

**Community Board 8's Landmarks Committee  
Instructions to Applicants**

Dear Applicant,

In preparation for your upcoming appearance before Community Board 8's Landmarks Committee, please provide the following:

**A. Submission in Advance of the Meeting:**

**In order for Committee Members to prepare for the meeting, please provide the Board Office with the following materials no later than one week before the Landmarks Committee meeting. These materials should be distributed as outlined below.**

1. One or two pages showing relevant elevations, sections and plans of the proposed project, including dimensions and square footage of proposed alterations, if applicable.
2. Sanborn map showing the project's location on the block

**For maximum public notification of your application, please display at least 30 copies of the attached flyer on brightly colored paper in visible locations no later than one week prior to the Landmarks Committee meeting.**

**These flyers should be posted as follows:**

1. A minimum number of 30 flyers must be distributed
2. Generally post on lampposts, traffic signal posts and utility poles – **do not post on trees**
3. Post on block that faces north, south, east and west of the applicant's premises
4. For rear yard issues, post blocks facing the rear side and opposite the applicant's premises
5. Provide flyers to private residences by slipping flyers under a door or asking a doorman to put the flyer where residents will see it
6. Please notify the Community Board 8 office via electronic mail when this posting is complete with a map indicating where Flyers are posted.

**At the committee meeting, please provide distribution method including the exact locations where the above referenced flyers have been placed.**

**Please make notations on the grid of the map attached as to where you posted.**

**All submissions should be made on 8 ½ x 11 or 8 ½ x 14 (legal size) paper only.**

**Please limit your Pre-Meeting submission to the materials listed above. You may present additional materials, such as those described in Section "B" below, at the Meeting itself.**

**A PDF file of the above materials must be sent to the Board Office via [info@cb8m.com](mailto:info@cb8m.com)**

**B. Presentation to the Committee**

In order to ensure that your presentation to the Committee is complete, and to aid the Committee in making its recommendation, please come to the Landmarks Committee meeting with the following materials (please note that the materials listed below should not be included in the Pre-Meeting submissions described in “A” above):

**All materials should be mounted on Boards and in 24 x 36 or 30 x 40 format so as to be visible to both the Committee and the Public**

**Bring (13) prints of the presentation in 11 x 17 format**

**For applications to modify the building’s front facade:**

- 1) photographs of the building facade;
- 2) photographs of the entire street front in panorama style, showing all buildings on the block.
- 3) a Sanborn map, locating the building on the block;
- 4) front elevations rendered in color to show materials;
- 5) floor plans where relevant;
- 6) material sample boards; and
- 7) photographs of relevant facades within the historic district or of similar styles or periods may be useful in establishing precedents for the proposed project.

**For applications for rooftop additions:**

All of the above items plus

- 1) photographs of the roof from above;
- 2) photographs of adjacent buildings on either side;
- 3) dimensioned sections through the building clearly differentiating between the addition and the existing building and showing relevant site lines (typically taken from across the street);
- 4) rear elevation rendered in color to show materials;
- 5) photographs of the mockup if one was installed;

**For applications for rear yard additions:**

All of the above items plus

- 1) photographs of the building rear yard and the open space in the block itself, taken from above;
- 2) dimensioned sections showing the height of the proposed addition and the distance of the addition from rear lot line and rear building wall; and
- 3) photographs of the building taken from its neighbor at the rear.

**PLEASE ALSO REFER TO THE NEXT SECTION FOR ADDITIONAL MATERIALS THE COMMITTEE WOULD LIKE TO SEE.**

## Community Board 8 Landmarks Committee – Instructions to Applicants

PLEASE PROVIDE THE FOLLOWING INFORMATION AND MATERIALS AT LANDMARKS COMMITTEE MEETING:

- GENERAL
  - MATERIALS/SAMPLES BOARD
  - HISTORIC PHOTOGRAPHS; IF MISSING, TAX PHOTOGRAPH(S) FROM 1940
  - A COPY OF THE DESIGNATION REPORT
  - A COPY/COPIES OF THE DESIGNATION PHOTOGRAPH(S)
  - PHOTOGRAPHS OF ANY MOCK-UPS REQUIRED BY THE LANDMARKS PRESERVATION COMMISSION
  
- ROOFTOP ADDITIONS
  - NUMBER OF PARTS TO THE ROOFTOP ADDITION
  - DIMENSIONS OF EACH PART OF ROOFTOP ADDITION
  - # OF SQUARE FEET OF EACH PART OF ROOFTOP ADDITION
  - # OF FEET EACH PART IS SET BACK FROM PARAPET
  - EXACT HEIGHT OF EACH PART OF THE ADDITION
  - OVERALL HEIGHT OF STRUCTURE BOTH WITH AND WITHOUT THE ADDITION
  - HEIGHT OF ADJACENT BUILDINGS
  
- REAR YARD EXTENSIONS
  - IF INFILL, DIMENSIONS PLUS SQUARE FEET OF THE EXTENSION
  - IF AMOUNT OF INFILL VARIES FROM FLOOR TO FLOOR, SPECIFIC DIMENSIONS PLUS SQUARE FEET FOR EACH FLOOR
  - IF A REAR YARD ADDITION, DIMENSIONS PLUS SQUARE FEET OF THE ADDITION.
  - REAR ELEVATION(S)
  
- WINDOWS
  - IF A WINDOW IS BEING ENLARGED, HEIGHT AND WIDTH OF THE EXISTING WINDOW AND THE PROPOSED WINDOW
  - IF A NEW CUT FOR A WINDOW IS PROPOSED, THE DIMENSIONS OF THE NEW WINDOW
  - STREET ELEVATION(S) SHOWING ORIGINAL WINDOWS
  
- FAÇADE ALTERATIONS
  - FULL ELEVATIONS OF THE STREET

If you have any questions, please feel free to contact the Community Board 8 office at 212-758-4340.

Community Board 8 and the Landmarks Committee look forward to your upcoming presentation.

Sincerely,  
Will Brightbill  
District Manager