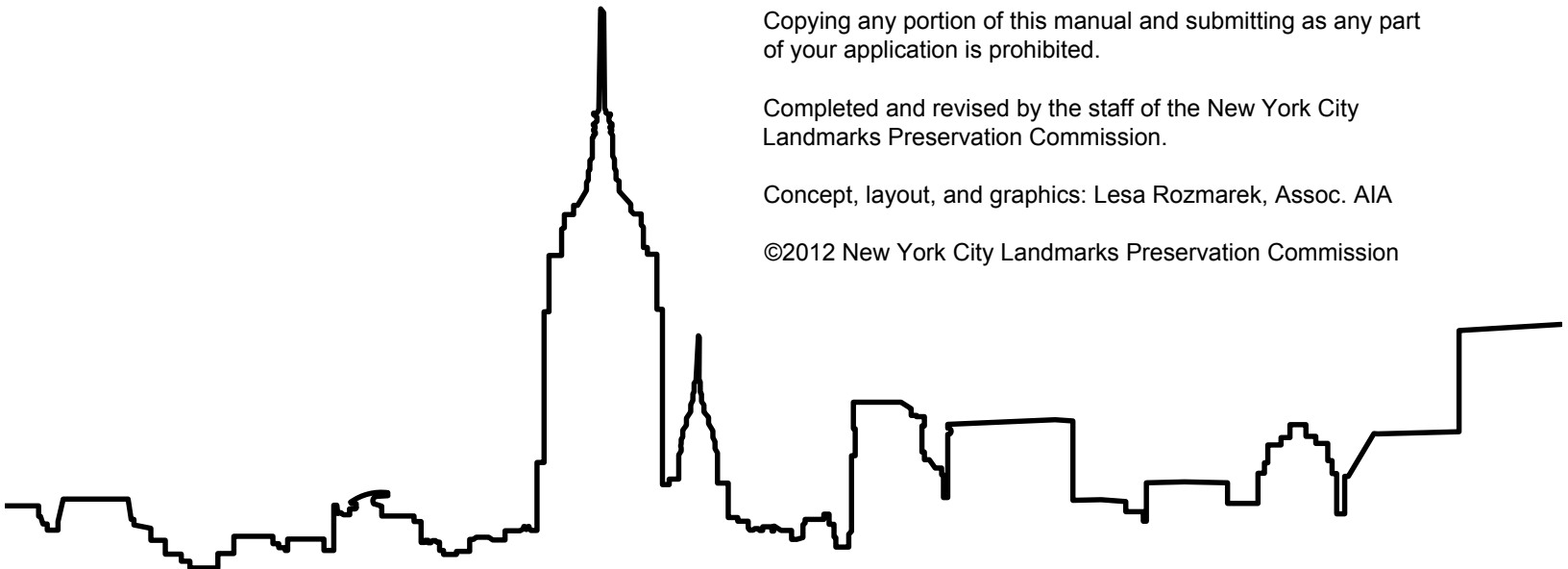
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Windows

- I. Repair, Restoration & Rehabilitation
- II. Sash and Frame Replacement (Including Master Plans)
- III. Storm Windows
- IV. New or Modified Openings

Design Considerations

All applications for window repair, replacement and rehabilitation and new or modified window openings are evaluated according to the following principles:

- The distinguishing original character of the associated landmark site should not be destroyed
- Removing or altering any distinctive architectural feature should be avoided wherever possible
- Deteriorated windows should be repaired rather than replaced wherever possible
- If replacement is necessary, the new windows should match the original or historic window

No Permits Required

Permits are not required for routine maintenance, including:

- Replacement of broken glass, together with replacement of associated moldings, muntins, and glazing compound with material of matching characteristics
- Scraping, priming, and repainting of window sash and/or frame to recoat with same color and finish that exists at the time such work is undertaken
- Caulking around frames and sill
- Repair and replacement of window hardware, including pulley chains
- Installation of weatherstripping
- Straightening of metal window members
- Rebuilding of portions of sills, sash, and other window members, using the same material and the same configuration, size, and shape. Refer to LPC Rules for limitations
- Consolidating wood members

Windows typically comprise a majority of the surface area of a building's primary façade. In most historic buildings, the window sash, window framing and the architectural detail surrounding the windows were carefully designed as integral components of the style, scale and character of the building. Windows are among the most significant features of a landmark building, which is why it's important to retain the configuration, operation, details, material and finish of an original window, as well as maintain the size of the openings, sills, decorative moldings and the sash itself.

The historic appearance of windows and their relationship to a landmark building serve as the basis for [Section 2-15](#) and [Section 3-02](#) to [Section 3-07 of the Landmarks Preservation Commission's Rules](#), which govern and specify the criteria for new openings and modifications and the repair, replacement and rehabilitation of existing windows, respectively.

This chapter summarizes the criteria of Section 2-15 and Section 3-02 to Section 3-07, and offers guidance on how to submit an application that conforms to them so you can successfully obtain a staff-level permit.

Permit applications that do not conform to these rules will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: www.nyc.gov/landmarks.

I. Repair, Restoration and Rehabilitation

The repair, rehabilitation and restoration of deteriorated windows are governed by [Section 3-02](#) of the Landmarks Preservation Commission's Rules.

A staff-level permit is required for:

- Any work that is not included on the list of repairs on Page 1 of this chapter that do not require an LPC permit
- Changes in the configuration of a window
- Any change in the shape and size of any member

II. Sash and Frame Replacement (including Master Plans)

The replacement of sash and frames is governed by [Section 3-04](#) of the Landmarks Preservation Commission's Rules. In general, replacement is permitted if original historic windows are beyond reasonable repair. To determine whether a sash or frame is beyond reasonable repair, a staff preservationist considers the percentage of the deteriorated window, the practicality of the repair and other factors. The new sash must match the existing sash in dimensions, configuration, operation details material and finish.

A staff-level permit is required for

- The installation of new sash in existing frames
- The installation of new sash and frames in individual landmarks and buildings in historic districts

The criteria for new sash and frames vary according to the location on the building where they're going to be installed (i.e. primary facades, secondary facades and non visible facades) and the type of building in which they are going to be installed. The more prominent the location, the more criteria the replacement sash and frames must meet in order to be approved at staff-level.



Replacing window sashes on the principal facade of a landmarked building with replacements of the correct historic configuration. (Photo at left, before. Photo at right, after)

Primary Facades

Individual landmarks, small buildings in historic districts, small commercial and loft buildings

A staff-level permit may be issued for replacement sash and/or frames if they are beyond repair **and** if they match the historic windows in terms of **all** of the below criteria:

- Configuration

The new windows, sash and/or frames must retain their original design, including the size of the openings, sills, lintels, decorative moldings.

- Operation

The new windows, sash and/or frames must open the same way as the historic window.

- Details

Construction details must be as dimensionally close to one another as possible. For example, it may be possible to install a new window within the existing frame by removing or partially removing the blind stop, stop bead or parting stop.

- Materials

The new window, sash and/or frames must be made of material similar to that of the historic window.

- Finish

The new window, sash and/or frames must be painted or stained in a manner similar to that of the historic window

Large commercial and loft buildings in historic districts

A staff-level permit may be issued for the replacement sash and/or frames in large commercial and loft buildings that either have a street frontage of 41 feet or more, or are seven stories or more if they are beyond repair and match the historic windows in terms of all of the below criteria:

- Configuration

The new windows, sash and/or frames must retain their original design, including the size of the openings, sills, lintels, decorative moldings.

- Operation

The new windows, sash and/or frames must open the same way as the historic window.

- Details

Construction details must be as dimensionally close to one another as possible. For example, it may be possible to install a new window within the existing frame by removing or partially removing the blind stop, stop bead or parting stop.

- Finish

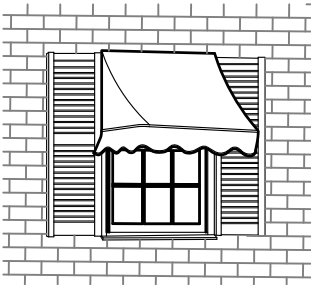
The new window, sash and/or frames must be painted or stained in a manner similar to that of the historic window

Application Checklist for Window Replacement on Primary Facades

Below is a list of required descriptive materials for your window proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application form (signed by the owner of the building)
- ☐ Two sets of DOB drawings if the proposed work requires a DOB permit
- ☐ Color photos of the entire building and close up photos of each window
- ☐ Documentation of the historic window, including historic photographs (necessary for application where existing windows are not historic windows)
- ☐ Conditions statement describing the type and extent of deterioration of the windows to be replaced, if the windows to be replaced are historic windows
- ☐ Two sets of drawings for the historic, if existing, and the proposed windows (at a large scale, including dimensions) to show how closely the proposed windows will match the historic windows
 - Drawings should include elevations of each typical window, and
 - Large scale horizontal sections (jamb, mullions) and vertical sections (head, sill, meeting rail and muntins) if the window replacement is proposed for a **Primary Facade**.

☐ Window Section Drawings	Existing	Proposed	N/A
Vertical (head through sill)	☐	☐	☐
Horizontal jamb	☐	☐	☐
Mullions	☐	☐	☐
Muntins	☐	☐	☐



- ☐ Floor plan or facade elevation indicating the location of the proposed window replacement if it is not clear from the photographs of the building
- ☐ Proposed color sample(s)
- ☐ Glazing diminution calculations, see page 183 (Chapter 9) for instructions

***A LPC staff member will contact you if additional materials are required.**

Window Replacement on Visible Secondary Facades

A staff-level permit may be issued for replacement windows on secondary facades that are visible from a public thoroughfare if they match the historic windows in terms of the below criteria:

- Configuration
The new windows, sash and/or frames must retain their original design, including the size of the openings, sills, lintels, decorative moldings.
- Finish
The new window, sash and/or frames must be painted or stained in a manner similar to that of the historic window

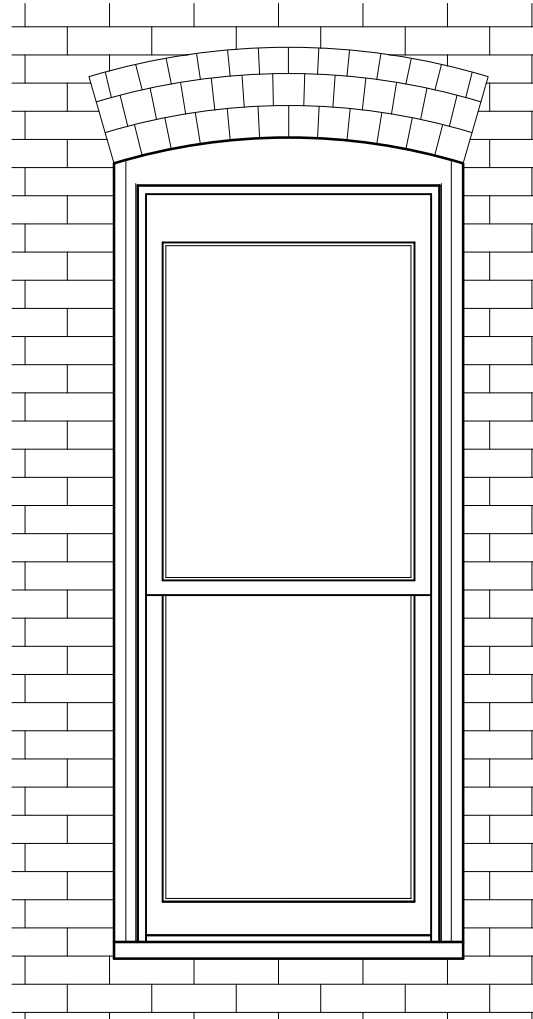
Window Replacement on Non-Visible Facades

A staff-level permit may be issued for new windows in existing or modified window openings on secondary facades that are not visible or minimally visible from a public thoroughfare if:

- The proposed window and modified opening does not alter or destroy, alter or detract from other protected features on the building or adjacent buildings



Replacement windows on a visible and non-visible secondary facade



Elevation of a replacement window on a visible secondary facade

Application Checklist for Window Replacement on Secondary Facades

Below is a list of required descriptive materials for your window replacement proposal on a non-visible facade. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application form signed by the building owner
- ☐ Two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit
- ☐ A block plan or site plan showing the windows will not be visible from any surrounding street
- ☐ Color photographs of existing window(s) to be replaced
- ☐ Typical elevation drawings of proposed windows or cut sheets of the proposed windows
- ☐ For altering masonry openings or creating new masonry openings, provide façade elevations showing the existing and proposed windows

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Master Plans

Master Plans for Window Replacement and Repair

“Master plans” are governed by [Section 3-05](#) of the Landmarks Preservation Commission's Rules. They establish standards and criteria for future window replacement and repairs so they can be approved by the Commission's staff, rather than the full Commission. However, master plans must first be reviewed and approval by the full Commission.

Applicants are encouraged to establish master plans for window repair and/or replacement that will occur over time. To be considered, a master plan must set standards for future changes and identify those standards by detailed drawings. Please talk with your staff preservationist if you would like to establish one for your landmark building.



Large Buildings with a uniform fenestration patterns can benefit from a window master plan. (Photo. 500 Fifth Avenue)

Application Checklist for Buildings with Master Plans

Below is a list of required descriptive materials for your master plan proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- ☐ Permit application signed by the building owner
- ☐ Color photographs or elevation drawing of the building with circles around the windows to be replaced
- ☐ Written statement saying window work will conform to the Master Plan
- ☐ List all window types to have work performed on them

An LPC staff preservationist will contact you if additional materials are required.

If you have met all the requirements, and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filing drawings signed and sealed by a licensed engineer or architect if the proposed work requires a Department of Buildings permit before the LPC approval may be issued.

III. Storm Windows

No permits are required for:

- Interior storm windows that have no mullions, muntins or wide frames that are visible from the exterior of the building
- Interior storm windows with glazing that consists of clear glass or other transparent material

A staff-level permit is required for:

- Interior storm windows that do not meet the above standards
- The installation of exterior storm windows

A staff-level permit may be issued for exterior storm windows that:

- Fit tightly within window openings
- Are made of clear glass
- Have a frame color that match the frame of the primary window frame
- Are set as far back from the plane of the exterior wall surface as possible
- Do not have muntins

Please note that meeting rails are permitted on exterior storm windows only if the primary window is a double-hung window and is placed in the same location as the primary sash.



Exterior storm windows painted to match window sash

Application Checklist for Installing Storm Windows

- ☐ Permit application signed by the building owner
- ☐ Color photographs of the building facade and windows
- ☐ Elevation drawing of the existing window showing existing locations meeting rails
- ☐ Elevation drawing of proposed storm window showing location of meeting rails
- ☐ Paint chip of the proposed color of storm windows

IV. New or Modified Openings

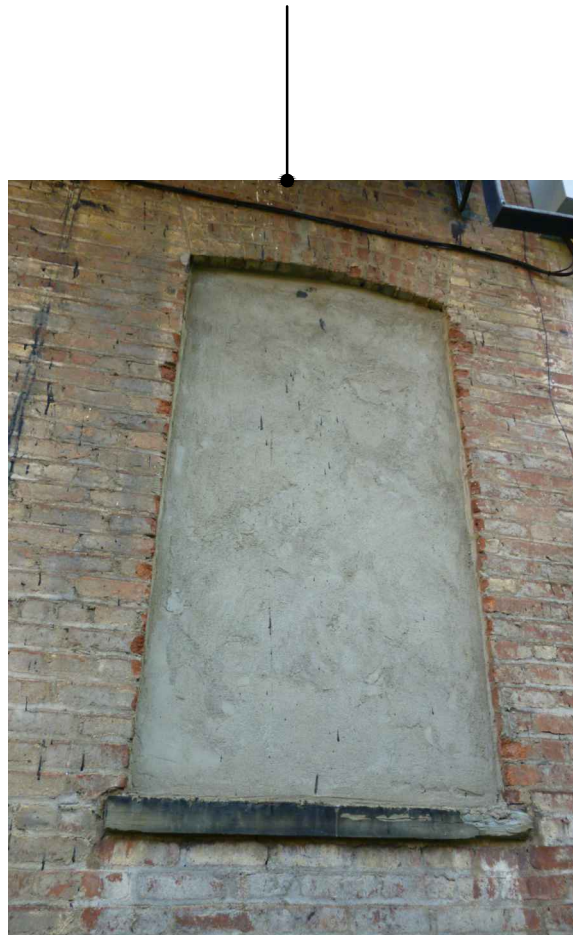
Window or Door Opening Modifications on Non-Visible Facades

A staff-level permit can be issued for existing window and/or door openings on facades that are not visible from any public thoroughfare if:

- The alterations have no effect on the building's significant features or decorative masonry
- The alterations do not involve replacing "special windows" or the top floor windows of the rear façade of rowhouses
- Modifications can include enlarging the opening in height or width, reducing the opening in height or width, and combining two or more horizontally adjacent window openings provided that the new window opening is in the same room and is not enlarged more than 10 percent in height.



Modified window openings on a non-visible facade



New Window Openings

The installation of new openings is governed by [Section 2-15](#) of the Landmarks Preservation Commission's Rules.

Primary Facades

In general, proposed new or modified window openings on the primary façade of a landmark building require a review by the full Commission.

Visible Secondary Facades

A staff-level permit may be issued for new or modified window openings on secondary facades that are visible from a public thoroughfare if:

- The new window opening and sash retain the general shape and pattern as the existing windows on the same façade
- The location of the new window openings is consistent and regular
- The new window opening and sash do not detract from the significant architectural features of the building or adjacent buildings
- There are no openings, then the new window opening must be located in a place and be of a size and shape where it can form the basis for a regular and consistent pattern and the new sash does not detract from the sash on the primary façade

Non Visible or Minimally Visible Secondary Facades

A staff-level permit may be issued for new or modified window openings on secondary facades that are not visible or minimally visible from a public thoroughfare if:

- The proposed window opening does not alter or destroy, alter or detract from other protected features on the building or adjacent buildings

Application Checklist for New Window Openings

- ☐ Permit application form signed by the building owner
- ☐ Two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit
- ☐ Color photographs of the window/door opening proposed to be modified
- ☐ Catalogue cut sheet or elevation drawing of new window or door to be installed in modified window opening

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

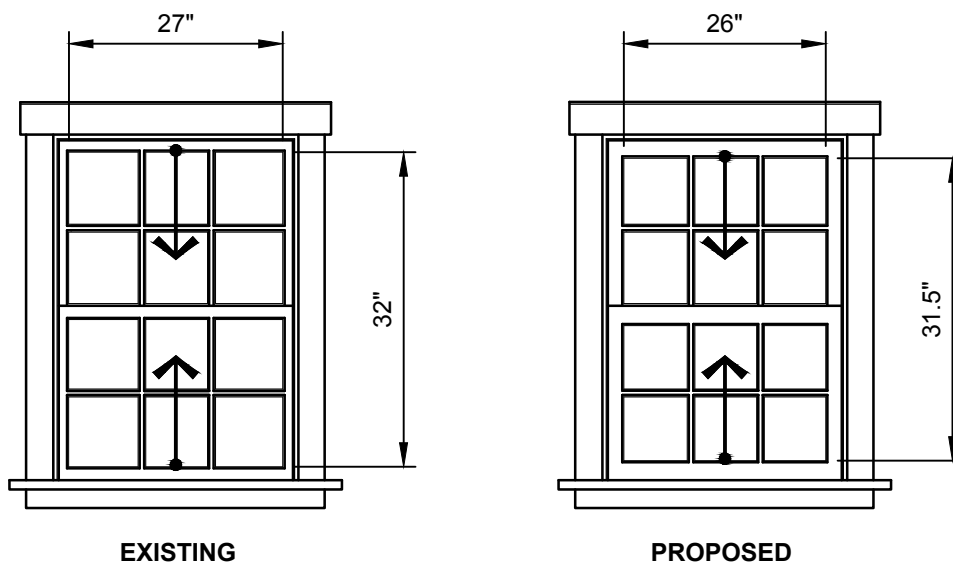
Step-by-Step: How to Calculate Glazing Area Diminution

As a portion of your application, you may be required to provide calculations proving that the proposed replacement windows fall within the LPC Rules criterion. It is your responsibility to review The New York City Landmarks Preservation Commission Rules for Window Repair and Replacement, as posted on the Commission's website.

Here are step-by-step instructions on how to calculate the percentage of glazing area reduced or increased by a proposed window replacement.

Step 1

Obtain the measurements (in inches) of the height and width of the glass in one sash of the existing and the proposed windows. You will be measuring the daylight opening only, that is, the portion of the sash that is transparent (where the glass is).



Step 2

Multiply the height by the width of each sash.

$$32\text{-inches} \times 27\text{-inches} = 864 \text{ square inches}$$

$$31.5\text{-inches} \times 26\text{-inches} = 819 \text{ square inches}$$

Step 3

Subtract the lesser number from the greater number to obtain the difference in glazed area. This difference can be either a decrease or an increase in glazed area.

$$864 \text{ square inches} - 819 \text{ square inches} = 45 \text{ square inches}$$

Step 4

To obtain the percentage that this difference represents with regard to the existing sash, divide the difference by the glazed area of the existing sash.

$$45 \text{ square inches} / 864 \text{ square inches} = .052$$

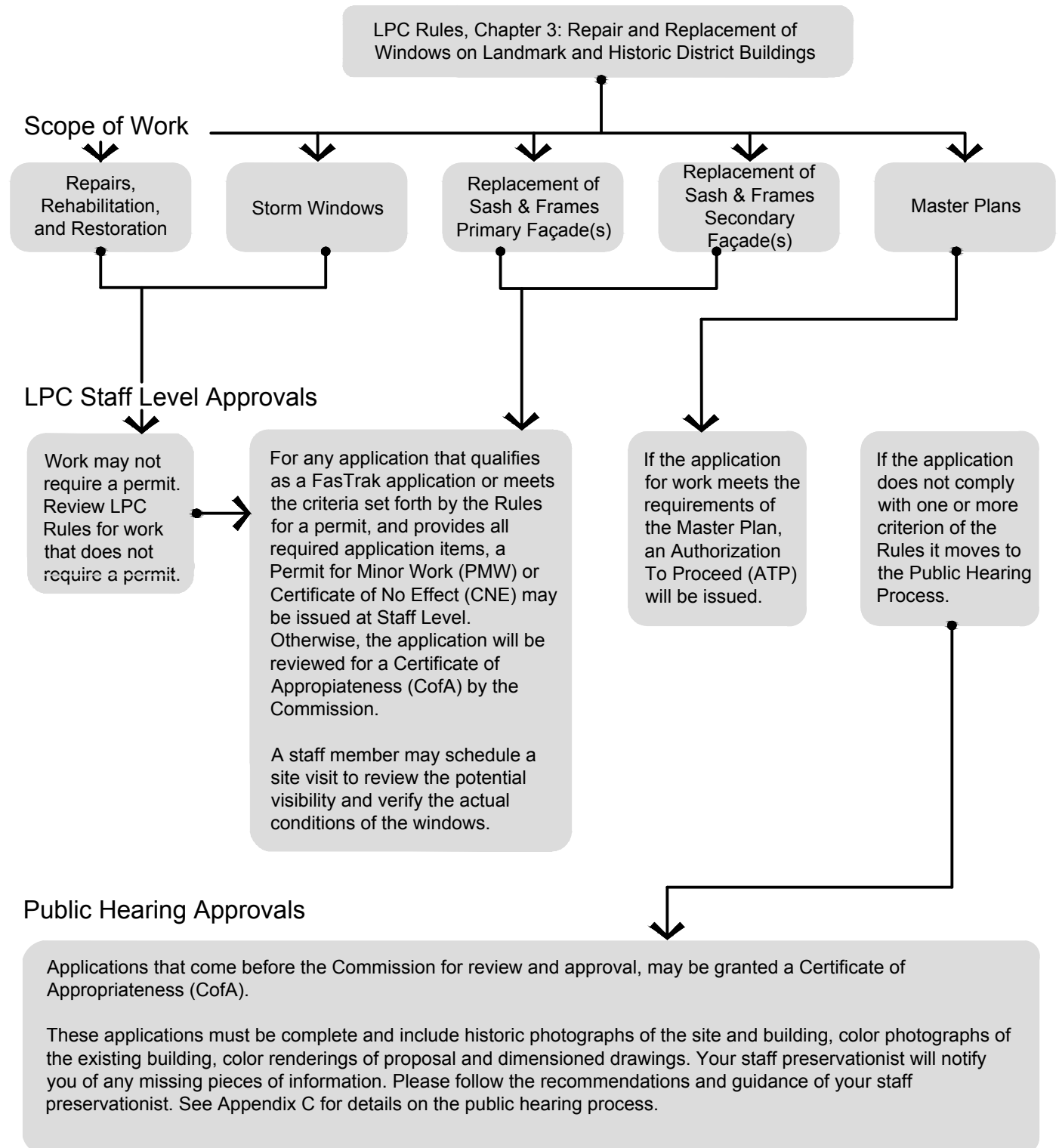
Step 5

To convert this decimal figure into a percentage multiply by 100.

$$.052 \times 100 = 5.2\% \text{ (decrease)}$$

Window Application Review Process

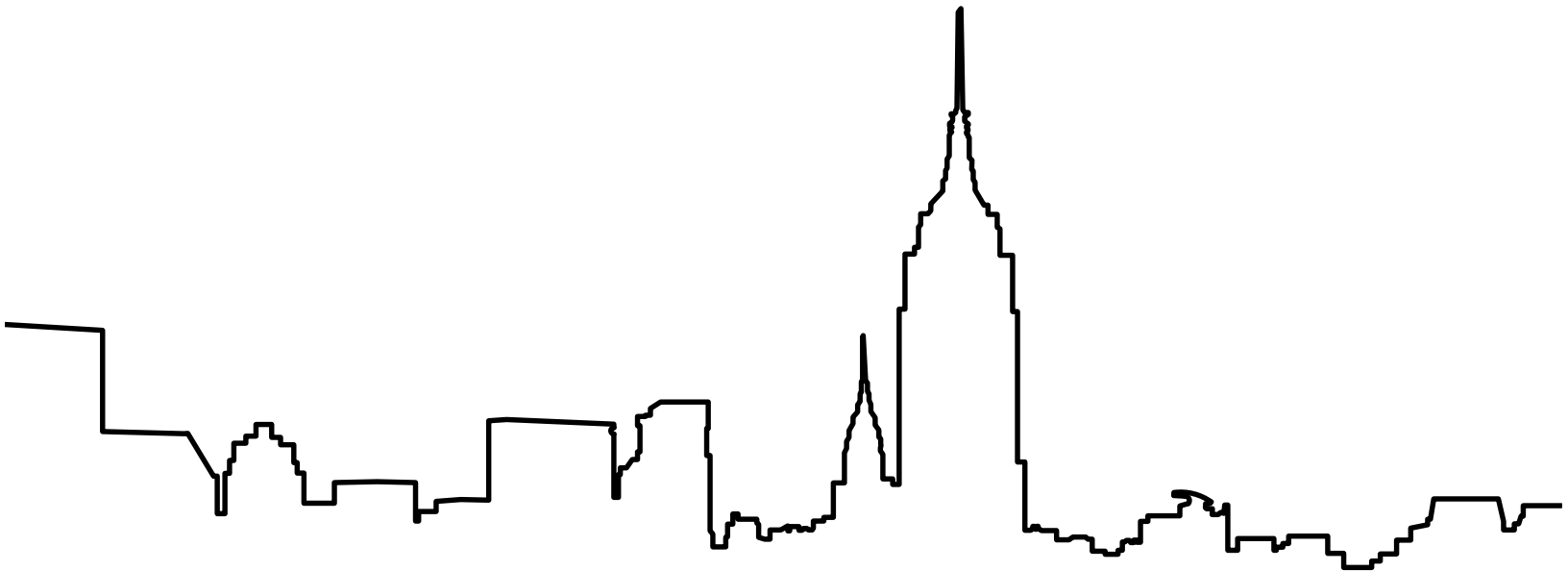
LPC Rule Applied



Chapter 9 | Section 2

REPAIR AND REPLACEMENT OF WINDOWS

Sample Application Materials





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

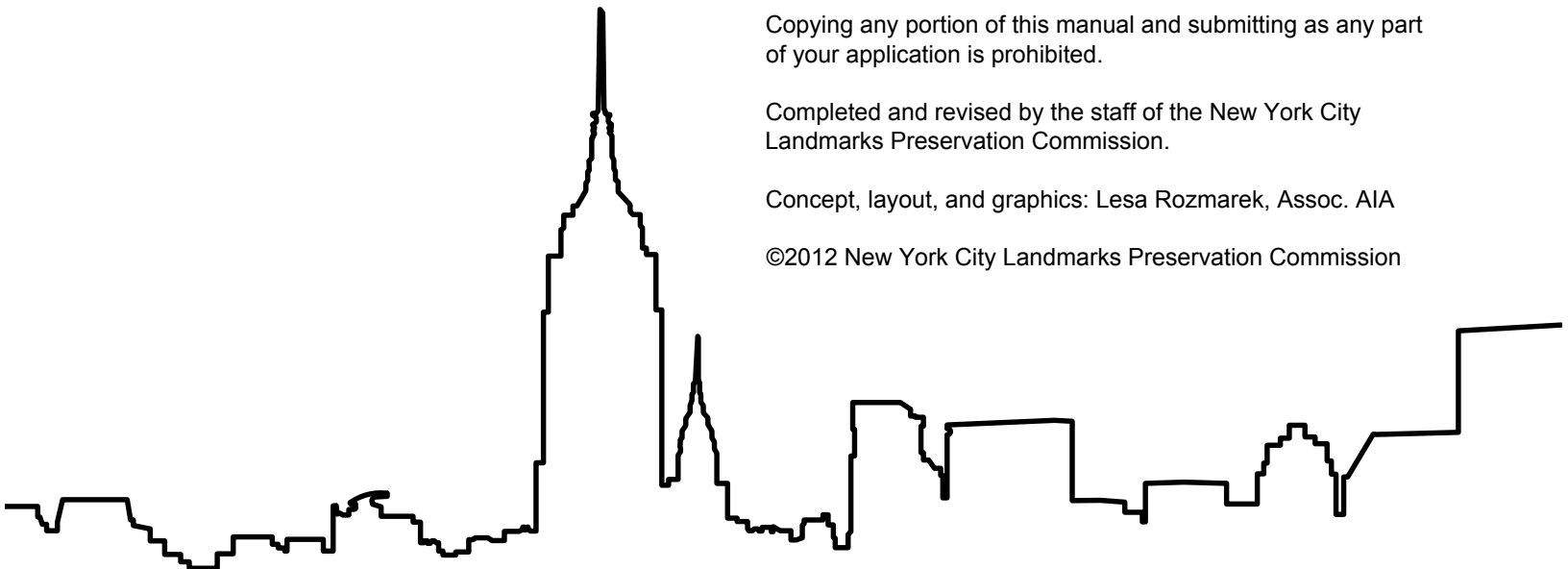
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

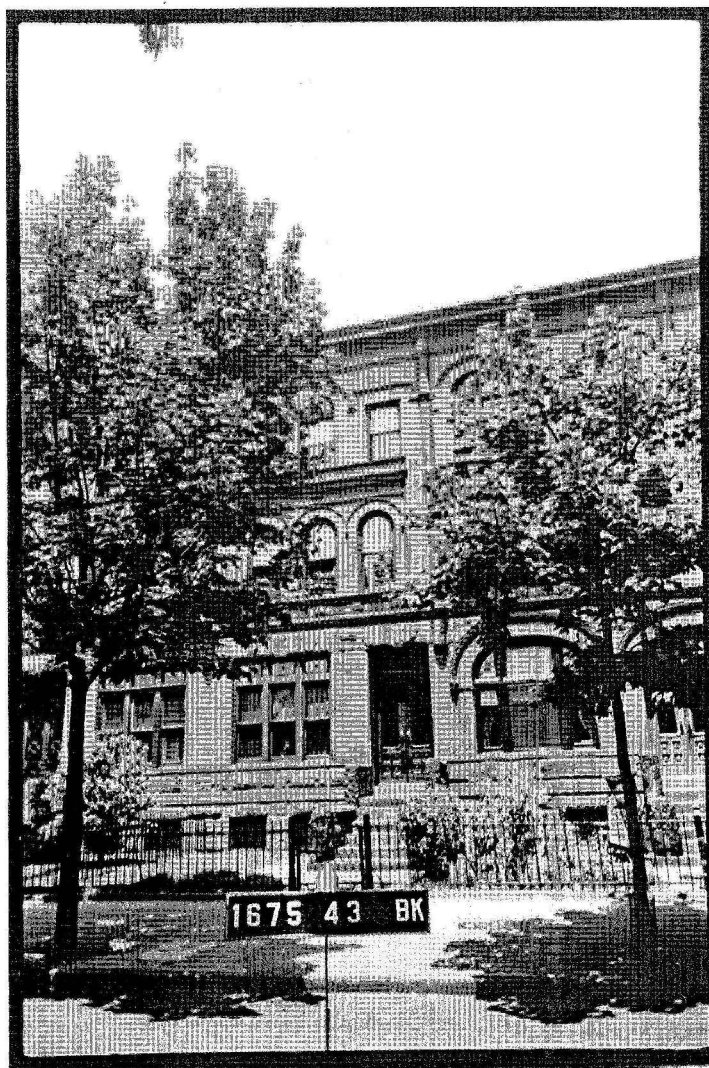
Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission





This is a photo of 295 Decatur Street from 1939. It shows the original configuration of the windows, front doors and fence. The photograph is a tax photo.

Below the photograph write a description of the historic photograph, including the date when the photograph was taken. Please indicate where you got the photograph from. Tax photos are available from the City of New York, <http://www.nyc.gov/html/records/html/taxphotos/home.shtml>

With much appreciation, drawings and photographs courtesy of Kaitsen Woo Architect, P.C.

WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Historic Window Documentation

NYC Landmarks Preservation
Commission

295 Decatur St



Streetscape - Facing Decatur St



Bottom Half of Front Facade - Facing Decatur St

Proposed (3) double-hung windows to be replaced / same window, different views. Window Type: A

Front Elevation - First Floor



Front Elevation - Second Floor



Front Elevation - Top Floor



Provide photographs of all elevations of your buildings. Label each elevation, clearly denoting the Front or Street elevations. You can mark on these photographs the location(s) of the proposed area of work



Top Half of Front Facade - Facing Decatur St



Front Elevation - Facing Decatur St

With much appreciation, drawings and photographs courtesy of Kaitsen Woo Architect, P.C.

WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Exterior Elevation Photographs

TRANSOM
WINDOWS NOT
INCLUDED IN
SCOPE OF WORK.
TO REMAIN AS IS.



Exterior Elevation



Interior Elevation

Provide overall photographs of the interior and exterior of the proposed replaced windows. Be sure to show the entire window configuration, i.e., two double-hung windows with a center mullion. Label the photographs to correspond to the windows denoted for work on the Exterior Overall Building Photographs.

This is the Window Number or Type Indicator, it relates to the Critical Measurements Worksheet for your window. Window Number(s), typically are used when each window has its own number and each window is documented individually. Type Indicator(s), are typically used when there are a large amount of windows that are all the same in configuration and dimensions. If Type Indicator(s) are used, the applicant should photo document each window's condition and submit a wide variety of conditions. The LPC may contact you for additional documentation.

WINDOW TYPE: A

With much appreciation, drawings and photographs courtesy of Kaitsen Woo Architect, P.C.

WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Existing Conditions Photographs

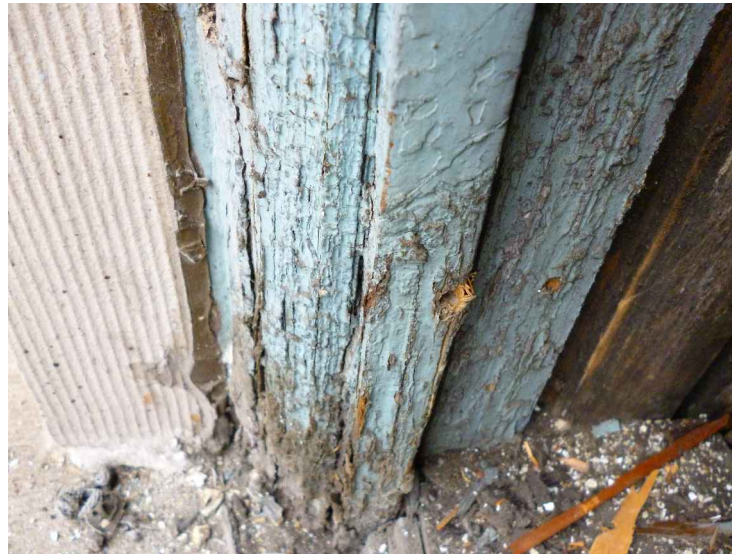
Jamb Condition:

(describe the condition of the Jamb)



Brickmold Condition:

*(describe the condition of the
Brickmold)*



WINDOW TYPE: A

*With much appreciation, drawings and photographs
courtesy of Kaitsen Woo Architect, P.C.*

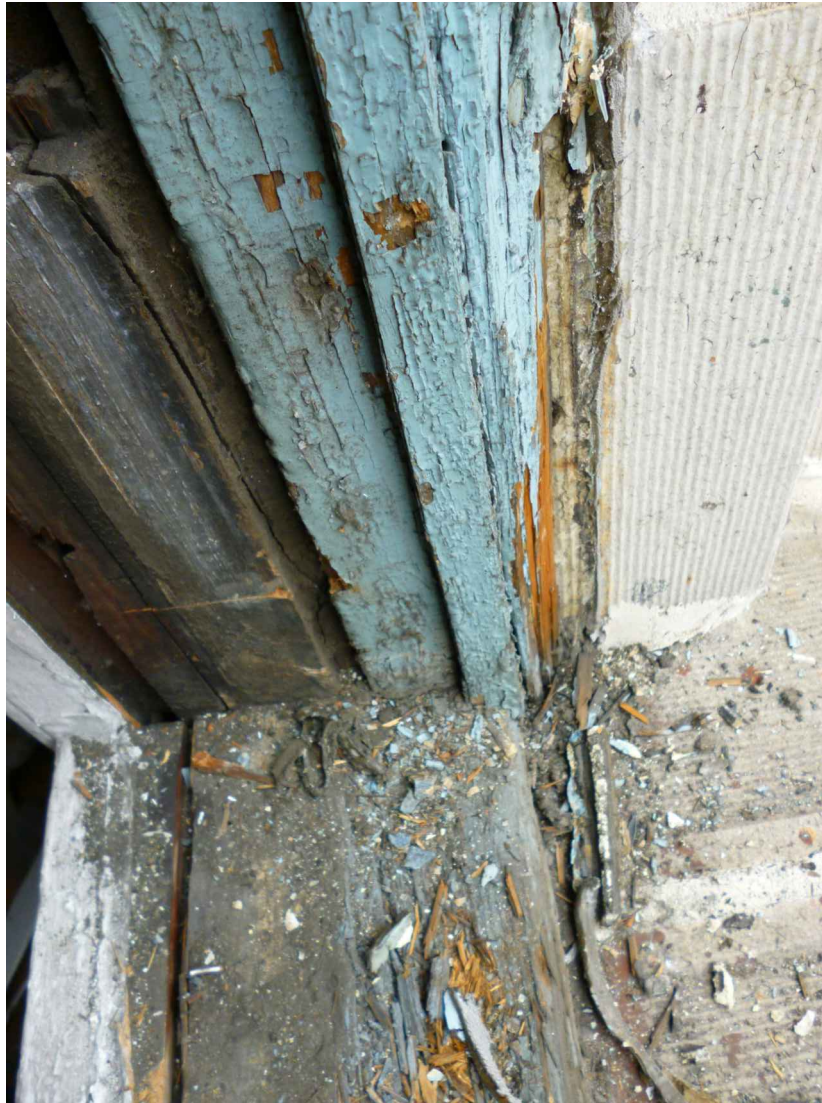
WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Existing Conditions Photographs

*Provide supporting photographs of the
condition(s) of your window(s). Label the
photographs to correspond to the windows
denoted for work on the Exterior Overall
Building Photographs.*

Sill & Jamb Condition:

(describe the condition of the Sill & Jamb)



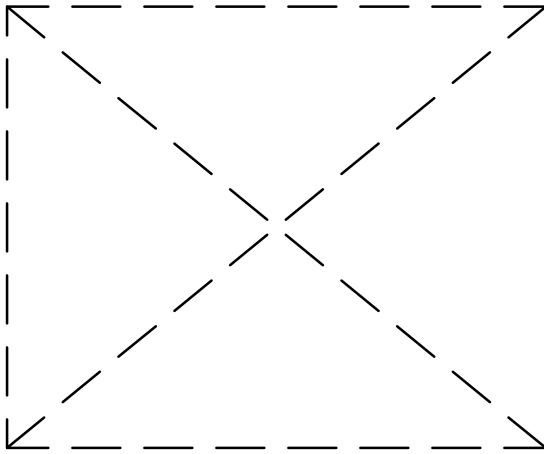
WINDOW TYPE: A

*With much appreciation, drawings and photographs
courtesy of Kaitsen Woo Architect, P.C.*

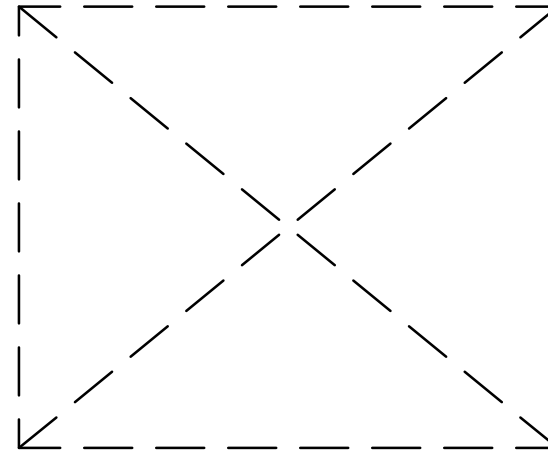
WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Existing Conditions Photographs

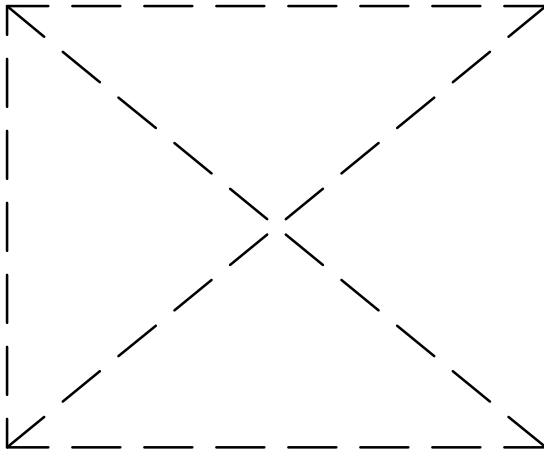
Provide supporting photographs of the condition(s) of your window(s). Label the photographs to correspond to the windows denoted for work on the Exterior Overall Building Photographs.



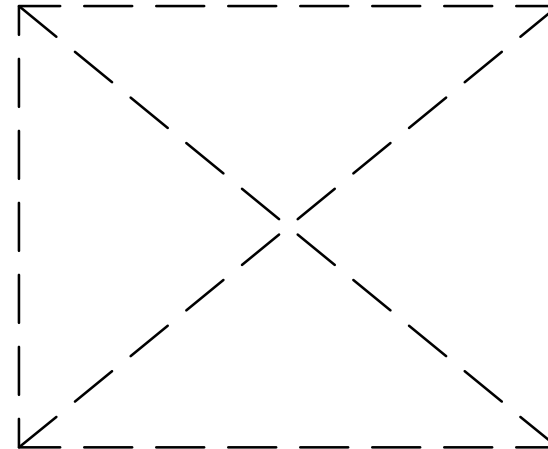
Special Condition



Special Condition



Special Condition



Special Condition

Provide supporting photographs of the condition(s) of your window(s). Label the photographs to correspond to the windows denoted for work on the Exterior Overall Building Photographs.

*With much appreciation, drawings and photographs
courtesy of Kaitsen Woo Architect, P.C.*

WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

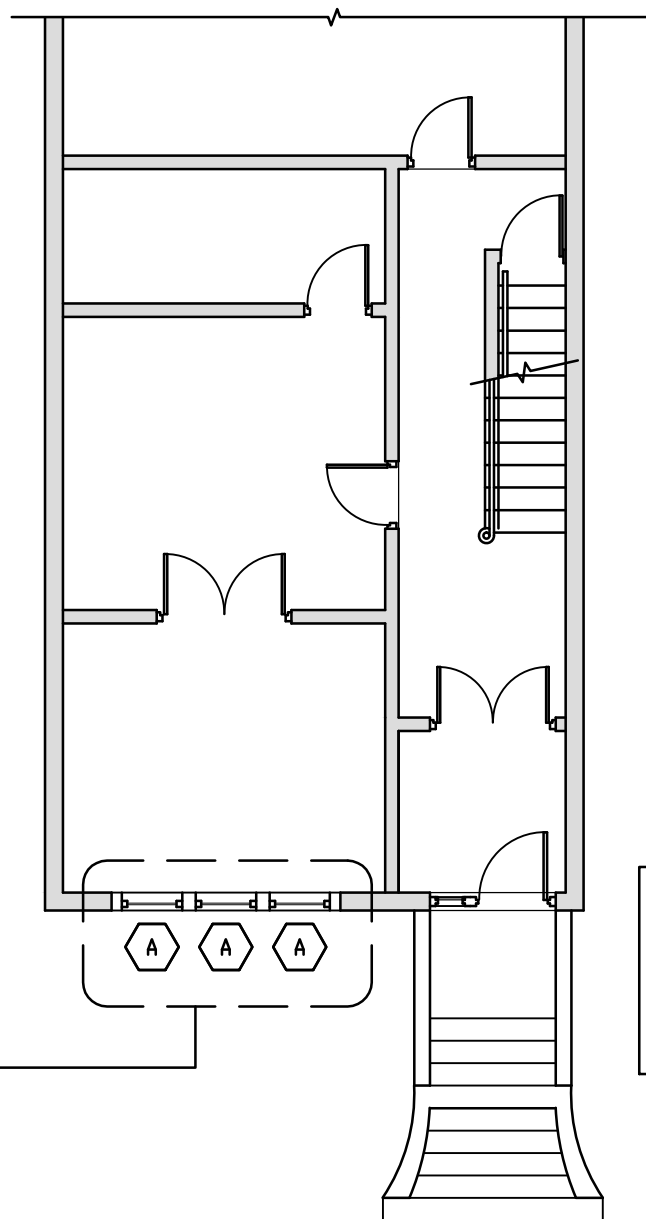
Special Conditions Photographs

NYC Landmarks Preservation
Commission

With much appreciation, drawings
and photographs courtesy of
Kaitsen Woo Architect, P.C.

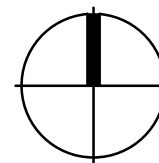
REPLACE THREE WOOD
DOUBLE-HUNG WINDOWS
WITH ALUMINUM
DOUBLE-HUNG WINDOWS

1 Floor Plan
A906 Scale: 1/4"=1'-0"



Legible hand drawn and computer generated
drawings are acceptable for submission.

Floor Plan may be required if proposed work location
is not clear on provided Overall Exterior
Photographs. LPC will contact you if required.

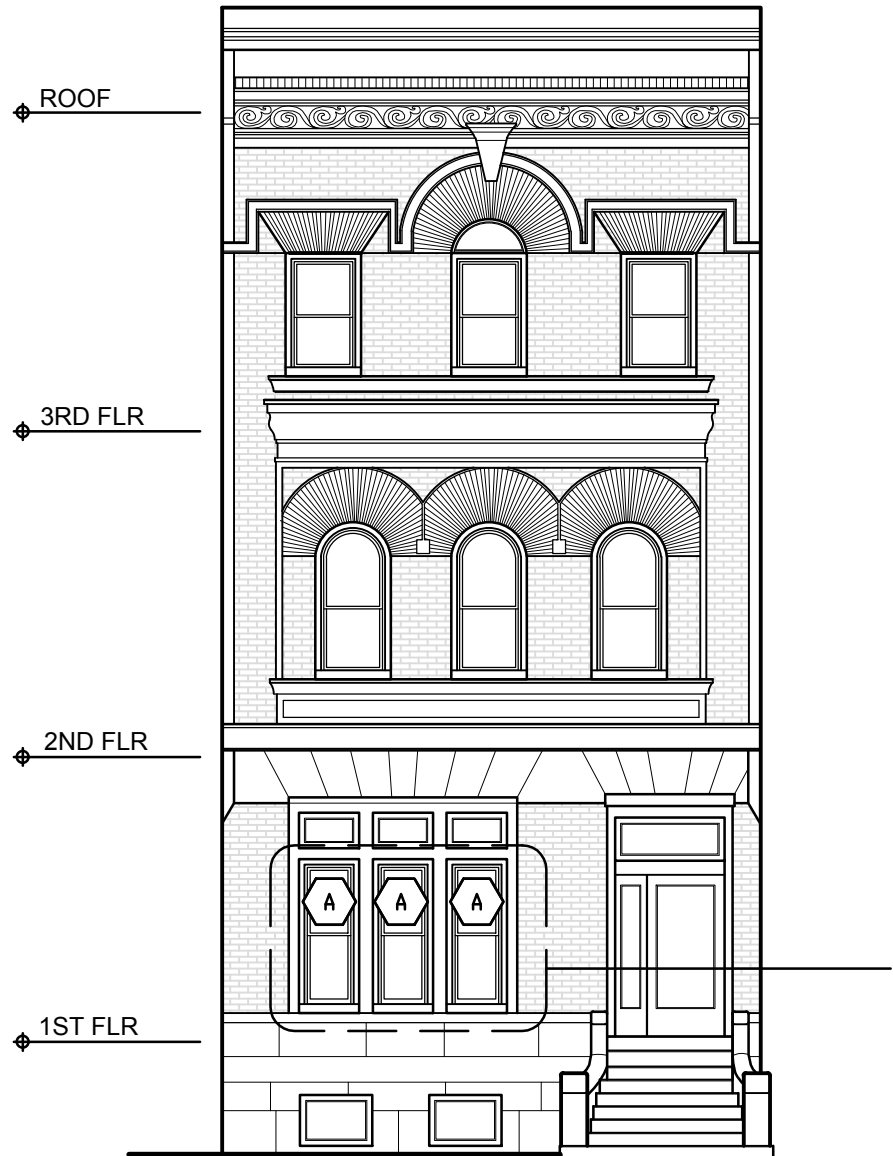


WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Floor Plan

NYC Landmarks Preservation
Commission

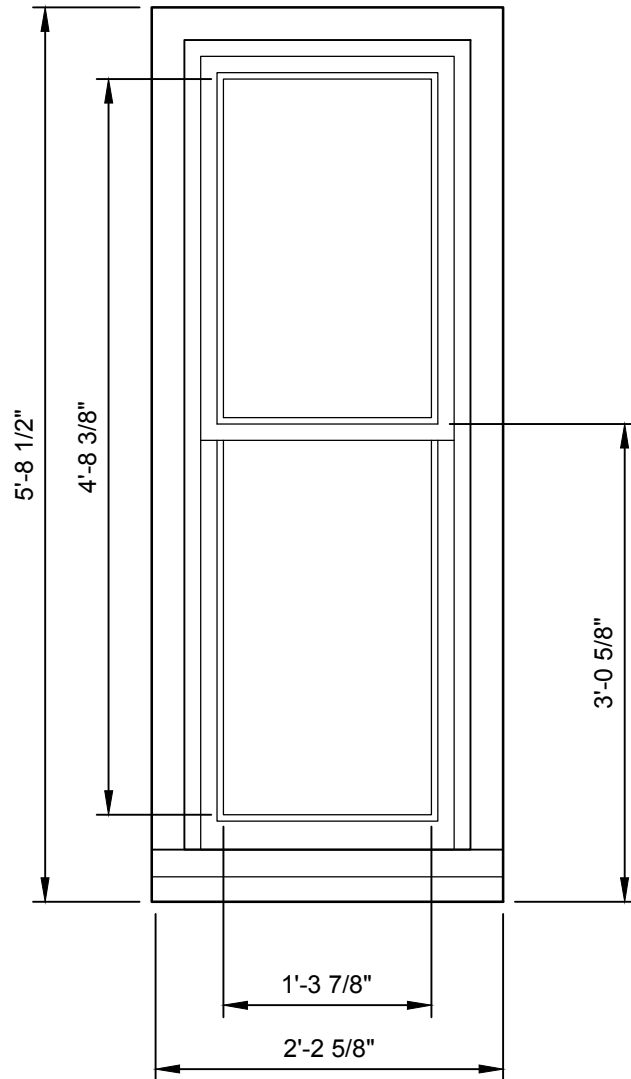
With much appreciation, drawings
and photographs courtesy of
Kaitsen Woo Architect, P.C.



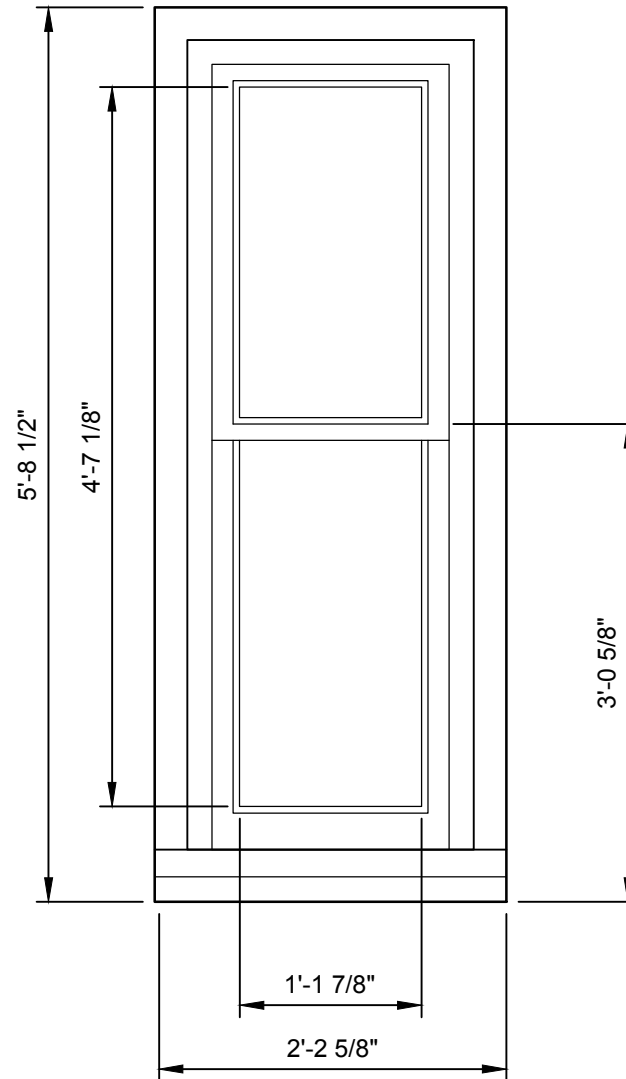
REPLACE THREE WOOD
DOUBLE-HUNG WINDOWS
WITH ALUMINUM
DOUBLE-HUNG WINDOW

Full Building Elevation may be
required if proposed work location
is not clear on provided Overall
Exterior Photographs. LPC will
contact you if required.

1 Front Elevation
A907 Scale: 1/4"=1'-0"



1 Existing Window 'A'
A908 Scale: 3/4"=1'-0"

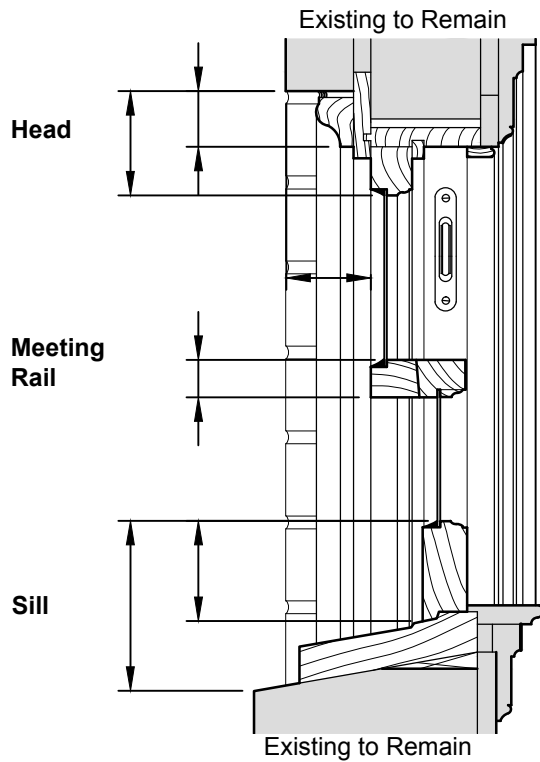


2 Proposed Window 'A'
A908 Scale: 3/4"=1'-0"

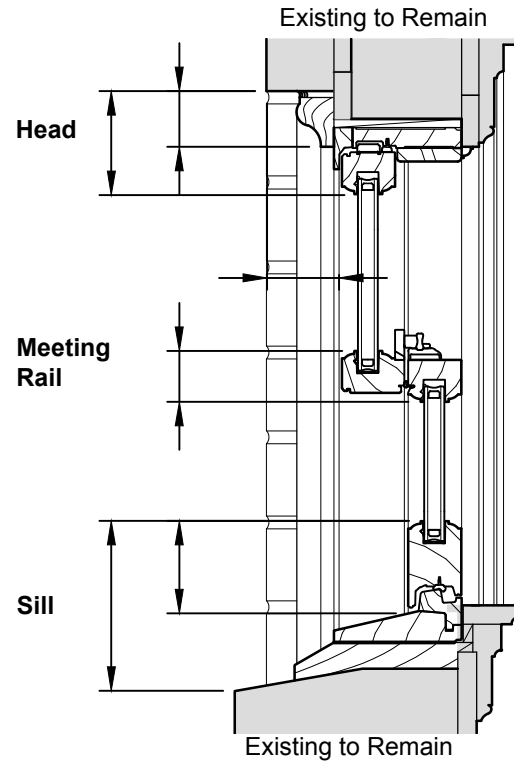
*With much appreciation,
 drawings and photographs
 courtesy of Kaitsen Woo
 Architect, P.C.*

WINDOW REPLACEMENT
 295 DECATUR ST, BROOKLYN, NEW YORK

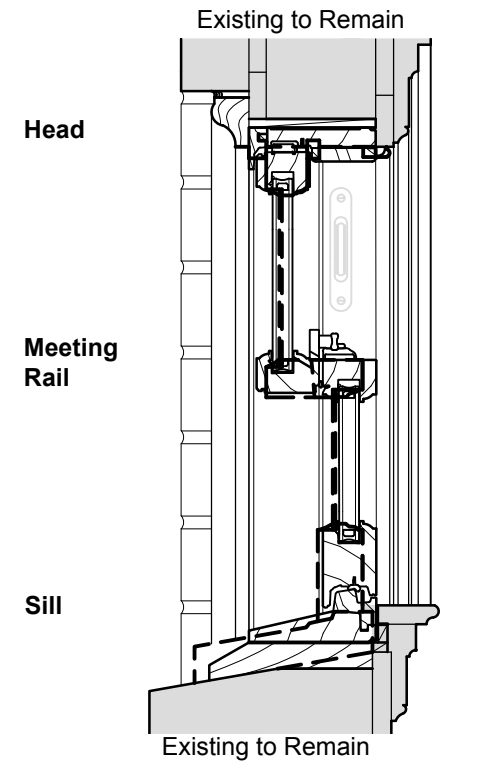
Window Elevations



Existing Window Section and Jamb Detail

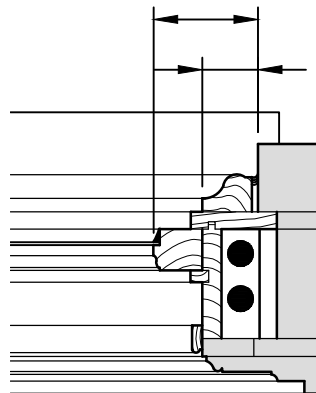


Proposed Window Section and Jamb Detail

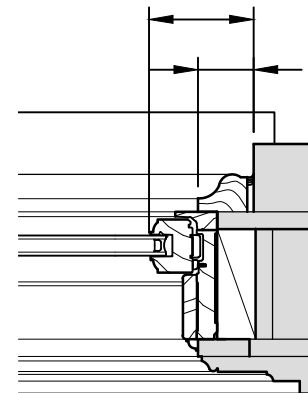


Overlay of the Existing and Proposed

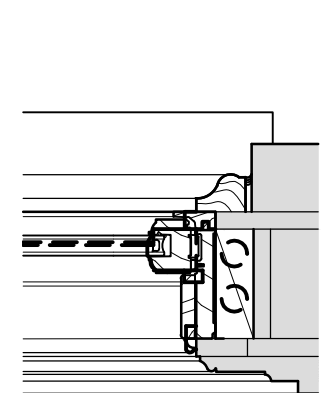
Dimension lines have been purposely left blank on this sheet. They demonstrate the dimensions that the Applicant is required to provide.



Jamb



Jamb



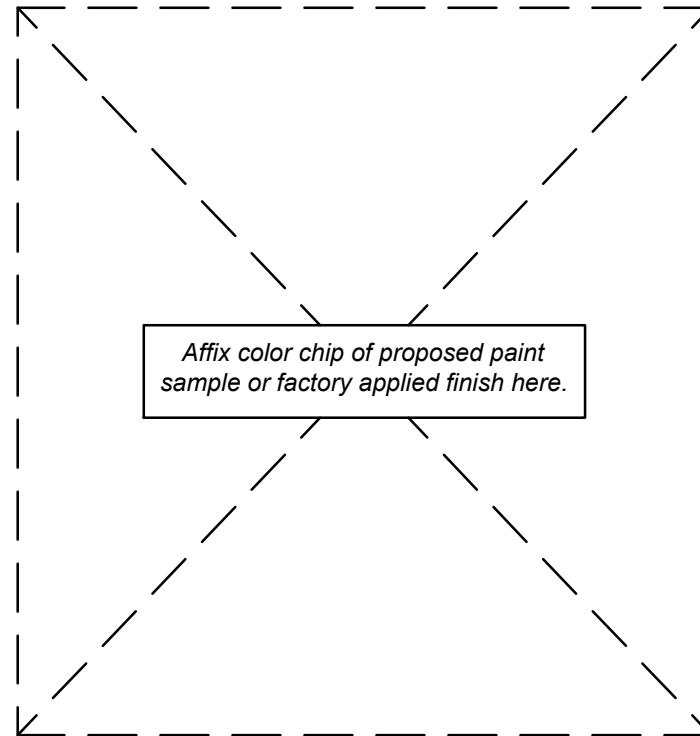
Jamb

With much appreciation, drawings and photographs courtesy of Kaitsen Woo Architect, P.C.

WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Window Details: Window Type A

NYC Landmarks Preservation Commission



Affix color chip of proposed paint sample or factory applied finish here.

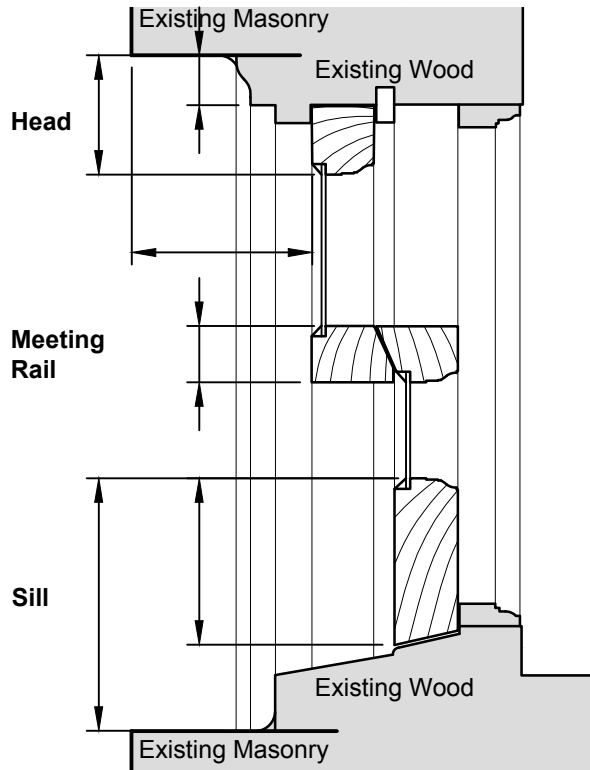
Exterior Sash and Frame Color: Paint Company
X, Color: Darkest Ocean Blue, BG-1066.

*With much appreciation, drawings and photographs
courtesy of Kaitsen Woo Architect, P.C.*

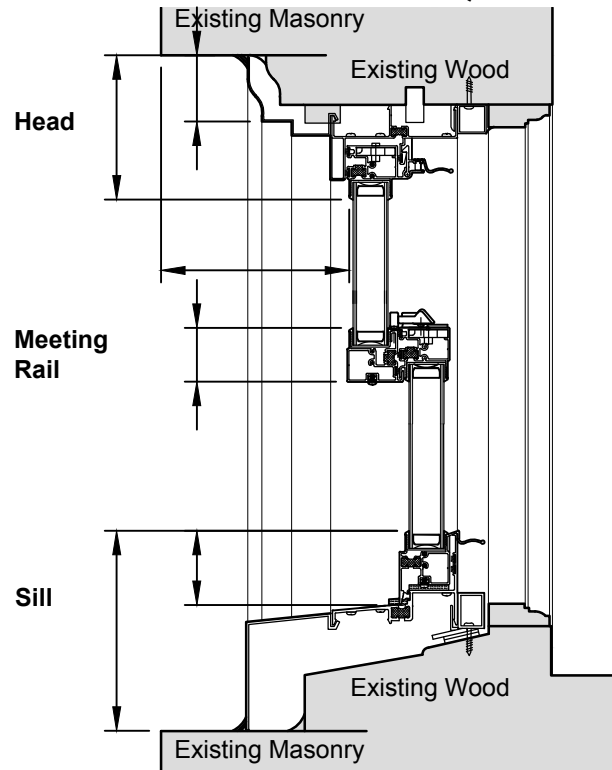
WINDOW REPLACEMENT
295 DECATUR ST, BROOKLYN, NEW YORK

Proposed Color Samples

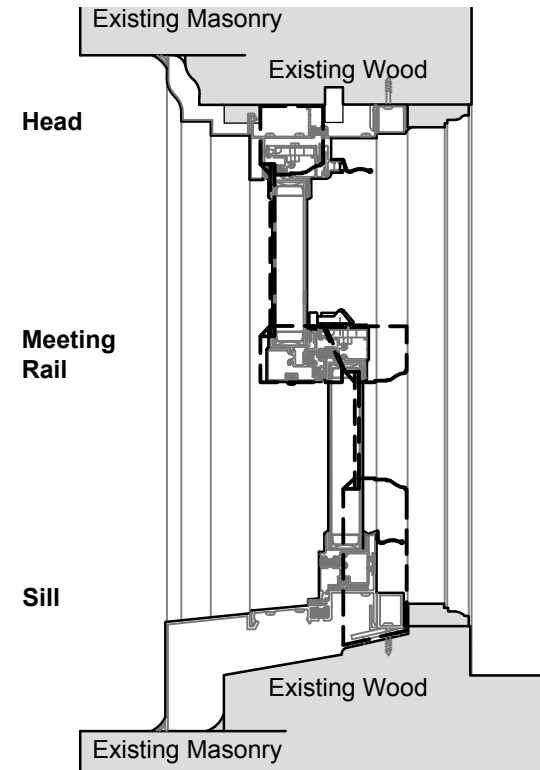
**NOTE: THIS TREATMENT IS NOT APPROPRIATE FOR ALL PROJECTS
AND ONLY DEMONSTRATES REQUESTED INFORMATION.**



Existing Window Section and Jamb Detail

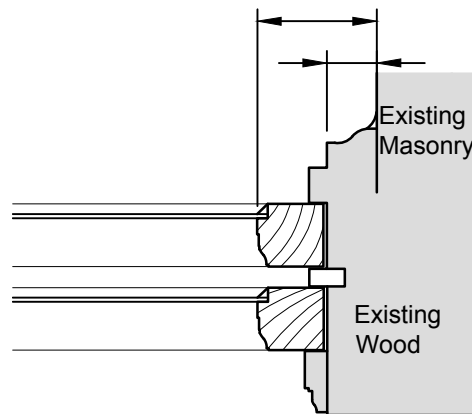


Proposed Window Section and Jamb Detail

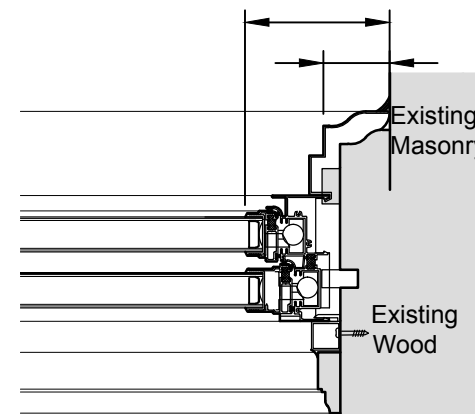


Overlay of the Existing and Proposed

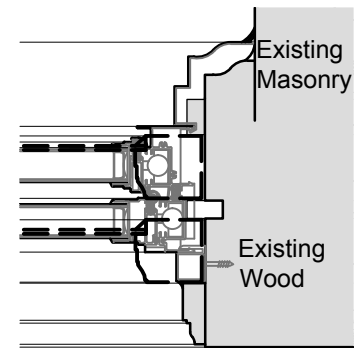
Dimension lines have been purposely left blank on this sheet. They demonstrate the dimensions that the Applicant is required to provide.



Jamb



Jamb



Jamb

*With much appreciation, drawings
and photographs courtesy of
Kaitesen Woo Architect, P.C.*

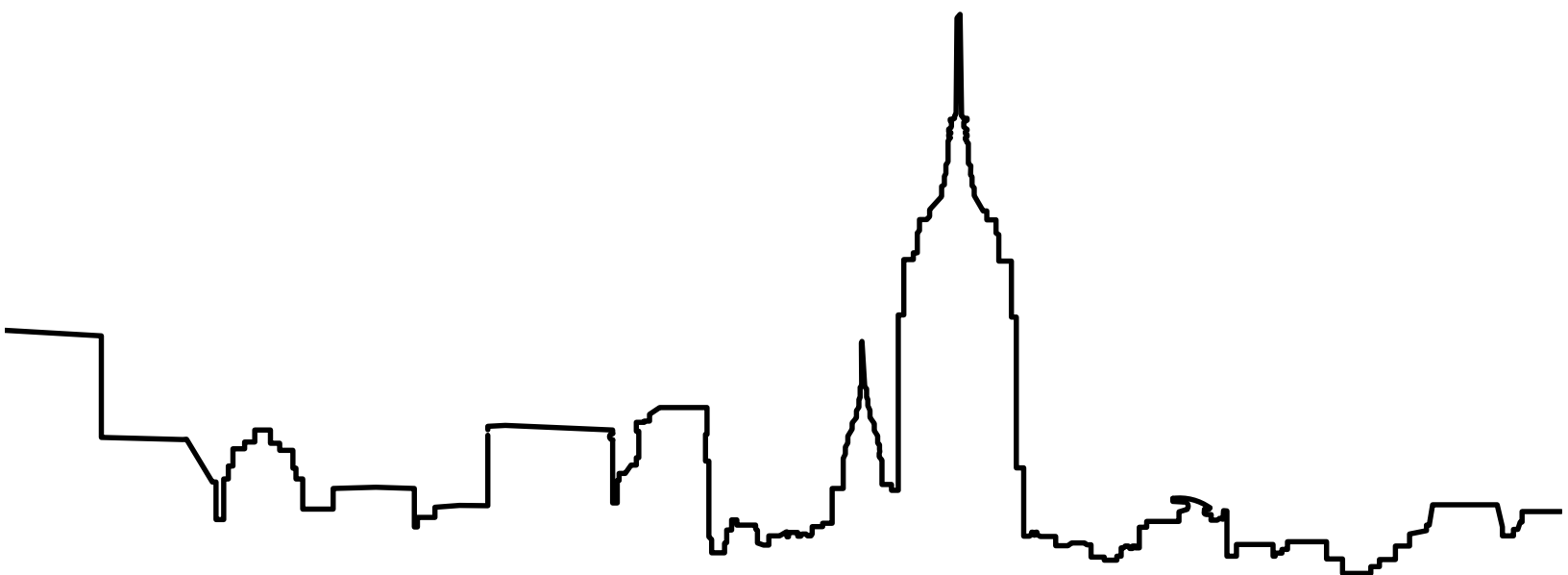
WINDOW REPLACEMENT
EXAMPLE FOR A LARGE BUILDING PROJECT

Window Details: Window Type A

NYC Landmarks Preservation
Commission

Appendix A

BRICKMOLD PROFILES





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

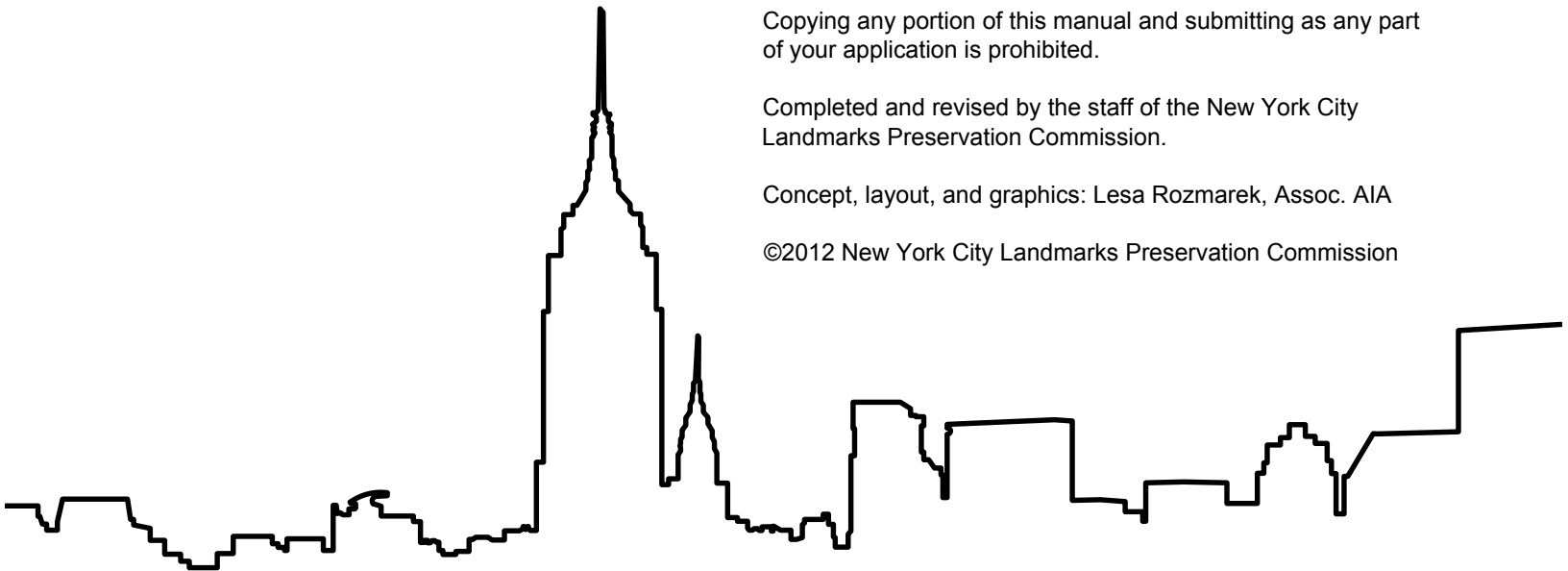
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

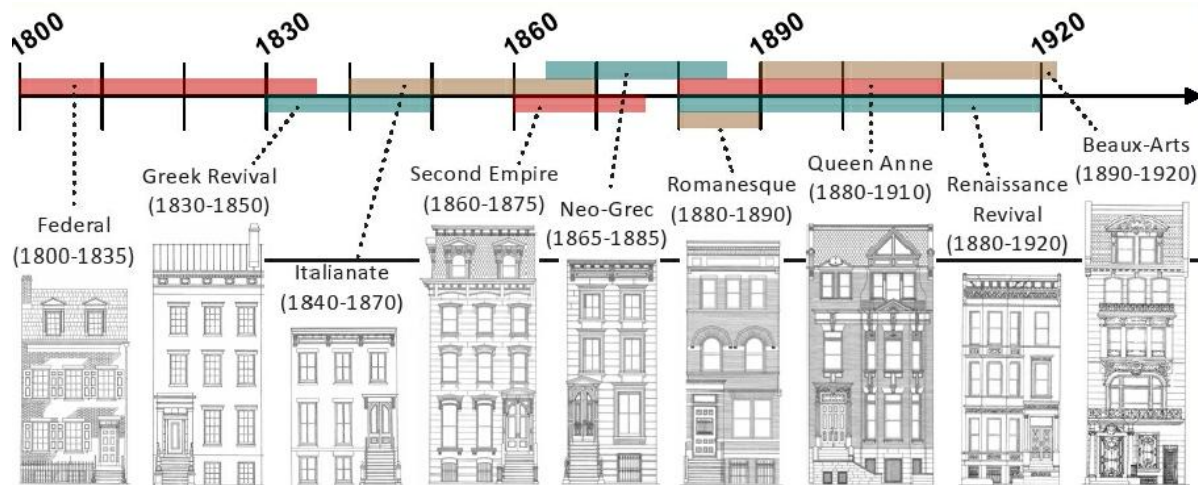
Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



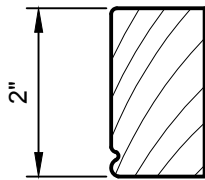
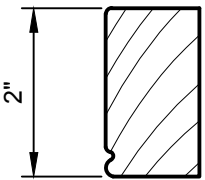
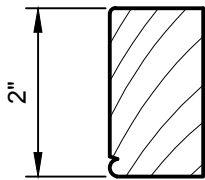
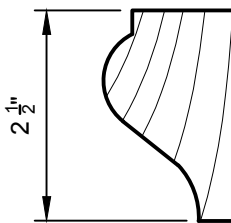
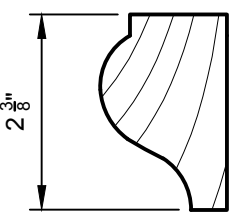


Architectural Styles 1800-Present

Above is a timeline of buildings styles in New York City. While styles changed and blended into one another based on popular taste, windows were both part of a building's style and dependent on the technology available at the time. Heavily reliant upon technology, glass panes were typically small and often had small imperfections due to it being a manmade product. Glass as we know it used today in windows did not even exist until the 1950s, when float glass was invented. All the other parts of the window were made by hand. This resulted in windows with many small panes of glass and thin, simply carved moldings. As glass manufacturing techniques have changed, old growth forests have been stripped, and the evolution in machinery has provided for mass production of goods; windows have become the object we know today. Windows are now constructed with materials that are inferior to old growth lumber and they have also become standardized in dimensions and uniform profiles; thus changing the individual character of windows.

In some instances, windows have been stripped of their historic character; the following is a glossary of brickmolds and muntin designs that are typical of each period and their suitable modern replacement(s). This is strictly a guide to assist in replication or replacement of brickmolds or muntins when there is no precedence on the building or similar nearby buildings. If there is historic precedence on the building or on a similar nearby building, it is necessary to follow the precedence.

*Please note, drawings are not to scale.

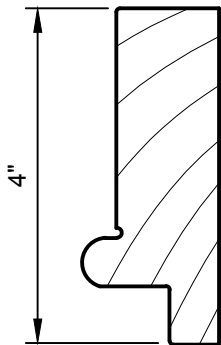
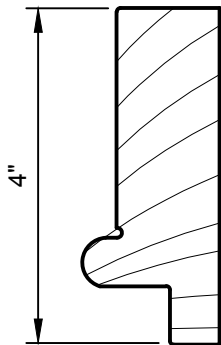
Historic Profile	Proposed Suitable Replacement	
Anglo-Italianate Style Brick Molds 	 	
Beaux-Arts Style Brick Molds 		

BRICKMOLD PROFILES

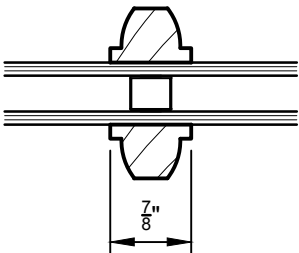
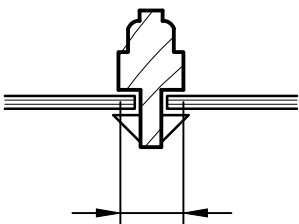
Historic Profile

Proposed Suitable Replacement

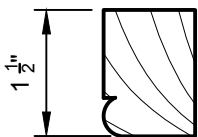
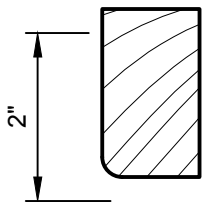
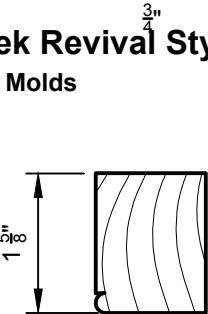
Federal Style
Brick Molds



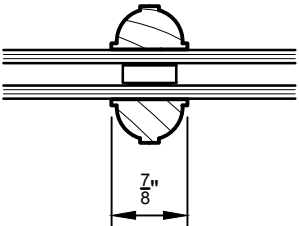
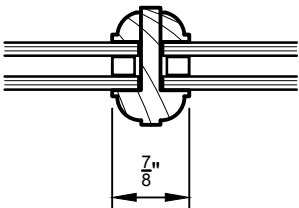
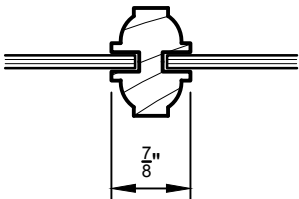
Muntins



Greek Revival Style
Brick Molds



Muntins

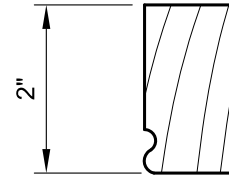
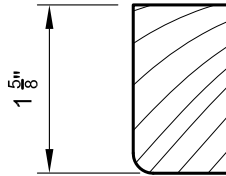
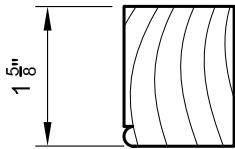


Historic Profile

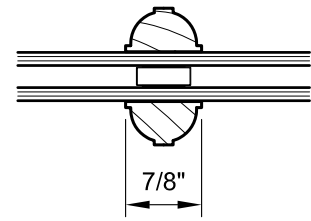
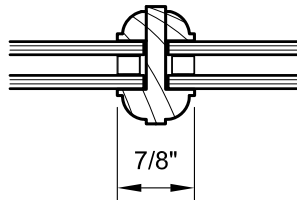
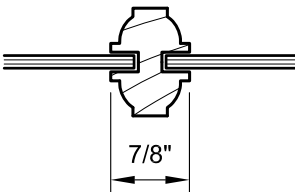
Proposed Suitable Replacement

Italianate Style

Brick Molds

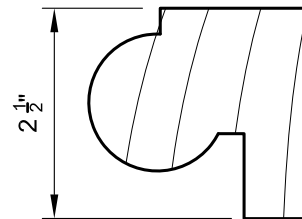
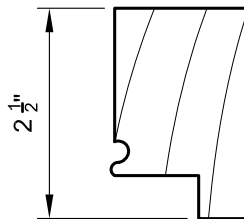
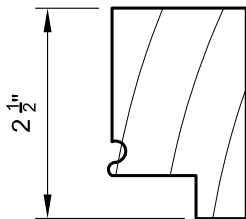


Muntins



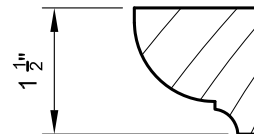
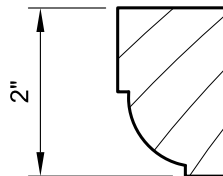
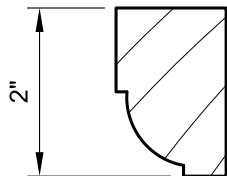
Neo-Grec Style

Brick Molds



Queen Anne Style

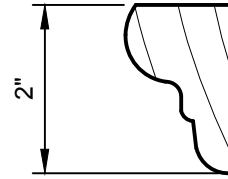
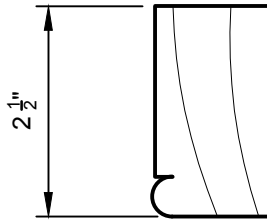
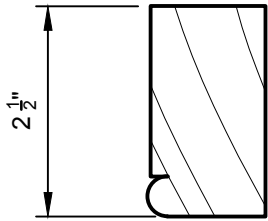
Brick Molds



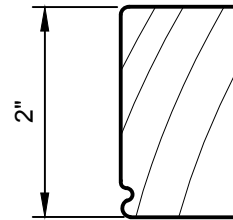
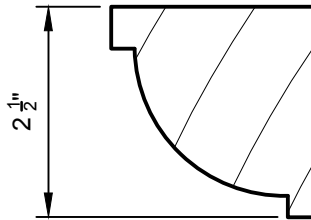
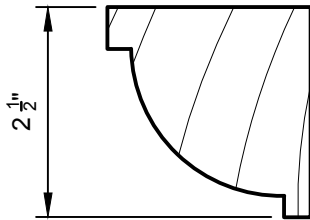
Historic Profile

Proposed Suitable Replacement

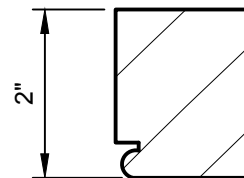
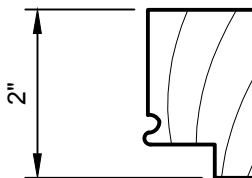
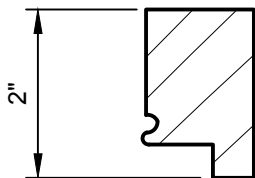
Renaissance Revival Style Brick Molds



Romanesque Style Brick Molds

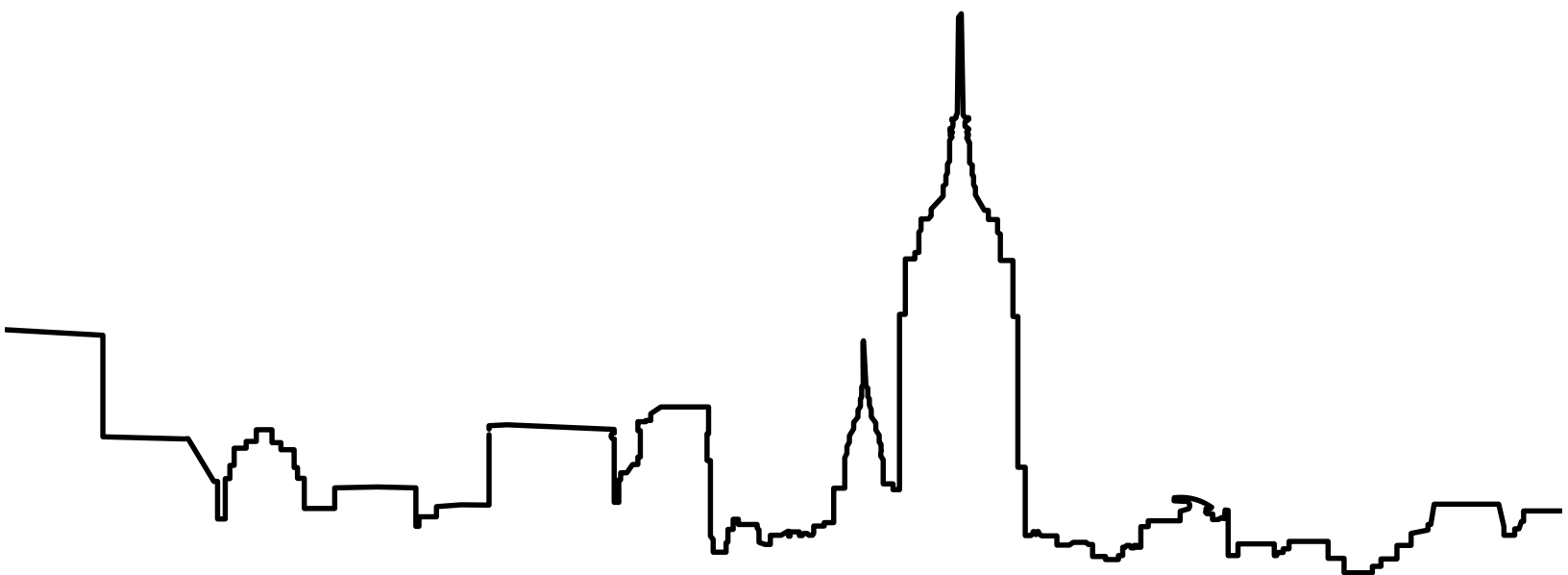


Second Empire Style Brick Molds



Appendix B

SIGHTLINE STUDIES & MOCK-UPS





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

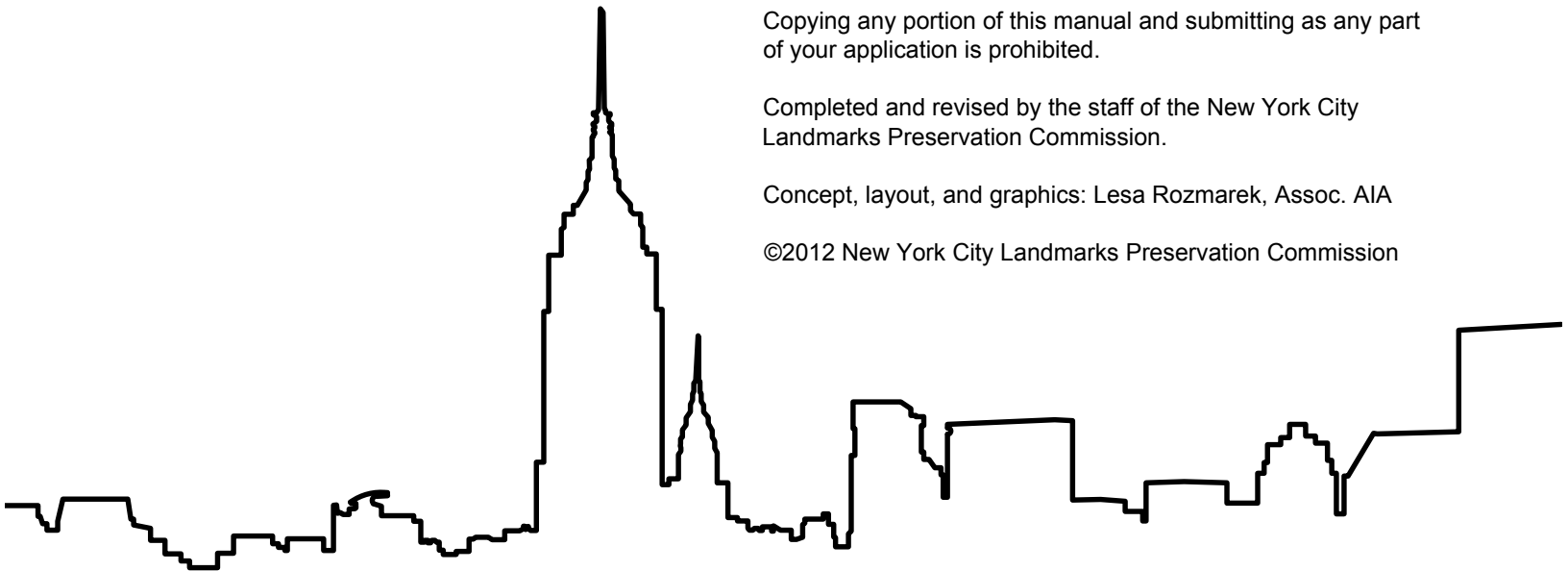
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



What is a Sightline Study?

A sightline study is a test to determine how visible the proposed modification from a public thoroughfare or prominent façade.

In some instances, a prominent façade not always along a public thoroughfare, for example, there are some buildings that have the footprint of one city block with an architecturally significant courtyard or motor-court in the center of the block, or the building may abut a river, where the building then plays a significant role in the view-shed of the riverfront. Therefore, it is important to holistically examine your building and the impact of the proposed modification.

Why is it Required?

Sightline studies are required because the Commission requires that modifications to historic resources be as unobtrusive as possible to preserve the aesthetic and user experience of the Individual Landmark or Historic District.

How to Perform a Sight-line Study

This test can be executed in a few different ways the two most common being:

- Photo Documentation
- Photo-Montage or Mock-up Montage

In addition, to the sightline study, a site visit may be necessary by LPC staff to examine the visual impact of the proposed modification.

Photo Documentation

A photo documentation visibility check is the least invasive test for understanding the impact a modification will make to the public thoroughfare. To determine where you need to take photos from: go to the location where you are making the modification, i.e., roof or window, and look towards the street(s); if you can see the street or people, that's where to go and take photos - you may have to walk a few blocks. Then here's what you need to do:

- Provide a map that shows your entire city block with your building labeled on it. Label the map by hand or by using the computer.
Maps can be found at: <http://gis.nyc.gov/doitt/nycitymap/> or http://www.nyc.gov/html/dof/html/property/property_info_taxmaps.shtml
Make sure that all of the buildings on your block are represented on the map.
- Circle the area on the map of the footprint of your building where the modification will take place.
- Where ever you can see that point of your building from the public thoroughfare or prominent façade, take a photo of the spot on your building where you are going to make the modification. The more variety of photos you can provide the better - include both actual and zoomed-in photos.
- Mark on the map where you stood to take the photo. It helps to give the points where you take the photos letter or number designations, so that you then can label the photographs with the same designations.

Please note: provide 8"x10" color photographs; the map can be printed on an 8 1/2"x11" piece of paper.

An example of this type of documentation is provided for on pages B3 thru B5 to assist you in assemblage of your application.

What is a Sightline Study?

Photo-Montage or Mock-up Montage

A photo-montage or a mock-up montage is a graphic representation of the existing building with the proposed modification as to demonstrate what the building will look like if a permit were granted and it were constructed. It may be a hand-rendered or computer-rendered image utilizing a combination of photos and 3D modeling or a full 3D model; but it must clearly and honestly demonstrate the proposed modification.

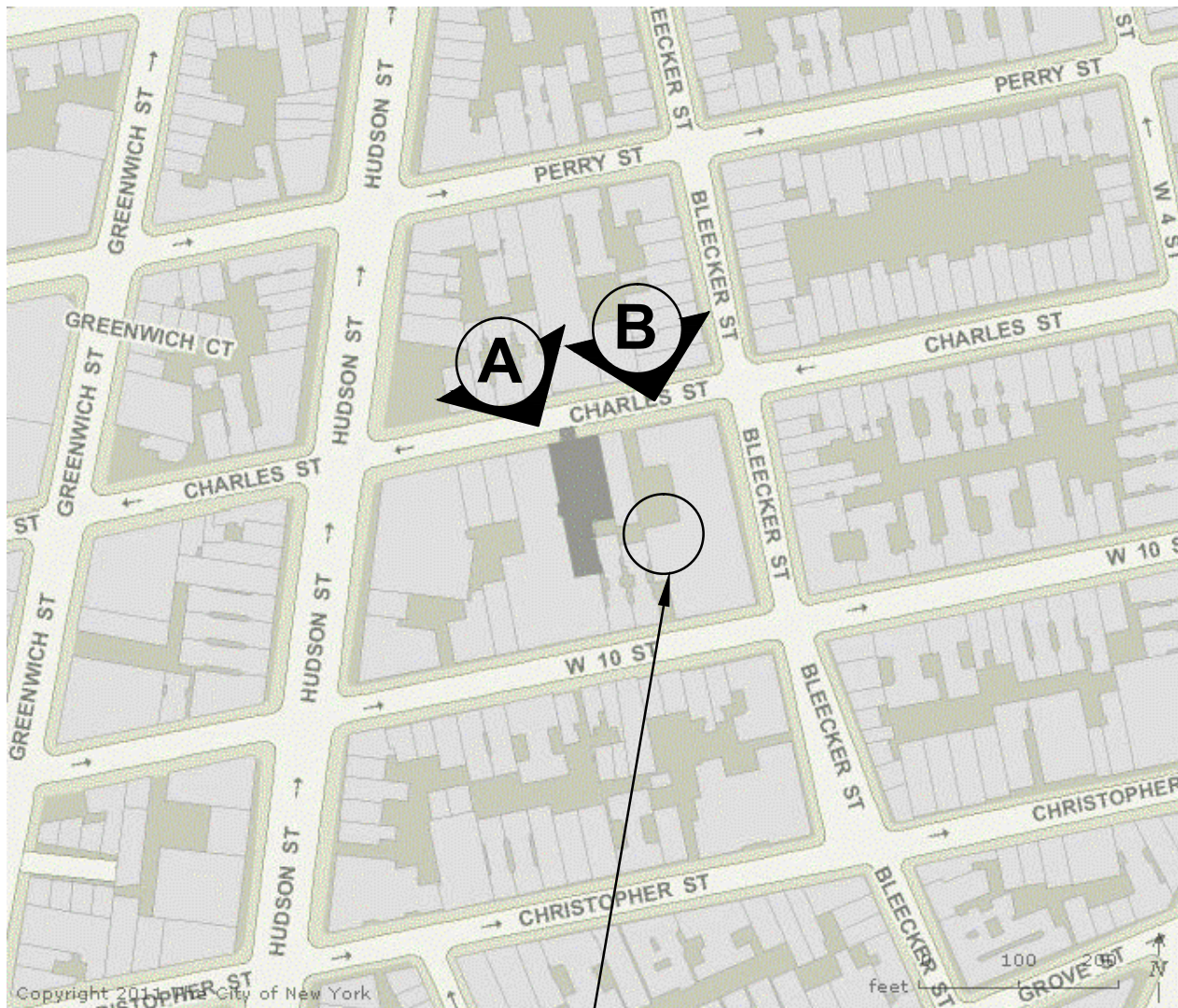
Presenting Photo-Montages or Mock-up Montages to the Commission

Whenever a modification to a building comes to Public Hearing you will need to provide for the Commissioners individual hand-outs of the proposal. Your assigned LPC staff member will tell you when you need to have it submitted, however, rule of thumb is that they will be due the day of the meeting prep.

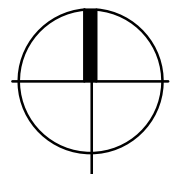
Requirements for the hand-outs:

- The handouts should be 8-inch x 10-inch non-telephoto photographs/images. Telephoto (or zoomed) photographs may be used for clarity, but must be clearly labeled as telephoto (or zoomed).
- Each image should be clearly numbered and labeled to include the exact location from which it is taken, and a complete map plan showing the location of all views should be included.
- Each proposed image should be shown adjacent to an existing image (before view). If the image of the addition is difficult to see, then the proposed image should show the rooftop addition circled or highlighted in some way.
- Photo-montages should be taken from all of those surrounding street locations where the addition will be most and least visible (and a few in-between), both inside and outside of historic districts.
- At the Public Hearing, it is helpful for you to have larger scale (11-inch x 17-inch size or larger) existing and proposed images mounted, and presented at the front of the room simultaneously with the specific imaged in the individual packages. If a rooftop addition proposal is modified during the Public Hearing process, revised handouts are required for subsequent Public Meetings.

Photo Documentation: Photo Key Plan



246810 CHARLES STREET
THRU-WALL AIR CONDITIONER



Proposed Project Map Showing Photo Locations

Remember, maps can be found at:

<http://gis.nyc.gov/doitt/nycitymap/> or http://www.nyc.gov/html/dof/html/property/property_info_taxmaps.shtml

Directional Photographs



A

View from Charles Street into the alley way.

SIGHTLINE STUDIES & MOCKUPS

Directional Photographs



Proposed thru-wall unit is not visible from a straight-on view from the street.

B

Straight on view from Charles Street at the elevation facing the thru-wall unit.

Notice how by viewing this elevation straight-on that you cannot see the proposed modification. It is important to include this type of information, so that your assigned LPC staff can understand the full extent of your project.

SIGHTLINE STUDIES & MOCKUPS

What is a Mock-up?

A mock-up is an actual physical representation of the proposed modifications to a building; applied to the building in a temporary fashion, as to provide a sense of scale, massing, and proportion that creates a visual impact on the public thoroughfare. A mock-up is typically constructed from 2x4s or metal pipe and draped with orange construction netting, painted a bright color, or wrapped with bright-yellow caution tape. This ensures that the mock-up will be visible from the street. Mock-ups are required to demonstrate the framing of the exterior walls, sloped roofs, roof railings, mechanical equipment, and bulkheads.



One example of a mock-up for a roof bulkhead

Each project is different and the mock-up process is different for every project. A LPC staff member will work with you to develop the appropriate solution to determining the visual impact. Depending on the size and complexity of your project, your mock-up may be as little as an on-site visit that includes visual confirmation by using a story pole or other visual device. However, if it is necessary to understand the impact of your project, you may be required to construct a full scale representation of the massing and have an LPC staff member inspect the mock-up for visual impact. Following the inspection a determination may be made as to the impact of the modification and suggestions to lessen the impact may be made.

Depending on the complexity and scale of the project, a permit may be required for the "temporary installation" of a mock-up.

Why is it Required?

Not all projects need or require a mock-up to be created. However, certain applications will always require a mock-up which includes: Roof-top Additions, Mechanical Bulkheads, Roof Decks, and Roof Railings.

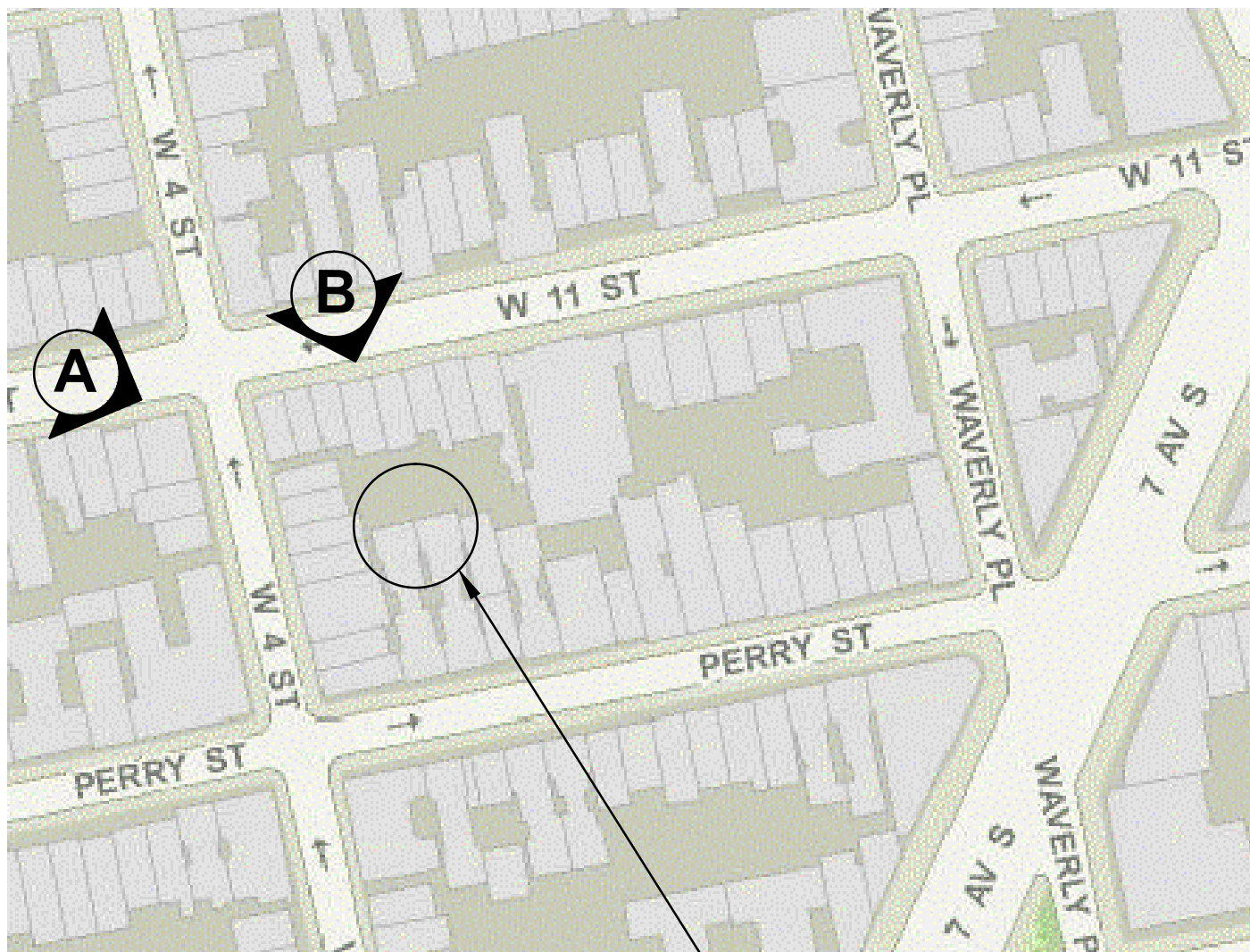
An LPC staff member will contact you and alert you to the necessity to construct a mock-up.

Mock-ups for Public Hearing

Very often mock-ups will be required for projects being presented at a Public Hearing. The following requirements apply to additions that will be reviewed at Public Hearing: Mock-ups should be constructed of sturdy materials so that they can be left up safely over the course of several weeks such that Staff, Commissioners, and the Community can view them and they can be photographed before the Public Hearing. Mock-ups are required to include the framing of all walls, sloped roofs, roof railings, mechanical equipment, and bulkheads. The use of orange construction netting or bright paint is recommended to high-light mock-ups so that they will be clearly visible from the street. When Staff makes a site inspection to view the mock-up, the Architect should be available with the drawings and a measuring tape to verify the heights and set-backs of the various elements of the addition. Revisions to mock-ups must be made before an application returns to a Public Meeting, and must be done far enough ahead of the Public Meeting date to allow time for Commissioner and Community notification and viewing.

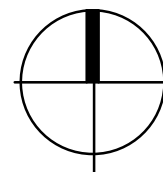
An example of this type of documentation is provided for on pages B7 thru B10 to assist you in assemblage of your application.

Photo Documentation: Photo Key Plan



12345 PERRY STREET
ROOF TOP ADDITION

Proposed Project Map Showing Photo Locations



Remember, maps can be found at:

<http://gis.nyc.gov/doitt/nycitymap/> or http://www.nyc.gov/html/dof/html/property/property_info_taxmaps.shtml

Mock-up Photographs



A

View from West 11th Street shows that the roof top addition will be visible from the rear of the building.

Mock-up Photographs



B

View from West 11th Street shows that the roof top addition will be visible from the rear of the building.

Mock-up Photographs

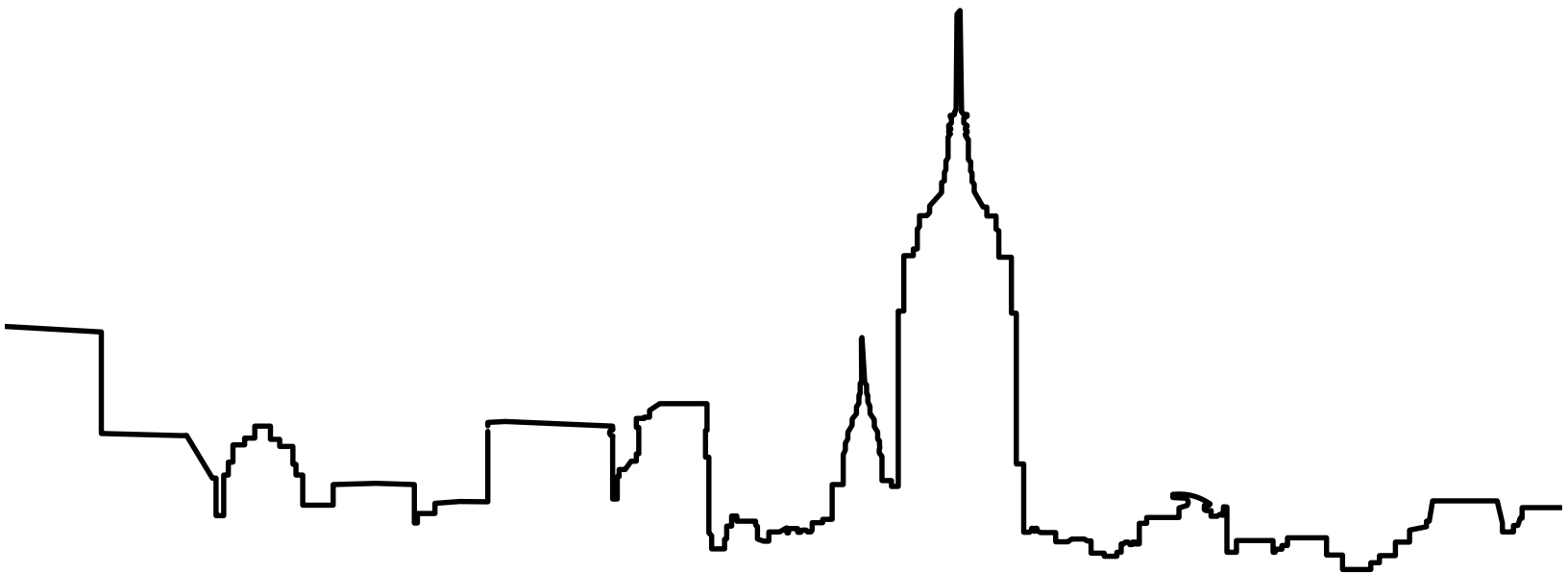


What a Mock-up looks like:

This is what the mock-up looked like on one particular project. Not all mock-ups will be as extensive as this one, however, some may be more extensive than this.

Appendix C

PUBLIC HEARING PROCESS





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

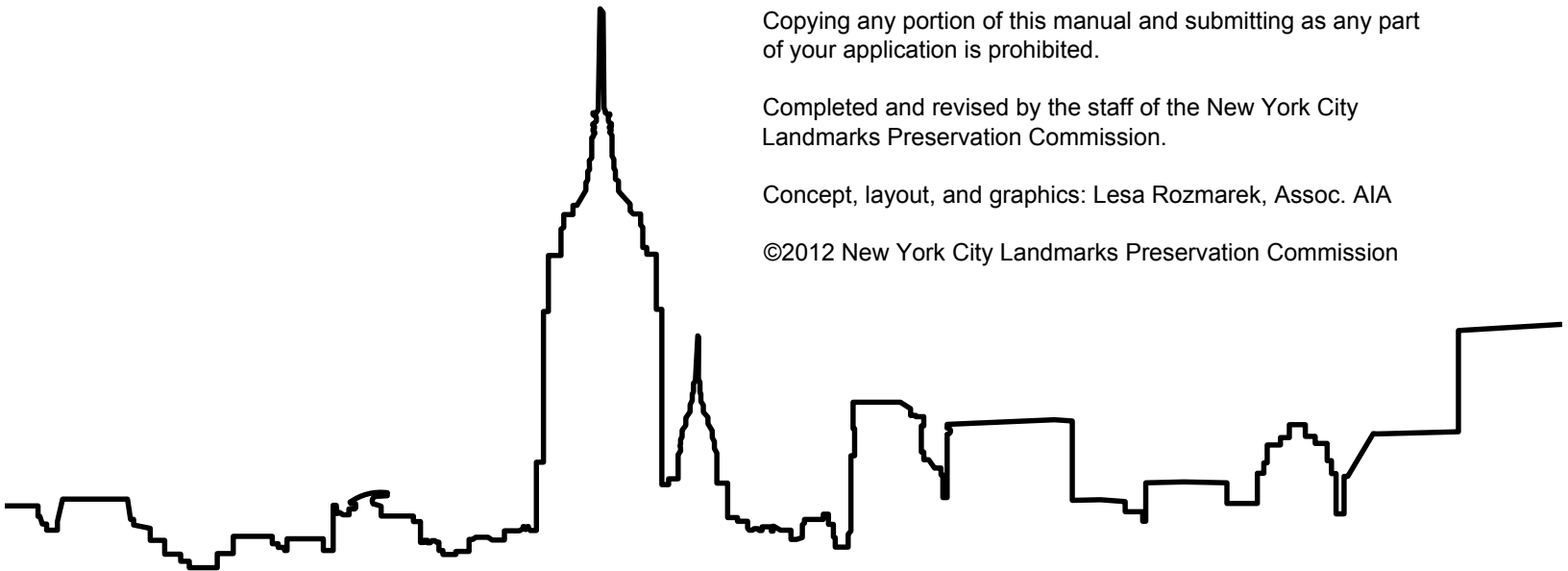
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Public Hearing Process

Public Hearings provide an opportunity for applicants to present their proposed projects to the full Commission and the public an opportunity to comment on those projects. All proposals that are presented to the full Commission must include certain materials that adequately describe the project, such as historic photos, color photos of the existing site, color renderings of the proposal and dimensioned drawings. The LPC staff preservationist assigned to your application will help ensure your presentation includes the correct materials.

All proposals must first be reviewed by the community board where the associated property is located before they are presented to the Commission. After you present your proposal, the committee issues a recommendation to the full community board, which in turn notifies LPC about its determination.

**Keep in mind that failure to appear before the community board may result in a negative recommendation by the Community Board, and delay the LPC public hearing date.*

The LPC carefully considers the community board's recommendations, but is not required to follow them. If the community board recommends changes to your proposal, please defer making them until after LPC reviews your project.

What Happens at LPC Public Hearings

Your LPC staff preservationist will introduce you and your project to the Commissioners. You then will describe the project in full detail and explain why it should be approved.

The public comment period begins immediately after the presentation, and applicants are encouraged to respond. The Commissioners then discuss the proposal, ask questions and decide whether to take a vote. Possible outcomes may include approval, denial or recommendations for revisions for the case. The staff will oversee the changes and prepare you for an upcoming public meeting. Please note there will be no further public comment at this meeting.

General Tips and Timing

LPC encourages PowerPoint presentations, however projects can be presented on boards or from a laptop computer onto a screen in LPC's hearing room. If you are presenting your project on boards, please use board clips and paste sheets to allow for last minute changes. If you are making an electronic presentation, please confirm with your staff preservationist that the software program containing your presentation is compatible with LPC's equipment, or bring your own laptop which we can connect to the projector.

Public hearings are held almost every Tuesday of the year. In general, public hearing dates are scheduled six to eight weeks after an application is submitted. All applications and descriptive materials are reviewed by the Commission's staff four weeks prior to a public hearing. Your staff preservationist will notify you of the outcome of this review. Design changes made after the staff review must be finalized at least two weeks prior to the public hearing.

Your presentation materials should be submitted to the LPC at least one week prior to the public hearing so neighborhood groups, advocacy organizations and other interested parties can review them and prepare their testimony for the public hearing.

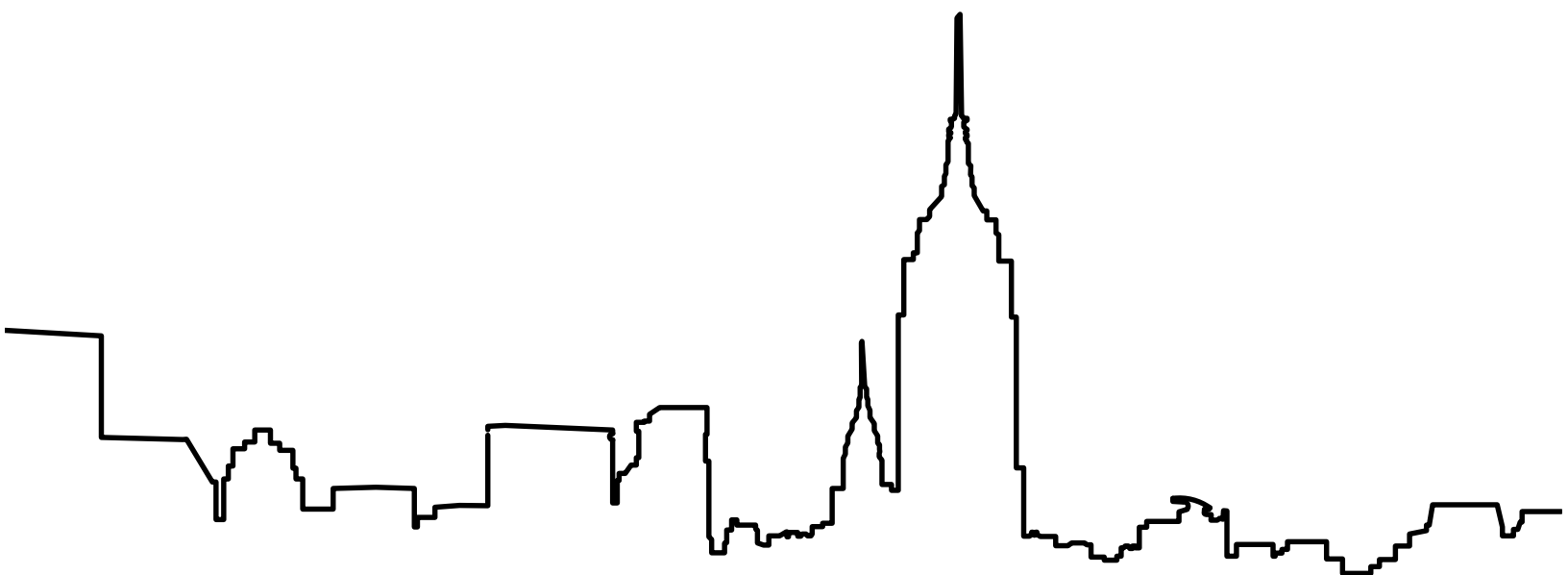
Presentation Materials

Your presentation must be fully visible to the Commissioners, and it is helpful to supplement your presentation with printed copies for each Commissioner. Drawings should be at a readable scale with darker and bolder line weights. Your presentation should include materials identified in the Materials Checklists in these guidelines including, but not limited to:

1. Large photographs (at least 8" x 10")
2. Historic photos, designation photos and existing photos of the building
3. Photomontages of the proposal
4. A map of the historic district where the property is located, available at www.nyc.gov/landmarks
5. Elevations showing existing and proposed conditions. For NBS or additions, elevations should show adjacent buildings or streetscape to give an idea of scale and relationship to the other buildings on the street.
6. Detail elevations of area of work
7. Plans
8. Section, elevation, details and plan drawings showing existing conditions and what is proposed side-by-side
9. Material samples, such as fritted glasses, paint swatches or storefront framing
10. Sightline drawings, photos of site mock-ups and montages for proposed rear yard and rooftop additions
11. Block plans showing existing and proposed green space, other additions, and their heights
12. Enlarged detail of the block plan showing your property and neighboring properties

Appendix D

GLOSSARY OF ARCHITECTURAL TERMS





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

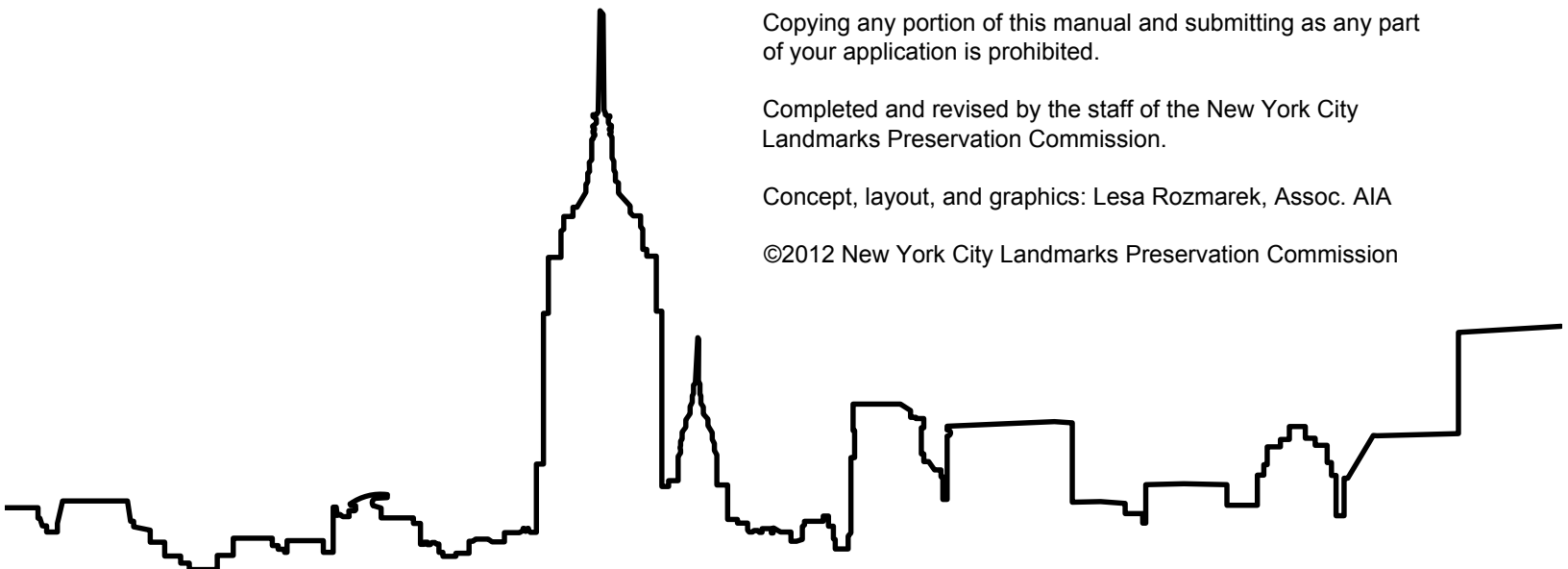
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission



Glossary

Below is a glossary of architectural elements and terms that appear in LPC's application instructions and in this manual.

A

Architect: An individual, partnership, corporation or other legal entity licensed to practice the profession of architecture under the education law of the State of New York.

Architrave: 1. The lowest part of a classical entablature.

2. A molding enframing an opening such as a window or areaway or the open space between a rowhouse and the sidewalk, usually beside the stoop.

Armature: A metal structural support for a rigid projecting sign. The armature may support the bracket sign by means of one or two projecting arms.

Authorization to Proceed (ATP): A letter from LPC notifying an applicant that the proposed HVAC installations have been found to be in conformance with the provisions of an approved Master Plan.

Awning: A metal frame clad with fabric attached over a window, door, porch opening or storefront to provide protection from the weather.

B

Baluster: One of a series of short vertical posts, often ornamental, used to support a rail.

Balustrade: A railing composed of balusters and a top rail running along the edge of a porch, balcony, roof, or stoop.

Banking Interior: The area of the designated interior historically used for banking operations and any associated interior spaces including, without limitation, entrance vestibules or mezzanines identified in the designation report as part of the designated interior.

Bay: A regularly repeating division of a façade, marked by fenestration.

Bay Window: A projecting form containing windows that rises from the ground or from some other support, such as a porch roof; see also oriel.

Block Plan: A drawing of a building's foot print within an entire block in simplified, non-detailed form

Bracket: A projecting angled or curved form used as a support, found in conjunction with balconies, lintels, pediments, cornices, etc.

Bracket Sign: A rigid outdoor sign, with two display faces, installed perpendicular to a building facade and hanging from an armature, used as an announcement for an establishment in the building, consisting of the rigid display faces and all letters, words, numerals, illustrations, decorations, trademarks, emblems, symbols or their figures or characters associated with the name of the establishment that are applied to the faces. In addition, a bracket sign may consist solely of an outline of a shape and/or letters intended to act as a symbol or sign for the establishment.

Brick Molding: A milled wood trim piece covering the gap between the window frame and masonry, which can be rectilinear, curved, or composite-curved.

Bulkhead: The part of a storefront that forms a base for one or more display windows

Building Plan: A drawing that shows a horizontal view

Building Streetwall: The predominant plane of the building facade at the level of the storefront.

Glossary

C

- Came:** A slender rod of cast lead, with or without grooves, used in casements and stained-glass windows to hold the panes or pieces of glass together
- Canopy:** A metal frame clad with fabric that projects from a building entrance over the sidewalk to the curb where it's supported on vertical posts
- Cap flashing:** A waterproof sheet that seals the tops of cornices and walls.
- Capital:** The topmost member, usually decorated, of a column or pilaster.
- Casement:** A window sash that is hinged on the side.
- Cast Iron:** A type of iron, mass-produced in the nineteenth century, created by pouring molten iron into a mold; used for ornament, garden furniture, and building parts.
- Clapboard Wood:** Siding composed of horizontal, overlapping boards, the lower edges of which are usually thicker than the upper.
- CNE:** A Certificate of No Effect as defined by [section 25-306 of the New York City Administrative Code](#).
- Colonnade:** A row of regularly spaced columns supporting an entablature.
- Colonnette:** A diminutive column which is usually either short or slender.
- Color :** The sensible perception of hue, value and saturation characteristics of surfaces of window components. In the event of disagreement, the Munsell system of color identification shall govern.
- Column :** A vertical, cylindrical support. In classical design it is composed of a base (except in the Greek Doric order), a long, gradually tapered shaft, and a capital.
- Commission:** The Landmarks Preservation Commission (LPC) as established by [Section 3020 of the New York City Charter](#).
- Commissioners:** The 11 Commissioners, including the Chairman, as established by Section 3020 of the Charter. All are appointed by the Mayor.
- Configuration:** The number, shape, organization and relationship of panes (lights) of glass, sash, frame, muntins or tracery.
- Console:** A scroll-shaped projecting bracket that supports a horizontal member.
- Coping:** A protective cap, top, or cover of a wall parapet, commonly sloping to protect masonry from water
- Corbel:** An architectural member which projects upward and outward from a wall that supports a horizontal member.
- Cornice:** A projecting molding that tops the elements to which it is attached; used especially for a roof or the crowning member of an entablature, located above the frieze.
- Cresting:** A decorative element, frequently of iron, usually located at the peak or edge of a roof.
- Crocket:** An ornamental foliate form placed at regularly spaced intervals on the slopes and edges of the spires, pinnacles, gables, and similar elements of Gothic buildings.
- Cupola:** A small dome on a base crowning a roof

Glossary

D

Day: Any day other than a Saturday or Sunday or legal holiday.

Decorative Masonry: Terra cotta, cast-stone or natural stone (such as limestone, marble, brownstone or granite) facade areas and/or any ornamental feature which is a component of the facade such as, belt courses, banding, water tables, cornices, corbelled brick work, medallions, enframements, and surrounds, and ornamental bonding patterns, e.g. tapestry brick or diaper patterns.

Demolition: Dismantling or razing of all or part of an existing improvement.

Dentil: A small, square, tooth-like block in a series beneath a cornice.

Details: The dimensions and contours of both the stationary and moveable portions of a window, and moldings.

Display Window: The large glazed portion of the storefront, and the associated framing, above the bulkhead and below the transom, extending from pier to pier. The display window is typically used for the display of goods and to provide daylight and visibility into the commercial space.

Doric: One of five classical orders, recognizable by its simple capital. The Greek Doric column has a fluted shaft and no base; the Roman Doric column may be fluted or smooth and rests on a molded base.

Dormer: A vertical structure, usually housing a window, that projects from a sloping roof and is covered by a separate roof structure.

Double hung: A type of window with two sash, each sliding on a vertical track.

Drip molding: A projecting molding around the head of a door or window frame, often extended horizontally at right angles to the sides of the frame, intended to channel rain away from the opening; also called a drip lintel.

Dunnage: Supports for air conditioning and other equipment above the roof of a building.

E

Eave: The overhanging edge of a roof.

Egg and dart: An ornamental band molding of egg forms alternating with dart forms.

Elevation: A drawing of a face of a building with all the features shown, as if in a single vertical plane

Enframement: A general term referring to any elements surrounding a window or door.

Engineer: Any individual, partnership, corporation or other legal entity licensed to practice the profession of engineering under the education law of the State of New York.

English bond: A pattern of brickwork with alternate courses of headers and stretchers.

Entablature: A major horizontal member carried by a column(s) or pilaster(s); it consists of an architrave, a frieze, and a cornice. The proportions and detailing are different for each order, and strictly prescribed.

Establishment: A manufacturing, commercial or retail business or profession.

Entrance recess: The recessed opening in the facade leading up to the doorway of a storefront or building entrance.

Existing windows: The windows existing at the time of designation or windows which have been changed subsequent to designation pursuant to a permit issued by the Commission.

Eyebrow dormer: A curved dormer with no sides, covered by a smooth protrusion from the sloping roof.

Glossary

F

Façade: The main exterior face of a building, sometimes distinguished from the other faces by elaboration of architectural or ornamental details.

Fanlight: A semicircular or semielliptical window above a door, usually inset with radiating glazing bars.

Fascia: A horizontal, flat element often combined with a cornice and architrave.

Fenestration: The arrangement, proportioning and design of windows in a building.

Festoon: A carved ornament in the form of a band, loop, or wreath, suspended from two points; also called a “garland” or “swag”.

Finial: The crowning ornament of a pointed element, such as a spire.

Finish: The visual characteristics including color, texture and reflectivity of all exterior materials.

Fixture: An appliance or device attached to the facade (e.g., awning, sign, lighting fixture, conduit, or security gate).

Flashing: Strips of sheet metal bent to fit the angle between any two roof surfaces or between the roof and any projection, such as a chimney.

Floor Plan: A scaled drawing showing the horizontal arrangement of one level of the building that typically indicates walls, doors and dimensions

Flemish bond: A pattern of brickwork in which each course consists of headers and stretchers laid alternately; each header is centered between the stretcher above and the stretcher below it.

Foliate: Decorative leafage, often applied to capitals or moldings.

Frame: The stationary portion of a window unit that is affixed to the facade and holds the sash or other operable portions of the windows.

French door or French window: A tall casement window that reaches to the floor, usually arranged in two leaves as a double door.

Frieze: 1. The middle horizontal member of a classical entablature, above the architrave and below the cornice.
2. A similar decorative band in a stringcourse, or near the top of an interior wall below the cornice.

G

Gable: The upper portion of an end wall formed by the slope of a roof.

Galvanized Iron: Iron that has been coated with zinc to inhibit rusting.

Glazing: The material, usually glass, that fills spaces between sash members (rails, stiles and muntins), commonly referred to as panes or lights.

Glazing Bar: See mullion.

Gothic Sash: A window sash pattern composed of mullions that cross to form pointed arches.

Grille: A decorative, openwork grating, usually of iron, used to protect a window, door, or other opening.

Gutter: A shallow channel of metal or wood set immediately below and along the eaves of a building to catch and carry off rainwater.

Glossary

H

Head: The upper horizontal part of a window frame or window opening.

Header: A masonry wall unit of brick which is laid so that its short end is exposed.

Historic Appearance: The visual appearance of a structure or site at a specific point in time after it has undergone alterations or additions which enhance or contribute to the building or site's special architectural, aesthetic, cultural, or historic character.

Historic Fabric: A building's original or significant historic façade construction material or ornament, or fragments thereof.

Historic windows: (1) windows installed at time of construction of the building; or
(2) windows of a type installed at time of construction of similar buildings in similar periods and styles; or
(3) windows installed at time of major facade alterations 30 or more years ago.

Hood: A projection that shelters an element such as a door or window.

HVAC Equipment: Window, through-wall and yard-mounted heating, ventilation, and air conditioning equipment, including window louvers, wall-mounted grilles and stove, bathroom and/or dryer vents.

I

Improvement: Any building, structure, place, work of art, or other object constituting a physical betterment of real property, or any part of such betterment.

Ionic: One of the five classical orders, characterized by capitals with spiral elements called "volutes," a fasciated entablature, continuous frieze, dentils in its cornice, and by its elegant detailing.

J

Jamb: The side parts of a window frame or window opening, as distinct from head and sill.

Jigsaw Carving: Wooden ornament cut with a thin narrow saw blade.

Joist: One of a series of parallel timber beams used to support floor and ceiling loads, and supported in turn by larger beams, girders, or bearing walls; the widest dimension is vertically oriented.

K

Key: A block, often used in a series, which projects beyond the edge of the enframing of an opening and is joined with the surrounding masonry. A block handled in such a manner is keyed to the masonry; see quoin.

Keystone: The central wedge-shaped member of a masonry arch; also used as a decorative element on arches in wood structures.

L

Landmarks Law: Refers to Section 3020 of the New York City Charter and Chapter 3 of Title 25 of the Administrative Code of the City of New York.

Landmarks Preservation Commission: The Commission acting in its agency capacity to implement the Landmarks Law.

Landscape improvement: A physical betterment of real property or any part thereof, consisting of natural or artificial landscaping, including but not limited to grade, terrace, body of water, stream, rock, hedge, plant, shrub, mature tree, path, walkway, road, plaza, wall, fence, step, fountain, or sculpture.

Latticework: Thin strips of wood arranged in a netlike grid pattern, often set diagonally.

Glossary

L (cont)

Leaded window: A window composed of small panes, usually diamond-shaped or rectangular, held in place by narrow strips of cast lead.

Leade: A horizontal or vertical cylinder, usually made of metal, which carries water from the gutter to the ground.

Light: A pane of glass; a window, or a compartment of a window.

Lighting: The method or equipment for providing artificial illumination.

Lintel: A horizontal structural element over an opening which carries the weight of the wall above it.

Loggia: 1. An arcaded or colonnaded structure, open on one or more sides, sometimes with an upper story.
2. An arcaded or colonnaded porch or gallery attached to a larger structure.

LPC Staff: The staff of the Landmarks Preservation Commission acting in the Commission's agency capacity.

Lunette: A crescent-shaped or semicircular area or opening on a wall surface.

M

Mansard: A roof having a double slope on all four sides, the lower slope being much steeper. In rowhouse design, a double-sloped roof on the building front, below a flat roof.

Match: Either an exact or approximate replication. If not an exact replication, the approximate replication shall be so designed as to achieve a suitable, harmonious and balanced result.

Materials: The substances used to fabricate the various elements and details of a building

Mature tree: Any tree with a trunk diameter of 12" or greater.

Meeting rail: A sash rail in a double-hung window designed to interlock with an adjacent sash rail.

Mechanical equipment: Includes, but not be limited to, heating, venting and air conditioning equipment, water tanks and their supporting structures, satellite dishes, stair and elevator bulkheads, screens, dunnages, baffles and other accessory installations but shall not include telecommunication equipment and conventional television antennas. Mechanical equipment can also include unenclosed decks, garden trellises, or associated railings.

Member: A component part of a window.

Minimally Visible: Refers to any rooftop addition which when viewed from any public thoroughfare, projects into the maximum line of sight from such public thoroughfare by not more than 12 inches in height, or, due to its placement and size does not call attention to itself nor detract from any significant architectural features.

Modification: Any work to an existing improvement or landscape improvement other than (a) ordinary maintenance or repair; or (b) any Addition.

Modillion: A projecting scroll-shaped bracket or simple horizontal block arranged in series under the soffit of a cornice.

Molding: A piece of trim that introduces varieties of outline or curved contours in edges or surfaces as on window jambs and heads. Moldings are generally divided into three categories: rectilinear, curved and composite-curved.

Mullion: A vertical primary framing member that separates paired or multiple windows within a single opening.

Muntin: A tertiary framing member that subdivides the sash into individual panes, lights or panels.
Note: Grids placed between two sheets of glass are not considered muntins.

Glossary

N

Newel: The main post at the foot of a stairway or stoop.

Non-significant features: The interior architectural features of the designated interior that the LPC has determined do not contribute to the special historic, cultural, and/or aesthetic character for which the interior was designated. These features comprise all of the interior architectural features of the interior with the exception of those features that are underscored in the designation report.

Notice of Compliance: A letter or notice from LPC that certifies that completed work complies with a permit

Notice of Violation: A notice from the Landmarks Preservation Commission that work on a landmark site or within an historic district was performed without a permit or was not performed in accordance with a permit issued by the Landmarks Preservation Commission.

O

Oblique: View in which a three-dimensional object is represented by a drawing (oblique drawing) in which the face, usually parallel to the picture plane, is represented in accurate or exact proportion, and all other faces are shown at any convenient angle other than 90°.

Occupiable space: A room, or enclosure and accessory installations thereof, which are intended for human occupancy or habitation

Operation: The manner in which a window unit opens, closes, locks, or functions; e.g., casement, double-hung, etc. If non-operable, a window unit (such as a side light) is identified as "fixed."

Oriel: A projecting bay window carried on corbels or brackets.

Original appearance: The visual appearance of a structure or site at approximately the time of its completed initial construction.

P

Palladian Window: A three-part window opening with a tall, round-arched center window flanked by smaller rectangular windows and separated by posts or pilasters.

Panel: A portion of a flat surface recessed, or raised from the surrounding area, distinctly set off by molding or some other decorative device.

Panning: An applied material, usually metal, that covers the front (exterior) surface of an existing window frame or mullion

Parapet: A low wall that serves as a vertical barrier at the edge of a roof, terrace, or other raised area; in an exterior wall, the part entirely above the roof.

Parting strip: The small member, usually wood and usually removable, that separates the upper and lower sash pockets in the jamb of a double-hung window

Paver: A block of stone used in sidewalk or areaway paving.

Pediment: 1. The triangular space forming the gable end of a roof above the horizontal cornice.
2. An ornamental gable, usually triangular, above a door or window.

Permit: Any permit other than a Notice to Proceed issued by the Landmarks Preservation Commission in accordance with the Landmarks Law: (a) "PMW shall mean Permit for Minor Work as defined by [Section 25-310](#) of the Landmarks Law. (b) "CNE shall mean Certificate of no Effect as defined by [Section 25-306](#) of the Landmarks Law. (c) "CofA shall mean Certificate of Appropriateness as defined by [Section 25-307](#) of the Landmarks Law.

Glossary

P (cont)

- Pier:** 1. A column designed to support concentrated load. 2. A member, usually in the form of a thickened section, which forms an integral part of a wall; usually placed at intervals along the wall to provide lateral support or to take concentrated vertical loads. 3. A vertical supporting member or element (usually of brick, stone, or metal) placed at intervals along a wall, which typically separate each storefront opening from the adjacent storefront opening.
- Pilaster:** An engaged pier or pillar, often with capital and base.
- Pitched:** Sloping, especially referring to a roof.
- Plinth:** A platform base supporting a column or pilaster.
- Pointing:** The treatment of joints between bricks, stone, or other masonry components by filling with mortar; also, called tuck-pointing
- Portico:** A small porch composed of a roof supported by columns, often found in front of a doorway.
- Post-1939 Building:** Any building in the Riverdale Historic District built on or after January 1, 1940.
- Pre-1940 Building:** Any building in the Riverdale Historic District built, in whole or in part, prior to January 1, 1940 including buildings which have undergone subsequent remodeling and alterations.
- Primary Façade:** A facade facing a street or a public thoroughfare that is not necessarily a municipally dedicated space, such as a mews or court.
- Principal Façade:** A facade facing a street or a public thoroughfare that is not necessarily a municipally dedicated space, such as a mews or court.
- P.S.I. Pounds per square inch,** a term generally used when describing water pressure when cleaning a building.
- Public Thoroughfare:** Any publicly accessible right of way including, but not limited to a street, sidewalk, public park, and path.

Q

- Quoin:** A structural form, usually of masonry, used at the corners of a building for the purpose of reinforcement, frequently imitated for decorative purposes.

R

- Rail:** A horizontal sash member.
- Relief:** Carved or molded ornament that projects from a flat surface.
- Rehabilitation:** Any repair work that requires a permit.
- Repair:** Any work done on any window to correct any deterioration or decay of or damage to a window or any part thereof and to restore same, as closely as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage. The term "ordinary repair" shall refer to work that does not require a permit.
- Repainting:** Process of renewing mortar joints; see pointing
- Residential Awning:** Any awning on a residential building and any awning on a commercial or mixed-use building except for storefront awnings.
- Restoration:** The process of returning, as nearly as possible, a building or any of its parts to its original form and condition.

Glossary

R (cont)

Retractable Awning: An awning attached to a frame which allows it to be extended out or folded or rolled back tight against the building façade

Return: The part of a molding cornice, or wall surface that changes direction, usually at a right angle, toward the building wall.

Reveal: The side of an opening for a door or window between the frame and the outer surface of a wall, showing the wall's thickness.

Reversible Alteration: An alteration in which the altered feature can be readily returned to its appearance prior to the alteration.

Roof Plan: A drawing showing the arrangement of fixtures on the roof

Rooftop addition: A construction or an installation of mechanical equipment and/or occupiable space situated on any structure's roof.

Rock-faced: Masonry treated with a rough surface that retains or simulates the irregular texture of natural stone.

Roll-down gate: A security gate with a mechanism that allows it to roll up and down.

Rosette: A round floral ornament, usually carved or painted.

Round arch: A semicircular arch.

Rowhouse: One of a group of an unbroken line of attached houses that share common side walls, known as party walls.

Rubble stone: Irregularly shaped, rough-textured stone laid in an irregular manner.

Rustication: Rusticated stonework composed of large blocks of masonry separated by wide, recessed joints; often imitated in other materials for decorative purposes.

S

Sash: The secondary part of a window which holds the glazing in place; may be operable or fixed; usually constructed of horizontal and vertical members; sash may be subdivided with muntins.

Scissor Gate: A security gate with a sideways retractable mechanism.

Secondary Façade: A facade that does not face a public thoroughfare or mews or court and that does not possess significant architectural features.

Section Drawing: A drawing representing a vertical plane cut through the structure

Security gate: A movable metal fixture installed in front of a storefront or inside the display window or door to protect the store from theft or vandalism when the store is closed. A security gate can be either the roll-down or scissor variety.

Security gate housing: The container that houses the rolling mechanism of a roll-down security gate.

Security gate tracks: The interior or exterior tracks along the sides of the storefront (for roll-down gates) or along the top and bottom of the storefront (for scissor gates) that hold the edges of the gates.

Segmental arch: An arch that's in the form of a segment of a semicircle

Segmental or Curved-Head Window: A window with a non-rectilinear sash or frame as illustrated and defined as a special window in Appendices A and C of Chapter 3 of these rules.

Glossary

S (cont)

Semi-detached: A building attached to a similar one on one side but unattached on the other.

Shaft: The vertical segment of a column or pilaster between the base and the capital.

Shed Dormer: A dormer window covered by a single roof slope without a gable.

Shingle: A unit composed of wood, cement, asphalt compound, slate, tile or the like, employed in an overlapping series to cover roofs and walls.

Shouldered Arch: An arch composed of a square-headed lintel supported at each end by a concave corbel.

Shutter Dogs: The metal attachments which hold shutters in an open position against the face of a building.

Sidelight: A vertically framed area of fixed glass, often subdivided into panes, flanking a door.

Sightline drawing: A drawing representing an uninterrupted view from eye level

Sign: A fixture or area containing lettering or logos used to advertise a store, goods, or services.

Signage: Any lettering or logos in general, used to advertise a store, goods, or services.

Sign band: The flat, horizontal area on the facade usually located immediately above the storefront and below the second story window sill where signs were historically attached. A sign band may also occur within a decorative bandcourse above a storefront.

Significant Feature: An exterior architectural component of a building that contributes to its special historic, cultural, and/or aesthetic character, or in the case of an historic district, that reinforces the special characteristics for which the historic district was designated.

Significant landscape improvement: Any landscape improvement which is a character-defining element in its historic district, contributing to the special aesthetic and historic character for which the district was designated, and including but not limited to those landscape improvements identified as landscape features in the designation report.

Sill:

1. The lower horizontal part of a window frame or window opening; also the accessory member which extends as a weather barrier from frame to outside face of wall.
2. The horizontal member at the bottom of a window or door.

Site Plan: A drawing of the footprint of the subject building and immediate adjacent buildings indicating the location of the proposed work.

Skirt: A bottom finishing piece of fabric that hangs from the lower edge of an awning.

Soffit:

1. The exposed underside of any architectural element, especially a roof.
2. The underside of a structural component such as a beam, arch, or recessed area.

Spalling: The chipping or erosion of masonry caused by abuse or weathering

Spandrel:

1. A panel between the top of one window and the sill of another window on the story directly above it.
2. An irregular, triangular wall segment adjacent to an arched opening.

Spandrel Area: The portion of the facade below the sill of an upper story window and above the lintel of the window or display window directly below it or above the lintel of a window or display window and the building cornice or top of building.

Glossary

S (cont)

Special Natural Area District A district designated by the New York City Planning Commission pursuant to Article X, Chapter 5 of the New York City Zoning Resolution which is mapped in areas where outstanding natural features or areas of natural beauty are to be protected.

Special windows: (1) those windows in which the complexity of the muntin pattern or the molding profiles is one of the characteristics of the style and age of the building; or (2) windows having one or more of the following or similar attributes, including but not limited to: (i) Bay or oriel window (ii) Curved glass (iii) Multi-pane sash, i.e., 12 or more panes in a single sash in which a typical pane does not exceed 30 square inches of open (glazed) area (iv) Stained or otherwise crafted glazing for artistic effect (v) Highly decorated (carved or otherwise embellished) sash or frame (vi) Non-rectilinear sash or frame.

State-of-the-Art Banking Change: A physical alteration to the bank interior that the applicant has determined to be necessary to accommodate changes in technology and/or banking practice

Stile: A main vertical member of a door or window

Stoop: The steps which lead to the front door; from the Dutch “stoep.”

Storefront: The first story area of the façade that provides access or natural illumination into a space used for retail or other commercial purposes.

Storefront Bay: The area of the storefront defined by and spanning the two piers.

Storefront Infill: The framing, glazing, and cladding contained within a storefront opening in the facade.

Storefront Opening: The area of the facade framed by the piers and lintel, which contains storefront infill

Story: A habitable floor level, including a basement but not including a cellar.

Stretcher: A masonry unit or brick laid horizontally with its length parallel to the wall.

Stringcourse: A narrow horizontal band of masonry, extending across the façade, which can be flush or projecting, and flat surfaced, molded, or richly carved.

Stucco: A coating for exterior walls made from Portland cement, lime, sand, and water.

Subframe: A secondary frame set within a masonry opening.

Sugaring: A term describing the deterioration of stone caused by the breaking up or dissolving of the stone surface.

Surround: The ornamental frame of a door or window.

Swag: A carved ornament in the form of a draped cloth or a festoon of fruit or flowers.

T

Terra cotta: Hard fired clay, either glazed or unglazed, molded into ornamental elements, wall cladding, and roof tiles.

Tie rod: A metal tension rod connecting two structural members, such as gable walls or beams, acting as a brace or reinforcement; often anchored by means of a metal plate in such forms as an “S” or a star.

Tracery: An ornamental configuration of curved mullions in a Gothic sash.

Transom:

1. A horizontal bar of wood or stone across a window.
2. The cross-bar separating a door from the window, panel, or fanlight above it.
3. The window above the transom bar of a door.
4. The glazed area above a display window or door separated from the main window area or door by a transom bar.

Glossary

T (cont)

Transom bar: A horizontal element that subdivides an opening, usually between a door and window.

Trefoil: A three-lobed decorative form used in Gothic architecture

Tuck-Pointing: See pointing.

Turret: A small tower, usually supported by corbels.

V

Volute: A carved spiral form in classical architecture; often used in pairs as in the capitals of Ionic columns.

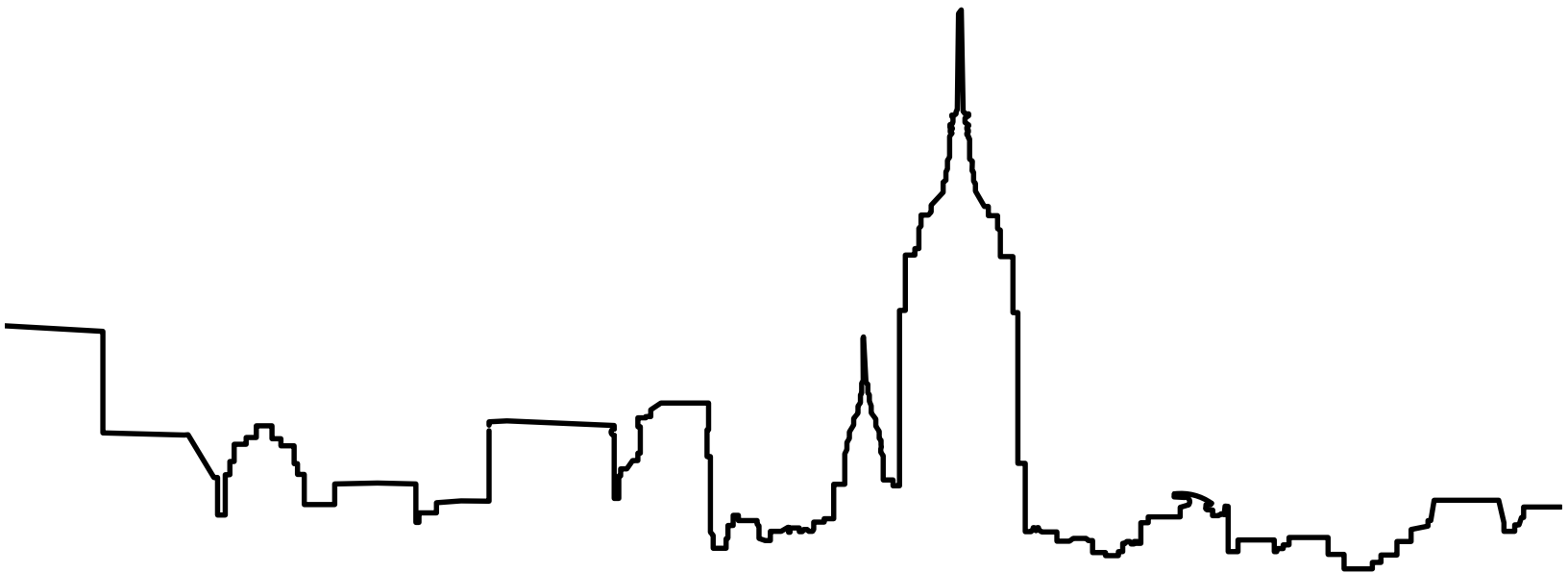
Voussoir: A wedge-shaped component of an arch.

W

Wrought Iron: Iron that is worked by being forged or hammered.

Appendix E

ROWHOUSE STYLES





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

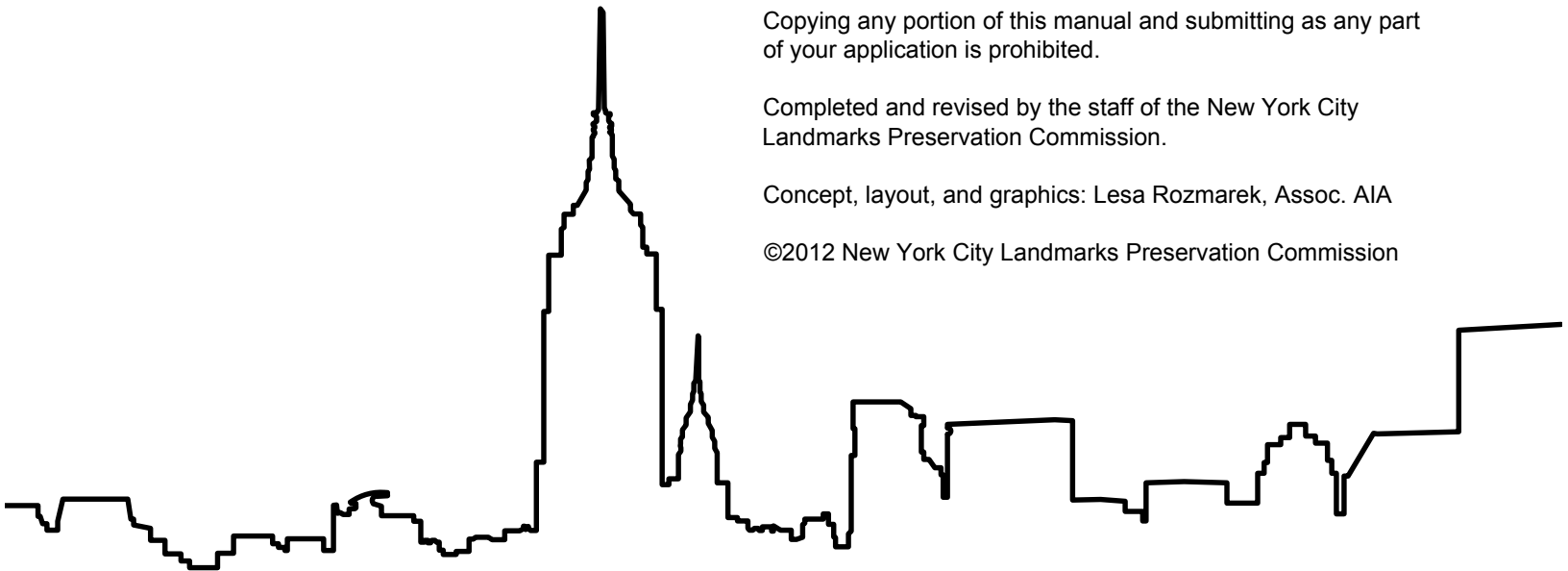
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission

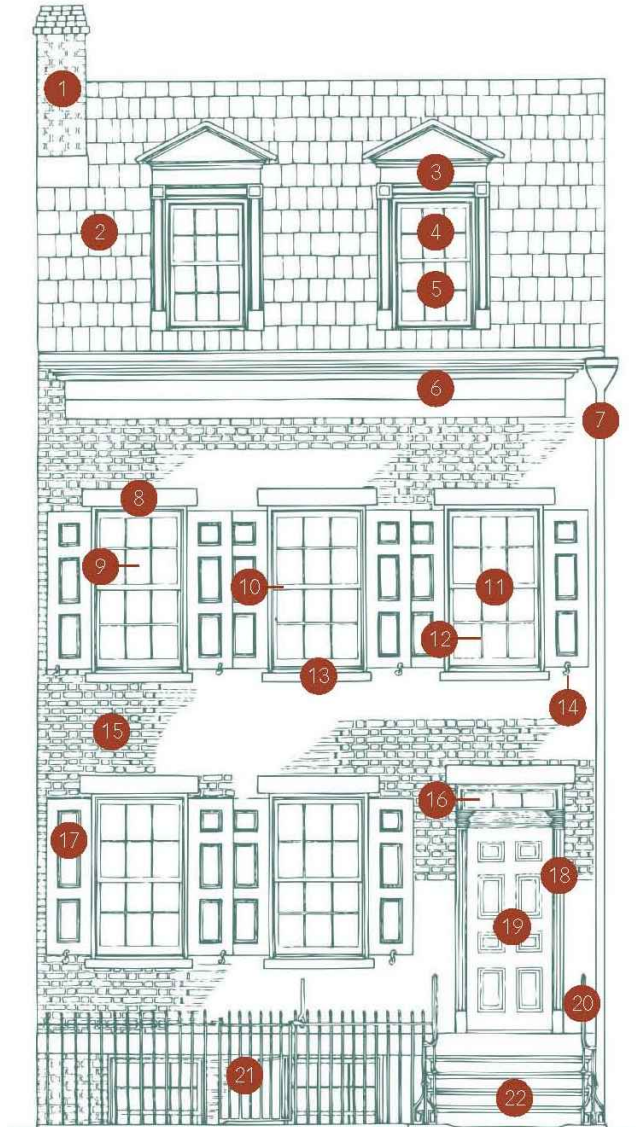


Rowhouse Styles

Below are examples of various rowhouse styles typically found in New York City residential neighborhoods.

This guide, along with the houses found on your block, can help you identify building elements and design appropriate additions and replacements to your house.

The Federal Style (1800-1835)



1. Chimney
2. Peaked Slate Roof
3. Dormer
4. Upper Sash
5. Lower Sash
6. Cornice
7. Leader
8. Stone Lintel
9. Window Pane
10. Meeting Rail
11. Six-Over-Six Double-Hung Window
12. Muntin
13. Stone Still
14. Shutter Dog
15. Brick Laid in Flemish Bond
16. Transom
17. Paneled Wood Shutters
18. Colonnade
19. Paneled Wood Door
20. Iron Stoop Railings
21. Iron Fence
22. Stoop

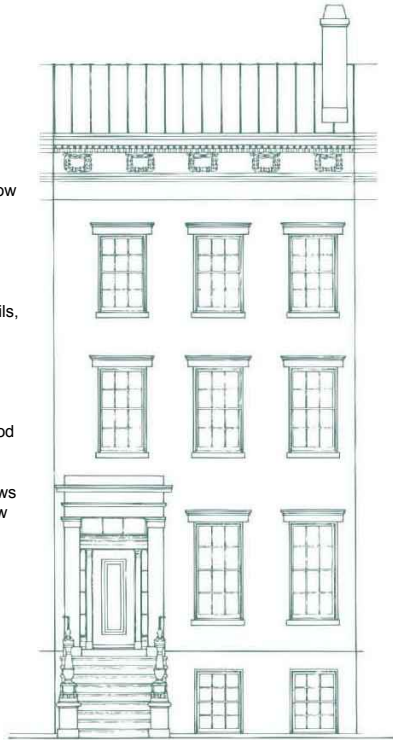
- characterized by modest scale and simple architectural ornament inspired by ancient Greek and Roman architecture
- two to three stories high with basement and attic half-story with dormer windows
- metal or slate peaked roof
- brownstone base with red brick upper façade (laid in Flemish bond)
- low stoop with wrought-iron handrails, fence, and newels
- six- or eight-paneled wood entrance door, sometimes with a leaded transom, sidelights, and colonnettes
- six-over-six double-hung wood windows (often flanked by paneled shutters)
- stone window sills and paneled stone window lintels
- classical wood cornice with dentils, modillions, and moldings

ROWHOUSE STYLES

Rowhouse Styles

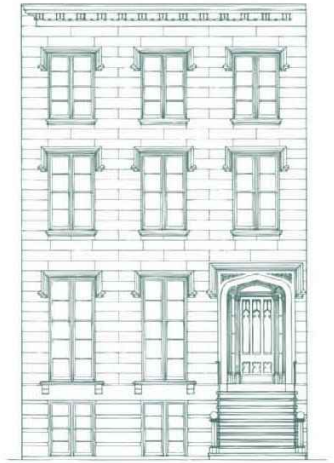
The Greek Revival Style (1830-1850)

- characterized by simple and bold architectural elements, imitating Greek motifs
- three to three and one-half stories high with basement, sometimes an attic story below the cornice
- brownstone base with
- brick upper façade (laid in English bond)
- stoop of medium height with wrought- or cast-iron handrails, fence, and newels vertical paneled wood door
- grand entrance pilasters, sidelights, and stone enframements
- six-over-six double-hung wood windows, six-over-nine often on the parlor floor, and sometimes small attic windows
- modest molded stone window lintels and sills
- wood dentiled cornice



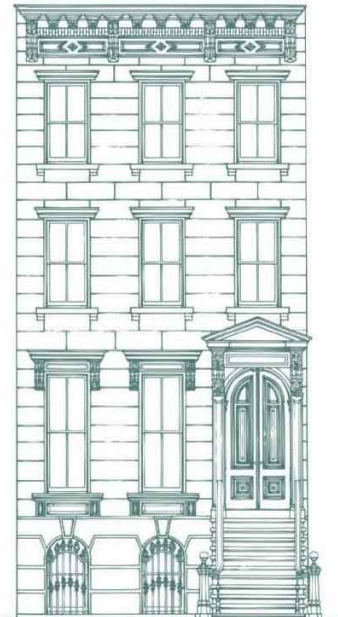
The Gothic Revival Style (1840-1860)

- characterized by architectural elements inspired by organic and natural forms, medievalism, and the picturesque
- bold, projecting ornament
- three stories plus basement
- flat roof
- brick with brownstone trim or full brownstone façade
- stoop of medium height with cast-iron handrails, fence, and newels with elaborate gothic motifs
- recessed doorway with paneled wood door with pointed arches and occasional trefoils or quatrefoils
- door surmounted by horizontal hood molding or low Tudor arch or combination of the two with foliated spandrel carving
- picturesque hooded stone window lintels
- multi-paned double-hung wood windows or multi-paned wood casement windows
- plain Greek Revival style or boldly projecting Italianate style cornice



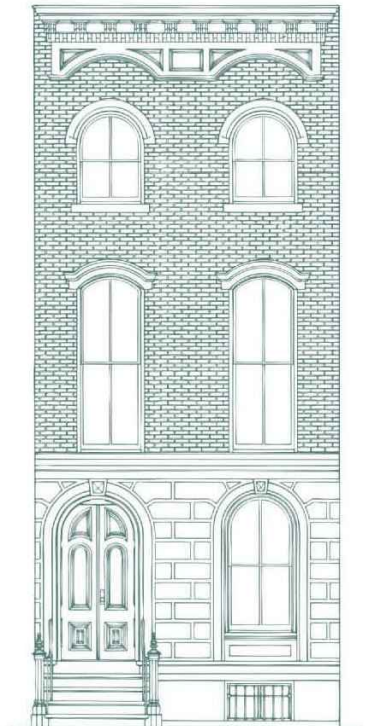
The Italianate Style (1840-1870)

- characterized by elaborate, bold, projecting ornament with an emphasis on repetitive forms
- two to four stories high with brownstone basement
- usually a full brownstone façade
- high and wide stoop with elaborate cast-iron handrails, balusters, fence and newels
- deeply recessed doorway with heavily protruding door hood and console brackets
- round-headed double-leaf doors with heavily molded arched panels
- large double-hung two-over-two or one-over-one windows, sometimes with heavy muntins to imitate casement windows
- heavy, projecting stone window lintels and sills (sometimes resting on brackets) or full window enframements
- heavy, imposing, projecting cornice, embellished with moldings and supported by rectangular or scroll-shaped brackets



The Anglo-Italianate Style (1840-1860)

- three to five stories high
- narrow width
- rusticated brownstone basement and first story with smooth brownstone or brick upper façade
- low stoop
- round-headed, double-leaf wood door with arched panels
- round-arched door surround
- square-headed, round-arch, or segmental-headed window openings
- two-over-two, one-over-one, or multi-paned wood windows
- simple brownstone window lintels and sills
- bracketed cornice with recessed panels and an arched fascia



ROWHOUSE STYLES

Rowhouse Styles

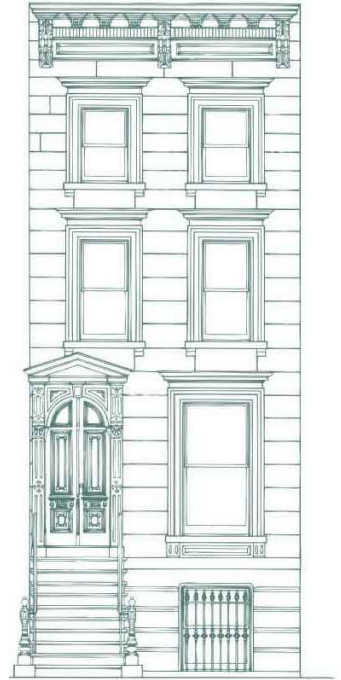
The Second Empire Style (1860-1875)

- similar to Italianate style
- three to five stories high
- brownstone façade
- wide stoop with classically-inspired iron handrails, fence, and newels
- mansard roof (usually slate with iron crestings)
- doorway with stone pilasters, consoles, and segmental arched pediment



The Neo-Grec Style (1865-1885)

- characterized by extremely stylized, classical details, angular forms, and incised detailing formed by mechanical stone cutting
- three to five stories high with basement
- brownstone and/or brick façade with simplified ornament, including single-line incised cuttings in the stone
- high stoop with massive, heavy angular cast-iron handrails, fence, and newels
- massive door hood and enframing with angular decorative elements resting on stylized brackets
- double-leaf wood entrance doors with angular ornament
- stylized, angular incised window surrounds
- two-over-two or one-over-one double-hung windows
- projecting angular bays
- projecting wood or metal cornice resting on angular brackets



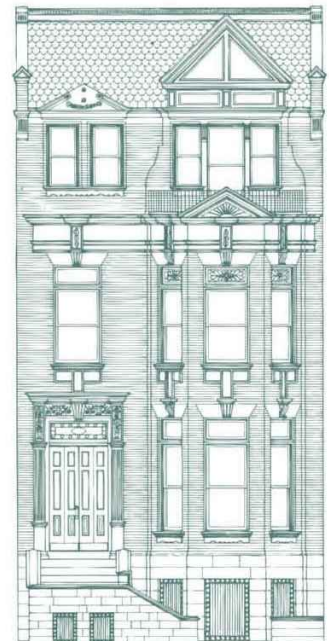
The Romanesque Revival Style (1880-1890s)

- characterized by heavy forms, asymmetry, and polychromatic materials, and a straightforward use of materials and expression of structure
- tonal and textural juxtaposition of materials: rock-faced brownstone, granite, limestone, elongated red, yellow, and brown brick, and terra cotta
- use of permanence of stone to evoke sense of solidity
- Byzantine-style carved ornament
- spiny, interlaced vegetal forms, abstract patterns, and grotesque human and animal heads
- massive arches
- deeply recessed round-arched door and window openings
- multi-paneled wood double doors
- elaborate stained-glass transom lights
- Spanish tile roofs



The Queen Anne Style (1870-1890)

- characterized by asymmetric massing of forms and details
- contrasts of varied materials, colors, and textures
- eccentric details, often with Classical or Renaissance precedents and often mixed with Romanesque Revival-style forms
- use of terra cotta
- three-sided projecting bay windows
- whimsical juxtaposition of window pane size, usually double-hung windows with small paned upper sash
- wrought-iron used at doorways and railings
- L-shaped stoops or straight stoops
- multi-paneled wood doors
- gable roofs covered with tiles or slate and featuring dormers and chimneys



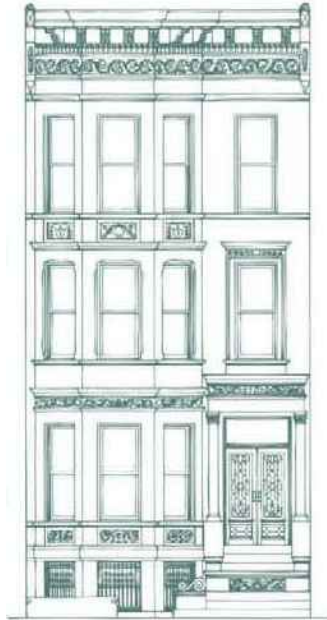
ROWHOUSE STYLES

Rowhouse Styles

The Renaissance Revival Style (1880-1920)

- characterized by simple, restrained Renaissance design forms, and an interest in classicism
- two to three stories high
- brownstone, limestone, or light-colored brick façade
- subdued Classical ornament concentrated around door and window openings
- applied detail includes motifs of wreaths, baskets of fruit, and garlands of flowers
- L-shaped stoop, often with two landings
- entrance surround features a full stone enframingent
- wood double-leaf doors with glazed openings, sometimes with iron grilles
- simple iron cornice with Renaissance-inspired ornament

The Neo-Renaissance style (1890-1920) was an outgrowth of the Renaissance Revival style. Neo-Renaissance-style rowhouses are similar to Renaissance Revival style rowhouses but are more academic in their use and expression of classical ornament.



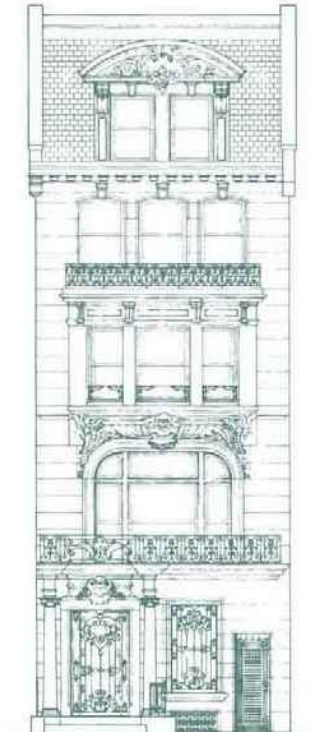
The Colonial Revival Style (1880-1930)

- characterized by the use of colonial design motifs, a combination of elements from the Federal and Greek Revival styles
- symmetrical red brick façade laid in Flemish bond
- high stoop or simple steps
- stone trim around doorway and windows
- six or eight paneled wood door with leaded fanlight or rectangular sidelights and transom
- simple iron handrails and fences
- multi-pane double-hung wood windows
- Classical details often include urns, festoons, and broken pediments
- delicate, slender moldings
- simple cornice



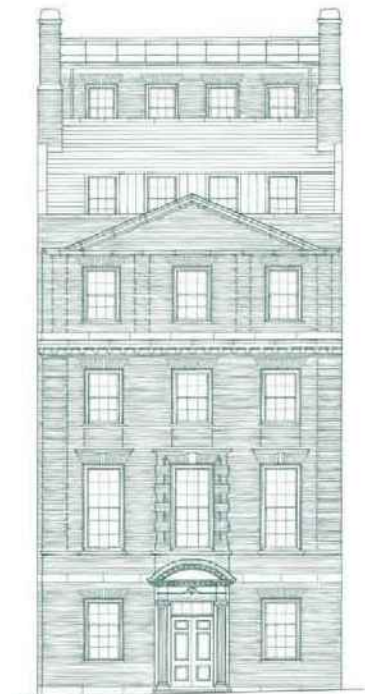
The Beaux-Arts Style (1890-1920)

- characterized by an academic classicism, symmetry of design, and an ordered, uniform appearance
- five stories high
- steep mansard roof with ornate dormers, or flat or low-pitched roof
- white marble, limestone, or a light color brick façade
- bold, three-dimensional stone carving
- use of cartouches as ornament
- lacks high stoop; entrance door is one or two steps above the sidewalk
- main floor is often one floor above the entrance and usually has large windows with balconies
- double-hung and casement wood windows
- curved or three-sided projecting bay windows
- sheet metal cornice with console brackets embellished with friezes



The English Neo-Classical Style (1900-1925)

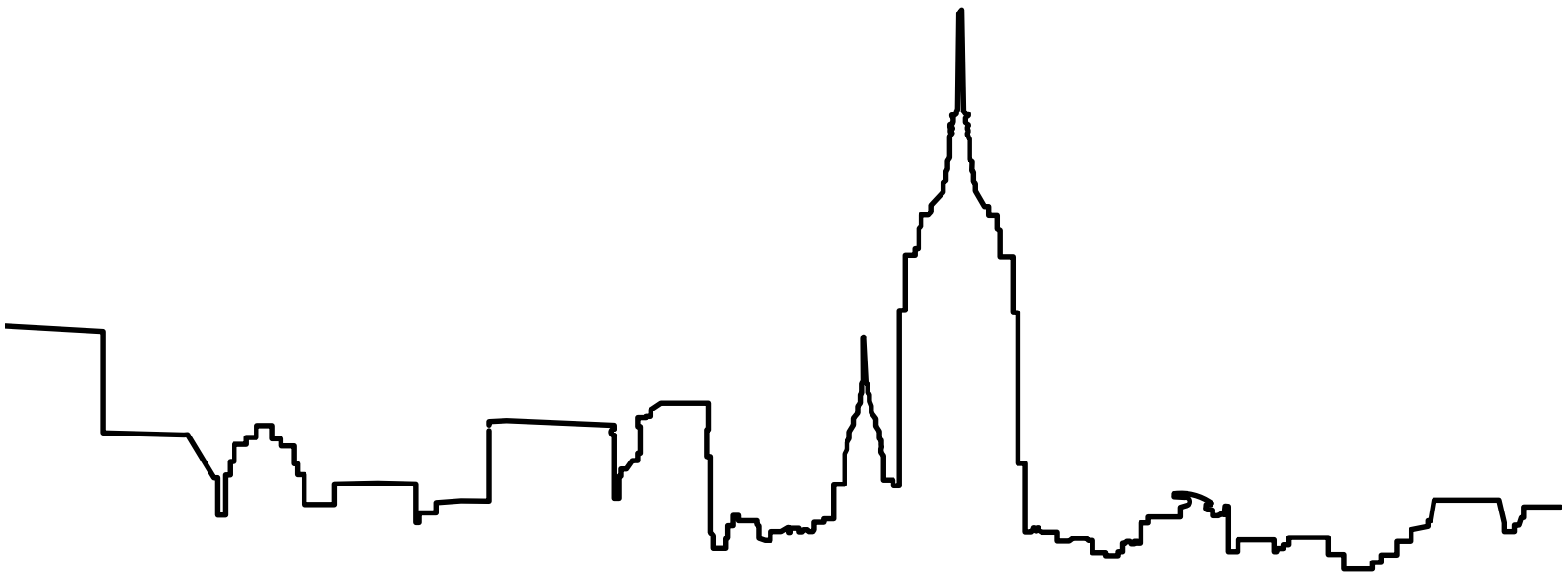
- characterized by the pure design and accurate replication of 18th-century English townhouse architecture
- subdued classical ornament
- four to five stories high
- full brick façade laid in Flemish bond or limestone façade
- projecting entrance portico at ground level with full entablature
- double-leaf glass and iron entrance doors
- modestly projecting window and door surrounds with hoods, and eared surrounds
- fluted wrought-iron
- roof may be flat, steeply pitched with dormers, or steeply pitched with a triangular pediment set before it
- cornice set on modillions and surmounted by a balustrade



ROWHOUSE STYLES

Appendix F

HANDRAIL STYLES





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

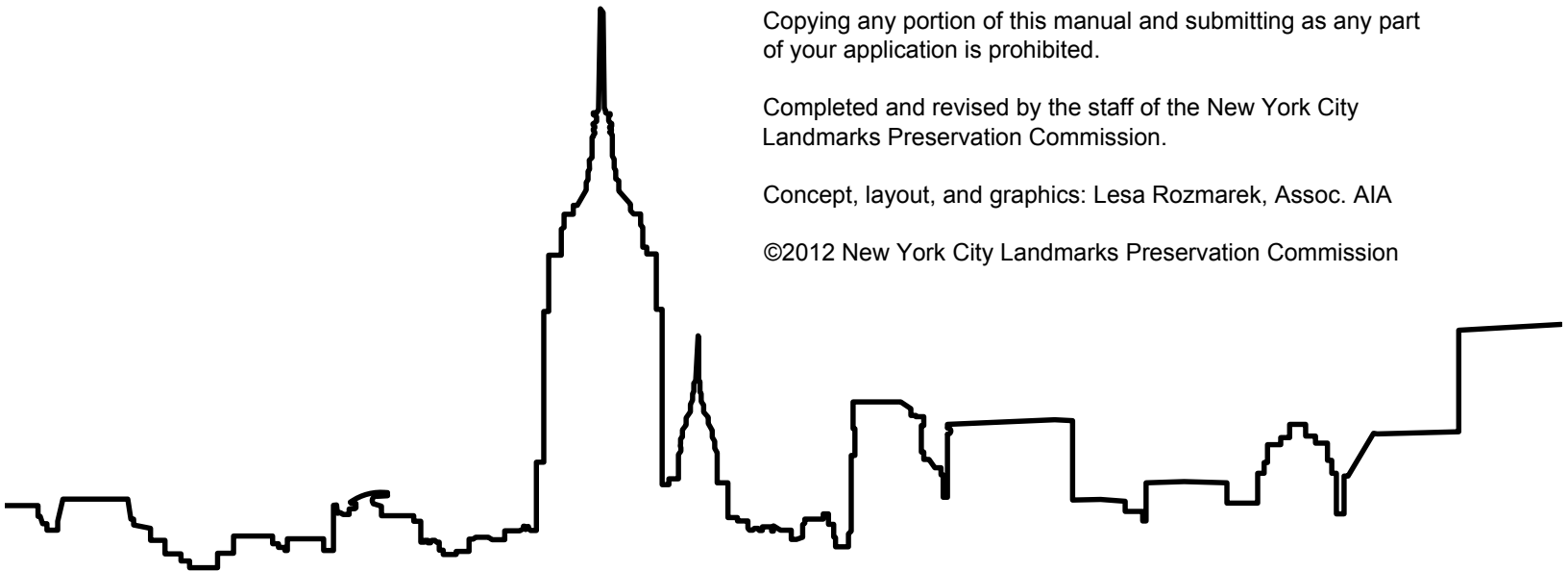
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

©2012 New York City Landmarks Preservation Commission

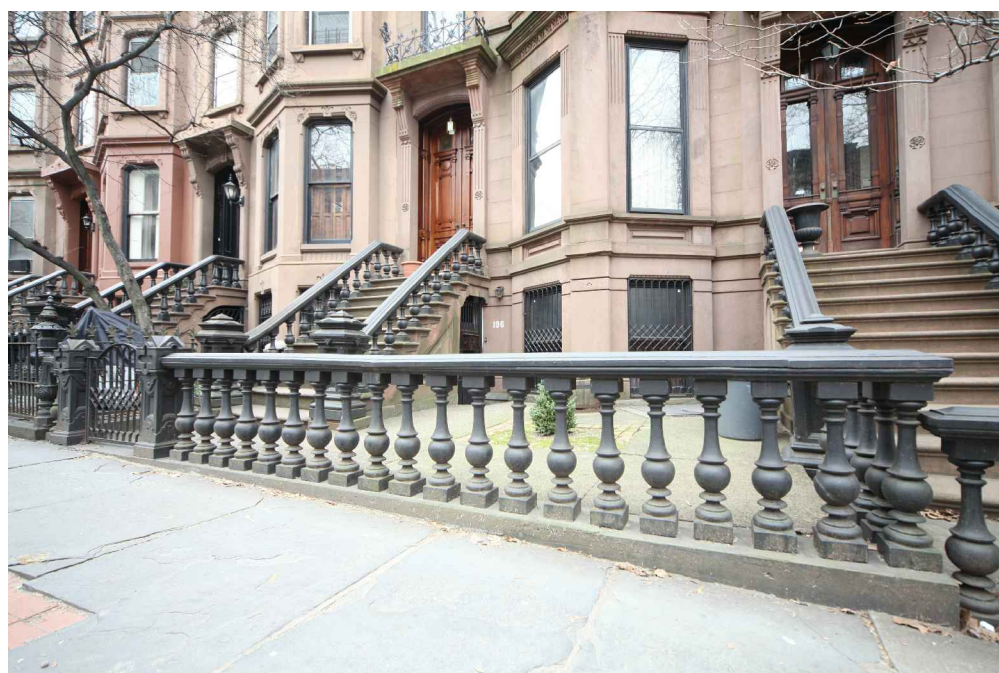


Handrail Styles

Cast Iron



Cast iron stoop rails on a neo-Grec style rowhouse



Cast iron areaway fence and stoop rails on a neo-Grec style rowhouse

Handrail Styles

Cast Iron



Cast iron fence and stoop rails on an Italianate style rowhouse



Cast iron areaway fence and stoop rails on a neo-Grec style rowhouse

Handrail Styles

Cast Iron



A Gothic Revival wrought iron fence



A Gothic Revival wrought iron fence

Handrail Styles

Wrought Iron



Wrought iron areaway fence and stoop rails on a Greek Revival style rowhouse



Wrought iron areaway fence and stoop rails on a Greek Revival style rowhouse



Wrought iron areaway fence and stoop rails on a Greek Revival style rowhouse

HANDRAIL STYLES

Handrail Styles

Wrought Iron



Wrought iron areaway fence and stoop rails on a Greek Revival style rowhouse



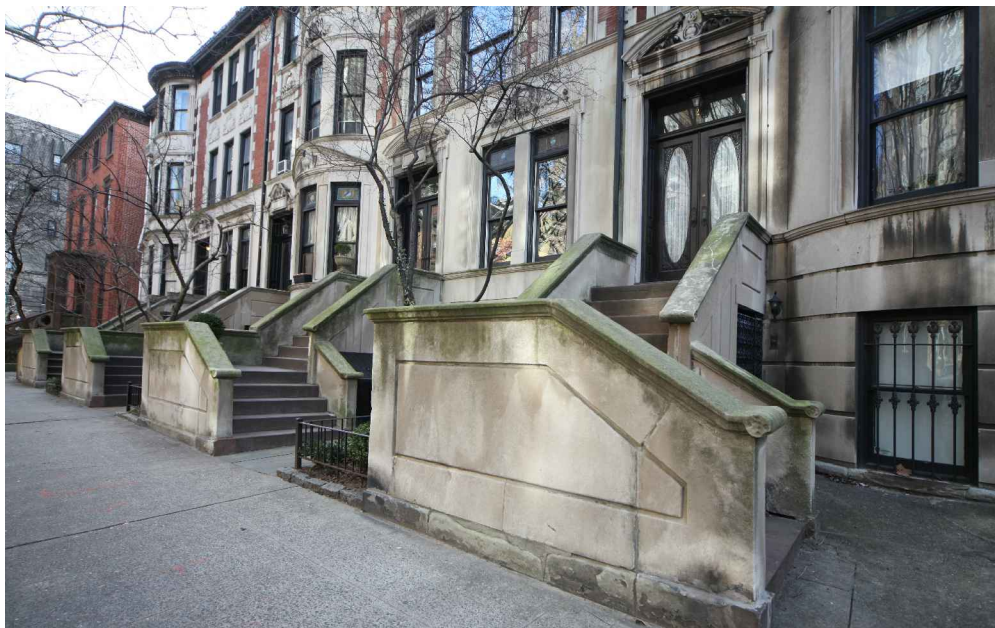
Wrought iron areaway fence and stoop rails on a Greek Revival style rowhouse

Handrail Styles

Masonry



Limestone L-shaped stoop on a Renaissance Revival style rowhouse



Limestone L-shaped stoop on a Renaissance Revival style rowhouse

Handrail Styles

Masonry



Limestone L-shaped stoop on a Renaissance Revival style rowhouse



Limestone L-shaped stoop on a Renaissance Revival style rowhouse



Brownstone stoop on an Italianate style rowhouse

HANDRAIL STYLES

Handrail Styles

Masonry



Brownstone stoop on an Italianate style rowhouse



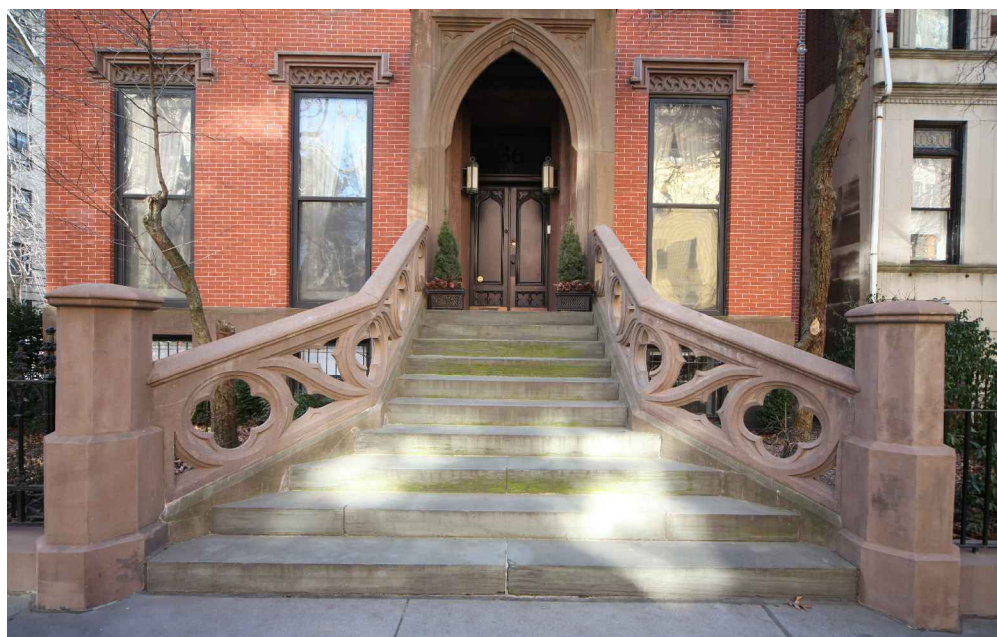
Brownstone stoop and areaway fence on an Italianate style rowhouse

Handrail Styles

Masonry



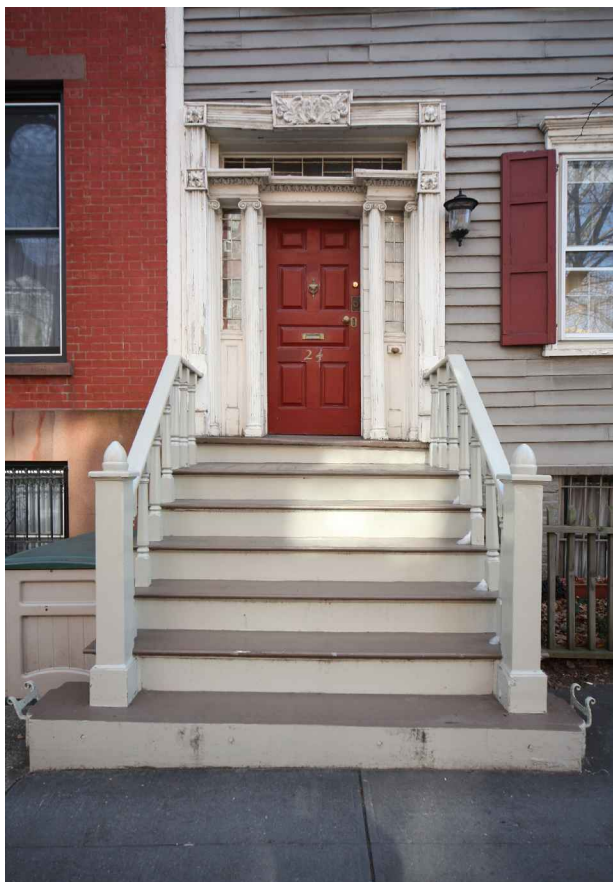
Brownstone stoop on a Gothic Revival rowhouse



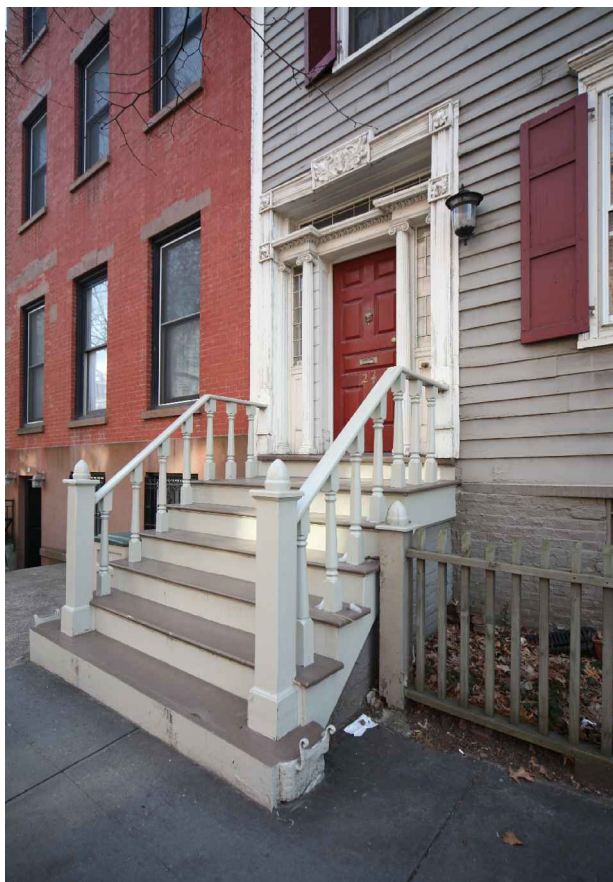
Brownstone stoop on a Gothic Revival rowhouse

Handrail Styles

Wood



Wood stoop and railings on a Federal style rowhouse



Wood fence, stoop and railings on a Federal style rowhouse

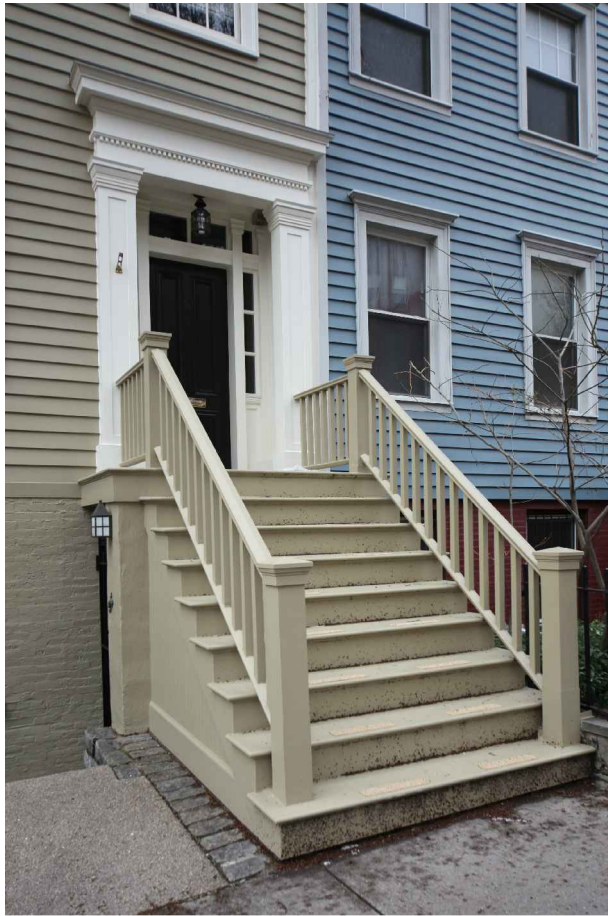


Wood fence

HANDRAIL STYLES

Handrail Styles

Wood



Wood stoop on a Greek Revival style rowhouse



Wood fence, stoop and railings on a Federal style rowhouse

HANDRAIL STYLES