

Guidelines for Storefront Design in Historic Districts



**GUIDELINES FOR STOREFRONT DESIGN
IN HISTORIC DISTRICTS COMPLETED AND
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This guide 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 212-669-7817.

Please note that copying any portion of this manual and submitting as any part of your application is prohibited.

Table of Contents

	page
A Introduction	2
A.1 How to use the Guidelines	3
A.2 Who can use the Guidelines?	4
A.3 What makes up a Storefront?	5
A.4 Brief Overview of Historic Storefronts in NYC	8
B Storefront Rules	10
B.1 Materials	11
B.2 Opening and Piers	13
B.3 Surround	17
B.4 Storefront Infill	18
B.5 Interior Partitions	25
B.6 Security Gates	26
B.7 Accessibility	27
C Applying for your permit	28
C.1 Application checklist	29
C.2 Examples of application materials	30
D Appendix	42
D.1 Awnings, Signage, and Lighting	42
D.2 Other resources	43

Introduction

Storefronts are a vital part of New York City's streetscapes. The Landmarks Preservation Commission (LPC), the mayoral agency responsible for protecting and preserving the City's landmark properties, regulates changes made to storefronts on designated buildings, most of which are located in historic districts. Historic districts are areas of the City that possess architectural and historical significance, and a distinct sense of place. Thus, any proposal to change a storefront in a historic district should relate well to the building and historic district where it is located, while protecting the architecturally and historically significant features of the building and district.

The Guidelines for Storefront Design in Historic Districts were created to help business owners and retailers understand LPC's rules and regulations for new storefronts in historic districts so that they can make good design decisions and get faster approval of their permit.

They are meant for everyone who has a role in the design and construction of new storefronts in historic districts, from building owners and business owners to architects and contractors.



Storefronts on Blecker Street between Perry and Charles Street, Greenwich Village Historic District.

How to use the Guidelines

In order to help you better understand LPC's rules and regulations on storefronts in historic districts, this guide is divided into four sections:

SECTION A

Section A serves as an introduction to storefronts in New York City and will help you determine if the Guidelines apply to your storefront. It includes an illustrated glossary of the main elements of a storefront and a brief overview of historic storefronts.

SECTION B

Section B explains and illustrates LPC's storefront rules. It includes before and after photos of approved storefronts, as well as historic photos or photos of other storefronts used as prototypes for the design of the approved storefront. Before photos are usually from the time of designation and represent the conditions of the storefront before the construction of the new storefront. After photos represent the completed storefront. Photos labeled as historic show historic conditions of the same storefront and photos labeled as prototype are historic photos of different storefronts in the same historic district.

SECTION C

Section C outlines the information and materials needed to submit a complete application once the storefront has been designed. It includes a typical checklist and examples of each checklist item.

SECTION D

Section D contains links to other resources that cover storefront-related installations, as well as manuals, guides and fact sheets that provide technical assistance to landmark property owners who would like to make changes to their buildings.

Who can use the Guidelines?

The Guidelines apply to nearly all storefronts located in LPC designated historic districts. If you are unsure if your storefront is on a historic district building, look it up on the [Discover NYC Landmarks](http://www.nyc.gov/landmarks) map on our website, www.nyc.gov/landmarks.

However, there are some exceptions, so, before you continue, please answer the following questions to make sure the Guidelines are right for you:

Is your building an individual landmark?

If you are unsure if your building is an individual landmark, look it up on the [Discover NYC Landmarks map](http://www.nyc.gov/landmarks) on our website, www.nyc.gov/landmarks

Is your building located in a historic district with a district-wide master plan that includes storefronts?

If you are unsure if your historic district has a district-wide master plan, check out the [Rules and Master Plans](http://www.nyc.gov/landmarks) page on our website, www.nyc.gov/landmarks.

Does your building already have a storefront master plan?

If you are unsure if your building has a storefront master plan, call LPC at 212-669-7817 or email info@lpc.nyc.gov.

Does your building have three or more matching storefronts and is one of them historic?

If you are unsure if your building has historic storefront infill, call LPC at 212-669-7817 or email info@lpc.nyc.gov.

Does your building have three or more matching storefronts and is one of them Commission approved?

If you are unsure if your building already has a Commission approved storefront, call LPC at 212-669-7817 or email info@lpc.nyc.gov.



If you answered **YES** to any of these questions, **STOP!** The Guidelines do not apply to your storefront. Call LPC at 212-669-7817 or email info@lpc.nyc.gov for more information.

What makes up a Storefront?

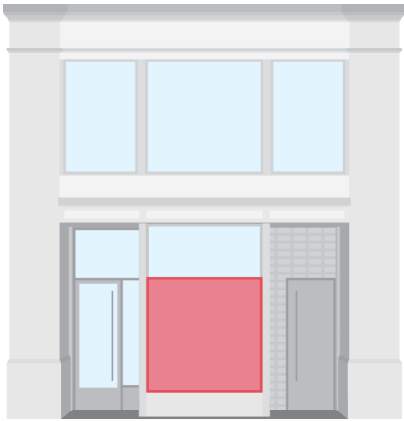
A storefront is the area of the façade that provides access or natural illumination into a retail or commercial space. A typical storefront includes the following elements, defined and illustrated below.

A Storefront Surround includes the decorative elements or treatment on the façade around the storefront opening.

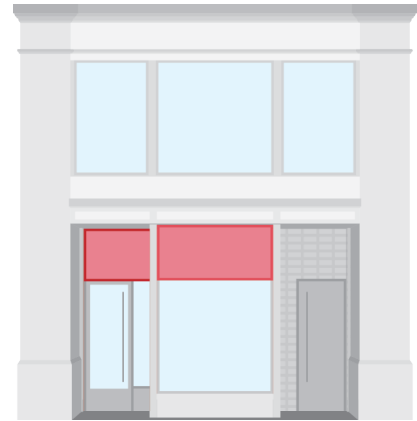
B Storefront Opening is the area of the façade between the piers and lintel which contains storefront infill. See hatched area below.

C Storefront Infill is the framing, glazing, and cladding contained within a storefront opening in the façade, including but not limited to display windows, bulkheads and entranceways. It is highlighted in red.





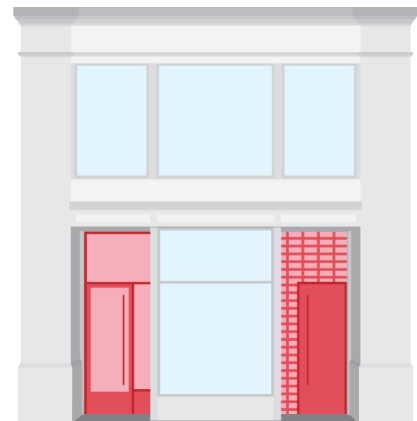
Display Window is the large glazed portion of the storefront infill, and the associated framing, above the bulkhead and below the transom, extending pier to pier. The display window is typically used for the display of goods and to provide daylight and visibility into the commercial space.



Transom is a glazed area above a display window or door that is separated from the display window or door by a horizontal framing member. The glazing in the transom may be fixed or operable.



Bulkhead is the part of the storefront that forms a base for one or more display windows.



Entranceways may refer to storefront, service, and/or building entrances. They are often recessed in straight or splayed returns, and doors typically have transoms and glazing.



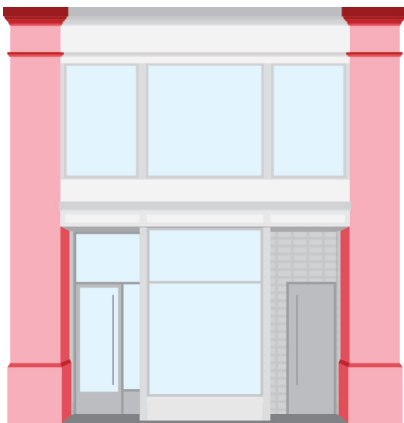
Signage includes sign bands, signs installed within display windows, and awnings.



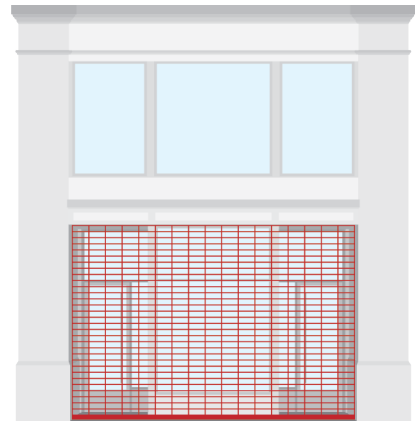
Awning is a metal frame clad with fabric above or within an opening, or within an integral housing, over the storefront to provide protection from the weather.



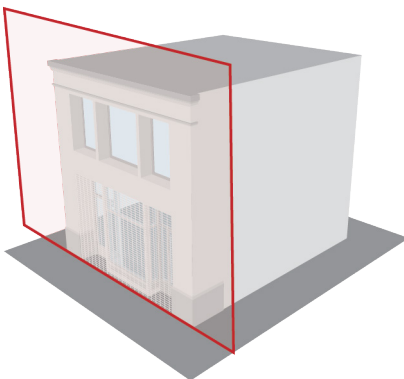
Cornice is a horizontal projecting component that crowns an architectural element, like a storefront or a building. Typically with a profile, it is functional and ornamental, and sometimes, it can be used for signs.



Pier is an exterior vertical member(s) or element(s), usually of brick, stone or metal, placed at intervals along a wall that typically separates storefront openings within a single building or defines a single storefront opening.



Security gate is a movable metal fixture installed in front of a storefront opening or bay, or inside the display window or door to protect the store from theft or vandalism when the store is closed.



Street Wall is a wall or portion of a wall of a building or buildings that face a street and keep the plane of the façade.

Brief Overview of Historic Storefronts in NYC

Storefronts in New York City began to appear during the 18th and early 19th century. They were typically found in Federal and Greek Revival style residential buildings and commercial buildings such as “counting houses.” These types of storefronts can be found in areas such as the South Street Seaport Historic District.

During the mid 19th century to the early 20th century, storefronts became more common throughout the city as specialized retail shops were established. They produced distinctive building types.

The establishment of small retail shops for dry goods and produce resulted in the characteristic store and lofts buildings found in areas like the SoHo-Cast Iron Historic District and the Tribeca Historic District.

The opening of large retail stores like the iconic A.T. Stewart, the first department store in New York City, introduced storefronts with high-end show windows designed to display products. These types of storefronts can be found today in the Ladies' Mile Historic District.





In residential neighborhoods like the Upper West Side Historic District, tenements, flats and apartment buildings were built with storefronts on the lower floors to accommodate small retail shops, which eventually replaced pushcarts and journeymen.

In the early 20th century, as apartment houses were being constructed in increasing numbers, streets within certain neighborhoods became more commercial and the lower floors of old rowhouses were converted into shops. These storefront types can be found today on Montague Street in the Brooklyn Heights Historic District and the Ladies' Mile Historic District, among others.

While storefront designs and materials have changed throughout history, they all retain basic components such as large display windows, transoms and bulkheads. LPC rules for storefronts are based on typical prototypes that have these features.



Page 8: Lower Hudson Street, circa 1865. Photo: LPC files. **Above:** Broadway and 108th Street, circa 1910. Photo: MCNY. **Right:** Grand Street, 1932. Photo: MCNY.

Storefront Rules

The Landmarks Preservation Commission (LPC) has rules that establish the criteria for staff to review and approve permit applications for proposed new storefronts in historic districts (see Title 63 of the Rules of the City of New York, Chapter 2, Subchapter B, [Section 2-12](#)). These rules, explained and illustrated in the following pages, allow staff to issue permits for storefront proposals that do not involve the removal of historic materials. Storefront applications that meet the rules can be approved more quickly by LPC staff. If they do not meet the rules, staff may suggest modifications or the proposal may be presented to the full Commission for review at a public hearing.

The rules for new storefronts are intended to encourage creativity in the design. While some elements may be necessary based on the age of the building, they do not require a specific design. Recognizing that each historic district is different and that storefronts have traditionally undergone changes, LPC can approve well-designed contemporary storefronts as well as traditional historic storefronts, and supports the creative use of traditional features such as metal work or decorative glass in new ways.

LPC encourages applicants to look at relevant well-designed examples found throughout the historic district in which they are doing business, learn about typical storefronts found in that historic district, and come up with a design that relates harmoniously to the identity of that particular historic neighborhood or street.

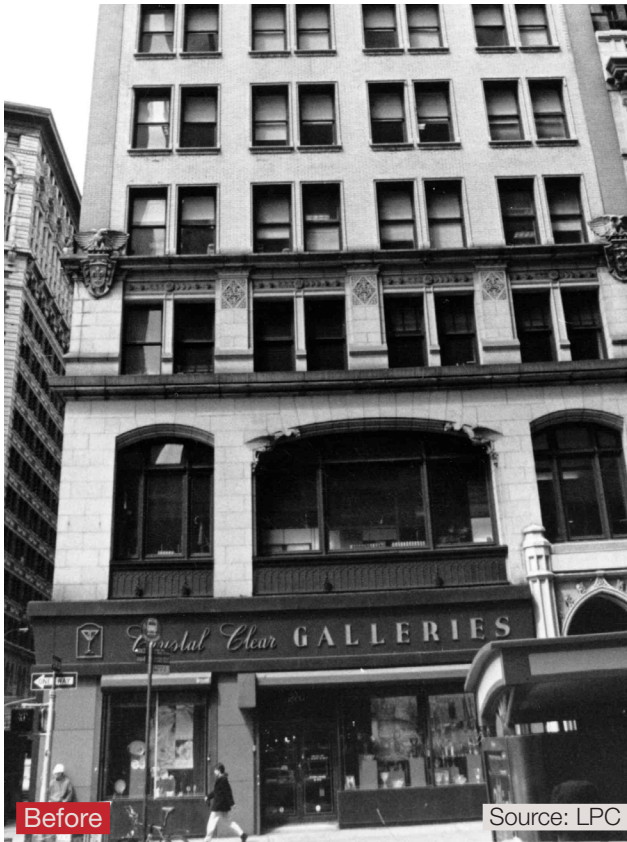
The extra time an owner, architect, or contractor puts into the process at the beginning is well spent in getting a storefront that is not only tailored to a tenant's needs, but meets the rules for a quicker staff approval.

Materials

- If the building was constructed prior to 1900, the material of the new infill must match the historic infill. In most buildings of this age the historic material was painted wood.
- If the building was constructed after 1900, the material of the new infill can be painted wood or metal, or match the historic material.



The example above shows approved new storefront infill at 241-247 Columbus Avenue, Upper West Side/Central Park West Historic District, a typical apartment building built in 1887-88. **Before:** At the time of designation (1990), the original storefront had been replaced with modern infill. **Prototype:** This late-1800s apartment building on Amsterdam Avenue and West 78th Street was used as a prototype for the new storefront (MNY Photo c. 1938). It's a typical wood storefront from the period showing simple details, plain bulkhead, and large display windows. **After:** In this approved new storefront, the use of wood meets the rule requirement for materials on a building of this age, and the contemporary design and details are related to typical storefronts on Columbus Avenue in this historic district.



The example above shows approved new storefront infill at 220 Fifth Avenue, Madison Square North Historic District, a typical office building built in 1910-12. **Before:** At the time of designation (2001), the original storefront had been replaced with modern infill and the transoms had been covered with a sign band. **Historic:** Storefronts on buildings of this type and age were either wood or metal. This 1912 photo shows the original storefront of the building, with a large display window, a corner entrance, and decorative metal framing. **After:** In the approved new metal storefront, the use of metal meets the rule requirement for materials on a building of this age, and the contemporary design and details are related to the historic metalwork.

Opening and Piers

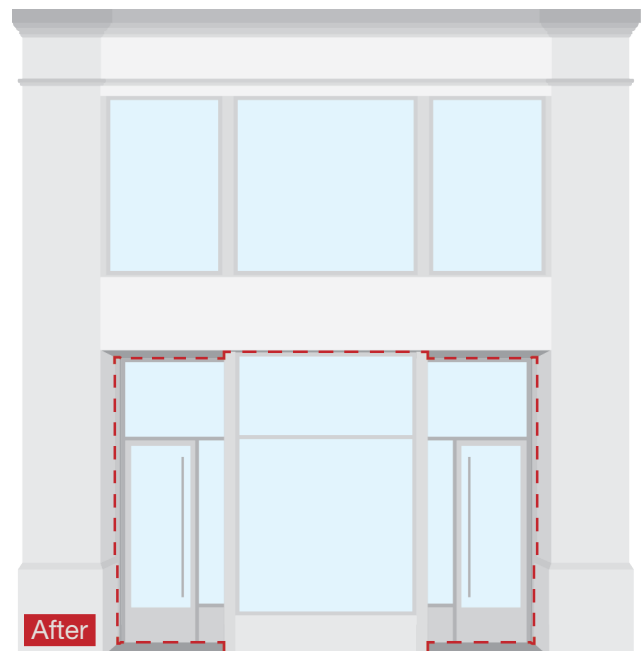
- If the original storefront opening was reduced in size, the design must include restoration of the original size of the opening. However, if interior conditions prevent that, the design must enlarge the storefront opening to the greatest extent possible.
- Where original or historic piers have been previously removed, the design must include the reintroduction of piers that recall the location, size, and dimension of such piers.



Keep in mind that the original opening might have been reduced in different ways, even if it still contains some storefront infill. See examples illustrated in this section.



The original opening had been reduced and filled in with masonry.



The new storefront infill restores opening to its original size.



The original opening had been reduced in size and the piers had been removed.



The new storefront recalls the original piers and restores the opening size.



The example above shows approved new storefront infill at 373 Bleeker Street, Greenwich Village Historic District. Built in 1867, nos. 371-379 were designed as three family dwellings with ground-floor stores. **Before:** The storefront was filled in prior to designation for additional apartments on the ground floor as seen in the 1969 designation photo on the left. **After:** The new storefront infill restored the original storefront opening and revealed the cast-iron piers flanking the entrance to the apartments.



The example above shows approved new storefront infill at 45 West 27th Street, Madison Square North Historic District. This is a typical store and lofts building built in 1909-10. **Before:** Prior to designation, the original storefronts were replaced, the size of the storefront openings was changed by covering part of the transom windows with a fixed awning, and the decorative piers were covered with modern cladding. **After:** The new storefront exposed the original transom windows and restored the presence of columns recreating the original storefront opening.

Surround

- If you are planning to remove modern cladding (non-historic finishes) on the storefront surround and/or infill, you must first perform probes to see if historic material such as original brickwork or cast-iron columns exists behind the modern cladding. Probes entail removing portions of the cladding to expose the underlying elements and materials for evaluation.
- If a significant portion of the historic storefront surround exists underneath the cladding, the storefront surround must be restored as part of the application for new storefront infill.



If the probes reveal **significant historic storefront infill or other historic features** underneath the cladding, **STOP!** This guide does not apply to your storefront. Call LPC at 212-669-7817 or email info@lpc.nyc.gov.



The example above shows approved storefront infill at 236 Court Street, Cobble Hill Historic District. **Before:** As shown in this 1968 photo, the storefront was altered after construction. It was replaced and clad with vertical metal siding. **Probe:** Probes were performed at select locations of the building revealing brick surround underneath the metal siding. **After:** The approved storefront restored the historic brick surround.

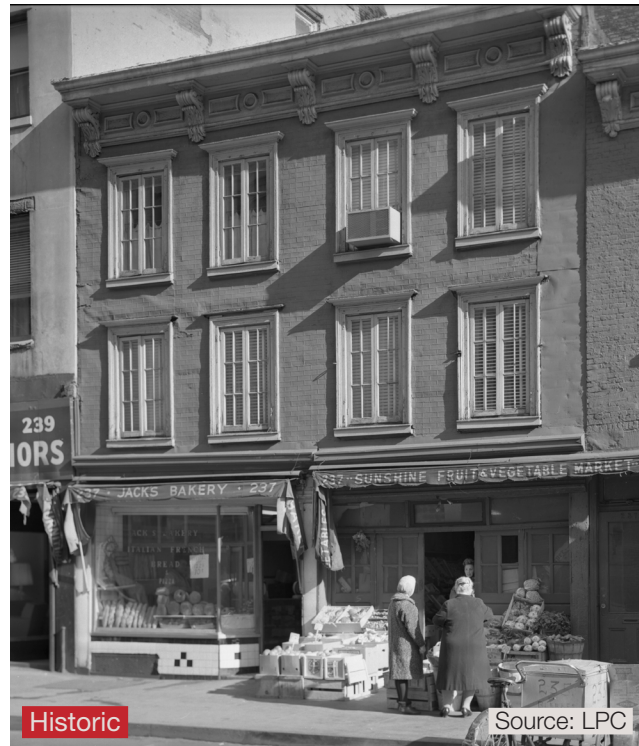
B.4

Storefront Infill

B.4.1

Design

- The design of new infill must match the original or historic storefront or be based on typical historic storefronts with the same features, found within the historic district on buildings of a similar type, age, and style. The design can match historic features, or it can be a contemporary design that represents relevant features found throughout the historic district with contemporary elements.



The example above shows approved storefront infill at 237 Bleecker Street (aka 15 Carmine Street), Greenwich Village Historic District. **Before:** These rowhouses, among the oldest in the historic district, had their storefronts replaced prior to designation with infill that didn't match historic storefronts on similar buildings or use contemporary features. **Historic:** Storefronts on buildings of this type and age were typically wood with large display windows and ornate moldings, but on certain streets in this district, they were often altered over time as shown in this photo. The original storefronts were replaced, one with typical early-20th century infill featuring a metal-framed display window and a tile bulkhead, and the other with an uncommon operable storefront. **After:** The approved wood storefront meets the rules for a building of this age and features a simplified traditional design that reflects the variety of storefront changes seen throughout the historic district.

B.4.2

Configuration

- The configuration of the new storefront infill must be consistent with the proportions of the display windows, transoms (if necessary given the size of the display windows) and bulkheads of the historic storefront infill.

B.4.3

Finish

- The finish of the new storefront must recall the finish of historic storefronts.



B.4.4

Details/Profiles

- The storefront framing must have a molding profile that recalls the articulation of historic storefront framing. This can refer to a historic molded profile or can be a contemporary profile. Stock rectangular, extruded aluminum framing is generally not permitted.
- Details may match historic details or may be contemporary.



The example above shows approved new storefront infill at 155 Bleeker Street (aka 203-205 Thompson Street), South Village Historic District. **Before:** The storefront on this rowhouse, built in 1835, was replaced prior to designation. **Historic:** In this historic district, many storefronts were replaced in the early 20th century with metal storefronts as shown in this photo. It shows a traditionally configured storefront with a corner entrance – a distinguishing feature in the district – and storefront infill with typical large display windows as well as signage in the transom windows, which was less common. **After:** The approved wood storefront retains the corner entrance and restores the original cast-iron column, and it features a simplified traditional design and details to reflect both the age of the building and the variety of storefront changes seen throughout the historic district.



Before

Source: LPC



Historic

Source: NYPL



After

Source: LPC

The example above shows approved new storefront infill at 3 East 17th Street, Ladies' Mile Historic District. Built in 1904, this early-20th century commercial building was one of many constructed with retail storefronts during the early 1900s. **Before:** This 1989 designation photo shows that the storefront and building had been altered prior to designation. **Historic:** The original storefront features a plain bulkhead and metal framing as well as large display and transom windows. **After:** The approved metal storefront recalls the typical symmetrical layout and simple design and details of the original and other storefronts found on similar buildings in the historic district.

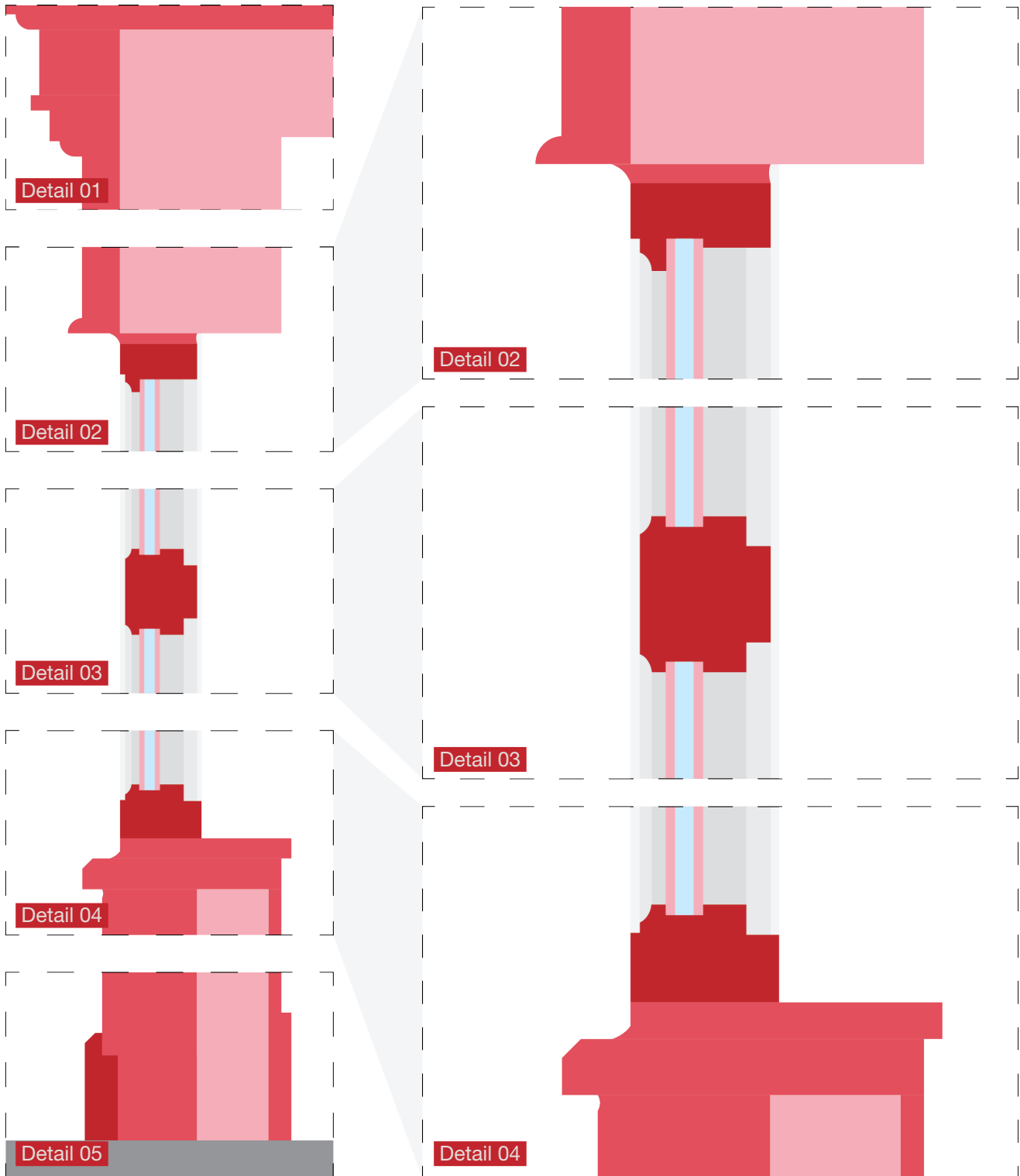
B.4.4
Details/Profiles



The examples above show a range of approved infill, installed in storefronts that retained some or most of their original features, or are mostly new infill. All of these approved storefronts show new features with a level of detail and articulation that is commonly found in their respective historic districts. **Example 01:** Note the original paneled bulkheads with an egg-and-dart molding and fluted pilasters at 625 Broadway. The new wood display windows feature traditionally proportioned frames. **Example 02:** 670 Broadway retains its original neo-Grec style cast-iron bulkheads and piers. The new wood display windows and doors feature simplified traditional detail which relates harmoniously with the ornate original ironwork. **Example 03:** 648 Broadway retains only its original cast-iron piers. The new wood infill features a paneled bulkhead, turned pilaster, and wood-framed display window with beaded glass-top, all with a simplified historic detailing. **Example 04:** 248 Lafayette Street has entirely new wood infill, which recalls typical historic features in a contemporary detail.

B.4.5

Typical Section through Storefront



The examples above are details of a section drawing through storefront infill showing a typical level of historic articulation.

Detail 01: Sign band area and cornice. **Detail 02:** Upper frame for infill where it meets the masonry of the storefront surround.

Detail 03: Horizontal frame between the transom above and display window below. **Detail 04:** Lower frame for infill, including

a sill between the storefront display window and bulkhead. **Detail 05:** Lower part of the bulkhead at the sidewalk, including a

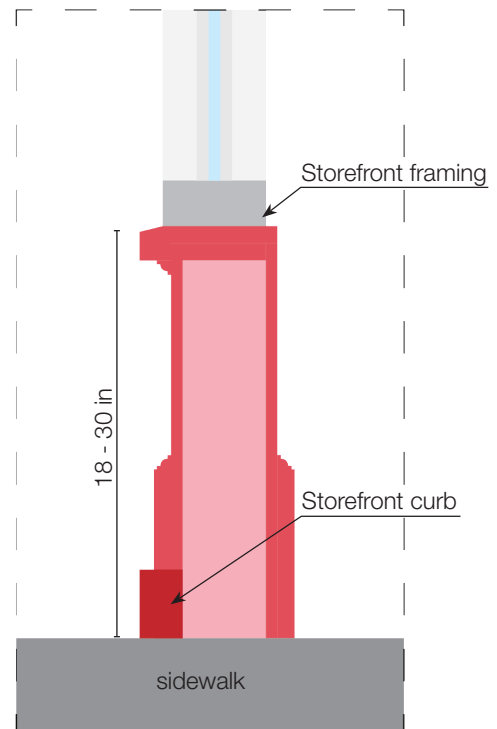
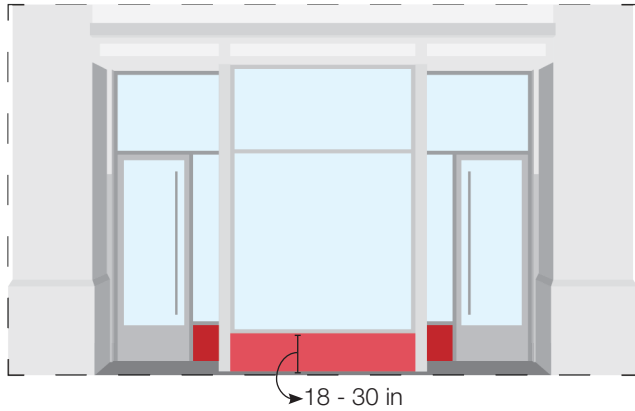
curb at the base. **Right:** These are close-up views of typical articulation at the storefront infill framing. Framing should include

some decorative profile and not be rectangular.

B.4.6

Bulkhead

- The bulkhead must be between 18 inches and 30 inches in height, including a curb, unless the traditional storefront prototype indicates a lower or higher bulkhead, in which case the bulkhead may match the traditional prototype.

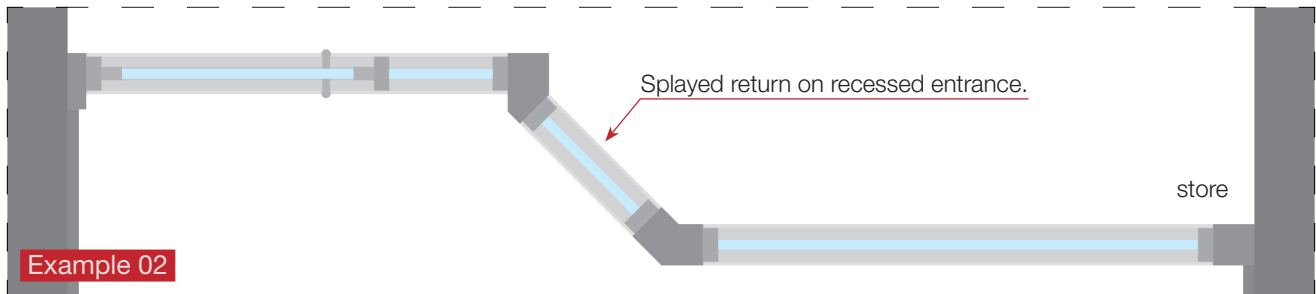
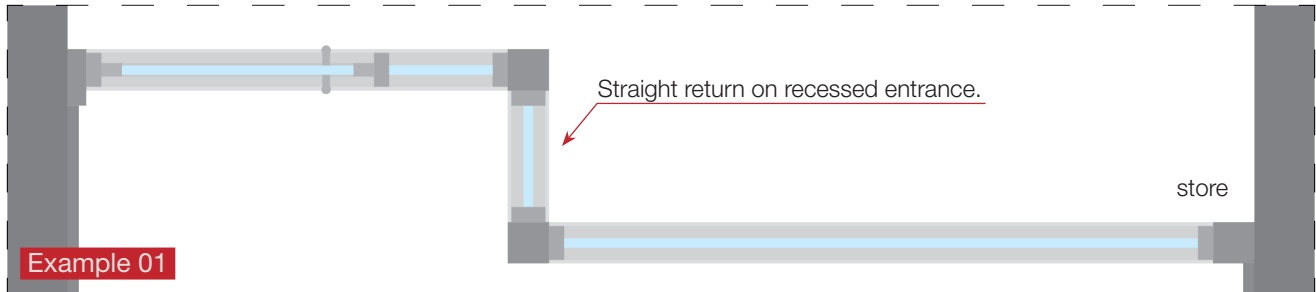


The example above shows approved new storefront infill at 547 Broadway, SoHo Cast-Iron Historic District. The new storefront features a bulkhead (without a curb) of the required height.

B.4.7

Entrance & Street Wall

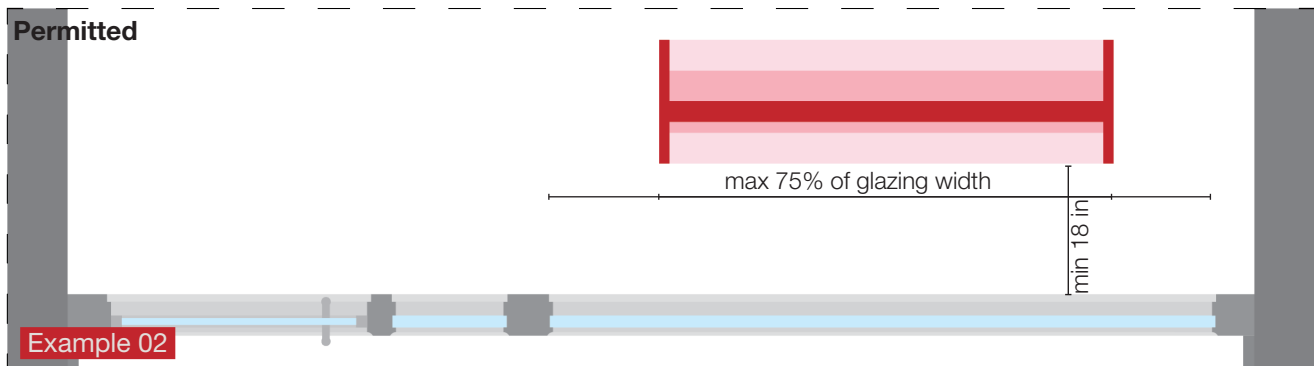
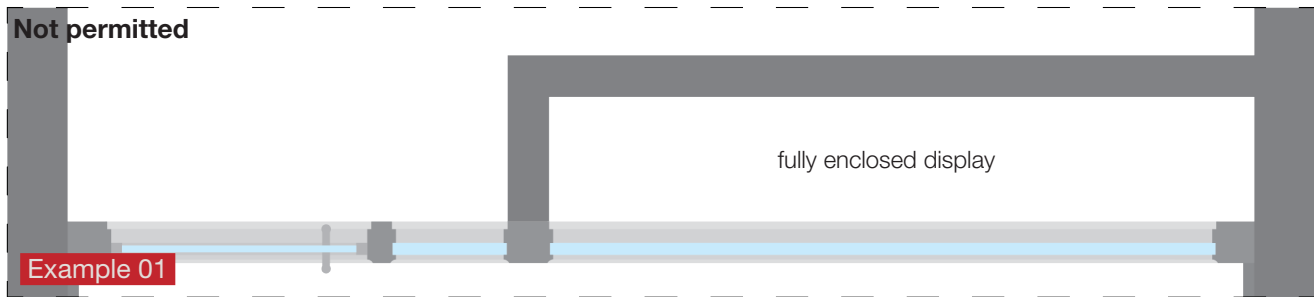
- The placement of the storefront infill must maintain the building street wall, typically parallel to the building façade, with windows set back several inches and doors at same plane or set back more deeply.
- If the storefront requires a recessed entrance, it may have either splayed or straight returns.
- Doors (with or without transom) are typically centered with some perimetral framing.



Example 01: Storefront plan with recessed entrance incorporating an 18-inch sidelight and required set-back from building line for barrier free-access, with a "straight" return light. The storefront display window must be recessed a minimum of 4 inches from the building façade. **Example 02:** Storefront plant with recessed entrance incorporating an 18-inch sidelight and required set-back from building line for barrier free-access, with a "splayed" return light. Returns are generally a relatively shallow angle, up to a maximum of 45 degrees. The storefront display window must be recessed a minimum of 4 inches from the building façade. **Example 03:** Approved new storefront infill at 114 Greenpoint Avenue, showing straight and splayed returns.

Interior Partitions

- Interior partitions cannot be closer than 18 inches to the glass of the display window, and cannot box in an entire display window.
- Interior partition surface must not block more than 75% of width and 50% of the area of the display window.



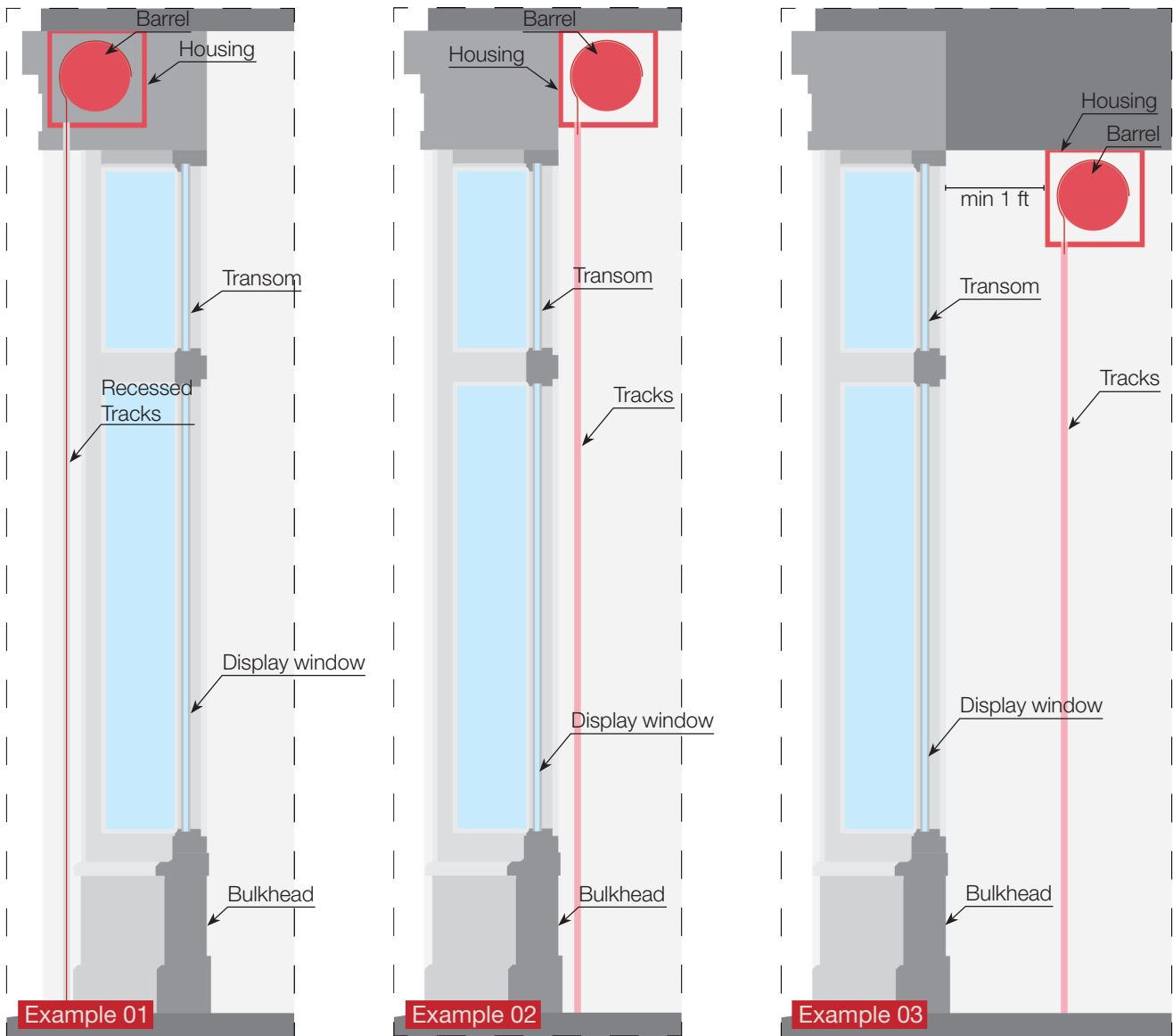
Example 01: As shown in this plan, an interior display is fully enclosed by partitions, boxing the entire display window. *This is not permitted.*

Example 02: Plan showing free-standing display partition set 18 inches behind the glass. The width of the partition is less than 75% of the dimension of the display window.

Example 03: This elevation detail shows a free-standing display partition. Its overall size, in addition to its width being less than 75% of the dimension of the display window (not considering the transom), blocks less than 50% of the area of the display window.

Security Gate

- The security gate may be located behind the storefront infill. If it is mounted on the exterior of the storefront, the security gate housing should be recessed so as not to protrude beyond the storefront framing.
- The installation of the security gate must not affect, obscure or damage historic fabric, and should be open mesh where it covers glazed areas.



The examples above are section drawings through storefront showing security gate mounting. **Example 01:** The roll-down security gate is on the exterior of the storefront and installed so that the gate rolls down outside the display window and the door. The tracks for the roll-gate are installed so as not to project past the façade or to cover the window glazing. The roll-gate housing must be set behind the façade. It may be concealed behind a cornice or signband over the display window, but must be installed so it projects as little as possible past the display window framing. **Examples 02 and 03:** The roll-down security gate is installed on the interior of the storefront. There is no requirement for how far behind the glass the gate must be set, except that where the roll-gate mechanism is installed at the ceiling and drops in front of the transom or display window, the mechanism must be installed at least 1' (one foot) behind the inside face of the glass, and the street-facing side of the housing must have painted finish to match the interior finishes.

Accessibility

- Entrances, including doors, recesses and steps leading up to the storefront infill, may be modified to accommodate barrier-free access, as long as the design intent of the new, original or historic storefront is maintained.
- Steps or entryways containing cast iron vault lights may not be modified, except that one tread and riser may be removed to accommodate barrier-free access if the tread is reinstalled flush at the entry.
- Ramps without handrails can typically be approved by the staff.



You should also make sure that the design meets the Americans with Disabilities Act (ADA) and all applicable local, state and federal laws, rules and regulations.



The examples above show approved storefronts with accessible entrances. **Example 01:** 433 Broome Street, SoHo-Cast iron Historic District, shows the removal of a step in order to provide barrier-free access. **Example 02:** 3 Greene Street, SoHo-Cast iron Historic District, shows a minimal ramp without handrail.

Applying for your permit

This section of the Guidelines outlines the information and materials needed to submit a complete application once the storefront has been designed. It includes a typical checklist – similar to what staff may issue after having reviewed a preliminary proposal and/or scheduled a meeting with an applicant – and examples of each checklist item required in order to submit a complete application.

If you have any questions, please consult with LPC staff before submitting your application. Remember that submitting a complete application ensures faster approval.

Application Checklist

Applications for storefront alterations and installations typically require the materials below. If additional materials are needed after the agency has reviewed your application, you will receive a checklist from Preservation staff.

- 1 ■ LPC Permit Application
- 2 ■ Color photograph(s) of the building showing the existing condition (please note that Street View images are not acceptable to satisfy this item)
- 3 ■ Close-up color photograph(s) of the building showing the storefront and area(s) of work
- 4 ■ Elevation drawings of the existing and proposed storefronts and an overall building elevation (or of the first three floors, if building is larger)
- 5 ■ Large-scale section details of the head, jamb, bulkhead and sill
- 6 ■ Large-scale plan of the existing storefront and adjacent façade elements
- 7 ■ Large-scale plan of the proposed storefront showing the entire scope of work
- 8 ■ Color and material samples
- 9 ■ Close-up photograph(s) of probes (if needed)
- 10 ■ Two copies of signed and sealed Department of Buildings filing drawings (if DOB permit is required)
- 11 ■ Documentation to support the proposed storefront design. Can include historic photographs of the subject building; historic or current photographs of other storefronts in the historic district at buildings of the same style, age, as the subject building; historic drawings; and/or research identifying the prototype design

Examples of Application Materials

1 Sample Permit Application Form



STAFF USE ONLY		
LPC DOCKET #:	DATE RECEIVED:	STAFF:
ACTION: PMW CNE COFA REPORT OTHER:		
WORK TYPE:		

APPLICATION FORM FOR WORK ON DESIGNATED PROPERTIES

INSTRUCTIONS FOR FILING
 A complete application includes this form ("Application Form") and materials needed to describe the project and its effect on the landmark property. Please read the instructions of this form carefully, and provide all the information requested for ALL 6 sections. LPC staff uses this information to determine if the application meets LPC's rules for approval by staff or will require a review by the full Commission at a Public Hearing. Failure to submit complete applications with required materials will result in delays in the review and processing of your application.

Filing may be done by mail or in person to:
ATTN: New Applications, Municipal Building, 1 Centre Street, 9th Floor North, New York, NY 10007.

I. PROPERTY INFORMATION

ADDRESS: <i>123 West 1st Street, New York, NY 10234</i>				FLOOR/APT. #: <i>G</i>
BOROUGH: <i>Manhattan</i>	BLOCK: <i>1234</i>	LOT: <i>1</i>	COMMUNITY BOARD: <i>CB13</i>	ZONING: <i>C2-7A</i>

II. PROPOSED WORK (CHECK ALL THAT APPLY)

INTERIOR ALTERATIONS	<input type="checkbox"/> INTERIOR ALTERATIONS <input type="checkbox"/> PLACE OF ASSEMBLY, NO WORK PROPOSED
RESTORATION & OTHER FAÇADE WORK	<input type="checkbox"/> RECREATE MISSING ARCHITECTURAL FEATURES <input type="checkbox"/> LL11 EXTERIOR REPAIRS (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Side or rear façade/roof <input type="checkbox"/> OTHER EXTERIOR REPAIRS (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Side or rear façade/roof
HEATING, VENTILATION & AIR CONDITIONING EQUIPMENT	<input type="checkbox"/> WINDOW/HVAC EQUIPMENT: <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> THRU-WALL HVAC EQUIPMENT: <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> OTHER MECHANICAL EQUIPMENT: <input type="checkbox"/> Wall mounted <input type="checkbox"/> Yard <input type="checkbox"/> Roof <input type="checkbox"/> Exterior Generator
WINDOW & DOOR WORK	<input type="checkbox"/> REPLACE WINDOWS (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> NEW WINDOW OPENING (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> REPLACE DOOR (NEW) or MODIFY DOOR
ADDITIONS & NEW CONSTRUCTION	<input type="checkbox"/> ROOFTOP ADDITION (check all that apply): <input type="checkbox"/> Mechanical Equipment, Stair or Elevator Bulkhead <input type="checkbox"/> Occupiable <input type="checkbox"/> Solar <input type="checkbox"/> REAR YARD ADDITION (check all that apply): <input type="checkbox"/> Deck <input type="checkbox"/> Occupiable <input type="checkbox"/> New Building
STOREFRONTS	<input checked="" type="checkbox"/> INFILL <input type="checkbox"/> LIGHTING <input checked="" type="checkbox"/> SIGNAGE <input checked="" type="checkbox"/> AWNINGS <input type="checkbox"/> SECURITY GATE
EXCAVATIONS, SIDEWALKS AND SITEWORK	<input type="checkbox"/> EXCAVATION (check all that apply): <input type="checkbox"/> Underpinning <input type="checkbox"/> No Underpinning <input type="checkbox"/> SIDEWALK PAVING (check all that apply): <input type="checkbox"/> Concrete <input type="checkbox"/> Stone <input type="checkbox"/> Tree Pit <input type="checkbox"/> SUBSURFACE UTILITIES (check all that apply): <input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/> STREET PAVING/STREET BEDWORK
OTHER	<input type="checkbox"/> TEMPORARY INSTALLATIONS: <input type="checkbox"/> Sign <input type="checkbox"/> Other <input type="checkbox"/> NEW UNENCLOSED SIDEWALK CAFÉ <input type="checkbox"/> SIDEWALK CAFÉ LICENSE <input type="checkbox"/> LEGALIZE OR CORRECT LPC VIOLATION <input type="checkbox"/> FENCES AND GATES <input type="checkbox"/> BARRIER FREE ACCESS (ADA) <input type="checkbox"/> OTHER (Describe): _____

III. ADDITIONAL INFORMATION

Are you filing to correct or legalize work done without an LPC permit? NO YES If **Yes**, Warning Letter/NOV#:

Are you filing for a signoff or to amend a permit? NO YES If **Yes**, Docket#:

Are you applying to any of the following? NO Dept. Of Buildings City Planning Board of Standards and Appeals

Is there a facade easement on the property? NO YES (please provide contact information for easement holder)



IV. ATTACH MATERIALS NEEDED TO COMPLETE THE APPLICATION

Descriptive materials will usually have to be submitted to complete the application. Required materials include documentation that explains the existing and proposed conditions, and clearly illustrates how the proposed work does or does not meet LPC Rules. LPC Rules and guides are available on the website: www.nyc.gov/landmarks. Depending on the type of work proposed these materials may include drawings, photographs, photo-montages, material samples and written specifications.

For a complete list of materials required for the most common work types, please refer to the **Permit Application Guide** as you complete the application: www.nyc.gov/html/lpc/downloads/pdf/pubs/App_Guide_Complete_Version.pdf. An application that includes all of the required materials can often be expedited. Incomplete submissions will cause delays.

This application will not be deemed complete until it is so certified by the landmarks preservation commission. You may contact the LPC if you need information about the application process, details about the types of drawings or other materials that may be required, or for general guidance: Tel: (212) 669-7817/ E-mail: info@lpc.nyc.gov.

An application may be completed by the owner, tenant, lessee, co-op shareholder, architect, engineer, contractor, or other individual or firm. Please list all relevant contacts below, and check the primary contact.

V. CONTACT INFORMATION (please check off Primary Contact)

TENANT/LESSEE/CO-OP SHAREHOLDER		<input type="checkbox"/> PRIMARY CONTACT
Name: <u>John Doe</u>	Company/Corporation/Organization: <u>Doe's Cupcakes</u>	
Address: <u>123 West 1st Street</u>	City & State: <u>New York, NY</u>	Zip: <u>10234</u>
Phone: <u>212-555-0123</u>	E-mail: <u>johndoe@cupcakes.com</u>	
ARCHITECT/ENGINEER/CONTRACTOR (IF APPLICABLE)		<input checked="" type="checkbox"/> PRIMARY CONTACT
Name: <u>Jane Doe</u>	Company/Corporation/Organization: <u>Doe & Doe Architecture</u>	
Address: <u>123 West 2nd Street, Suite 321</u>	City & State: <u>New York, NY</u>	Zip: <u>10234</u>
Phone: <u>212-555-0198</u>	E-mail: <u>janedoe@doeanddoe.com</u>	
PERSON FILING APPLICATION (E.G., EXPEDITOR, ATTORNEY, MANAGING AGENT)		<input type="checkbox"/> PRIMARY CONTACT
Name: <u>John Smith</u>	Company/Corporation/Organization: <u>Doe & Doe Architecture</u>	
Address: <u>123 West 2nd Street, Suite 321</u>	City & State: <u>New York, NY</u>	Zip: <u>10234</u>
Phone: <u>212-555-9877</u>	E-mail: <u>johnsmith@doeanddoe.com</u>	

VI. OWNER'S INFORMATION, CONSENT, AND SIGNATURE

I am the owner of the above-listed property. For applications for work on or in a cooperative or condominium building, the "owner" is the Co-op Board or Condominium Association. An officer of the Co-op Board or Condominium Association must sign this application. I am familiar with the work proposed to be carried out on my property and give my permission for this application to be filed. The information entered is correct and complete, to the best of my knowledge.

IMPORTANT: The managing agent of a cooperative or condominium association must be an officer of the board to sign this application

NAME Anna Eleanor Roosevelt

TITLE (if applicable) _____

COMPANY, CORPORATION, OR ORGANIZATION (if applicable) _____

MAILING ADDRESS 123 West 1st Street, APT 3A CITY, STATE, ZIP CODE New York, NY 10234

PHONE 917-555-0135 E-MAIL aeleanor@roosevelts.com

Anna Eleanor Roosevelt
SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE

2 ■ Example of a color photograph of a building showing existing condition



3 ■ Example of close-up color photographs showing the storefront and areas of work

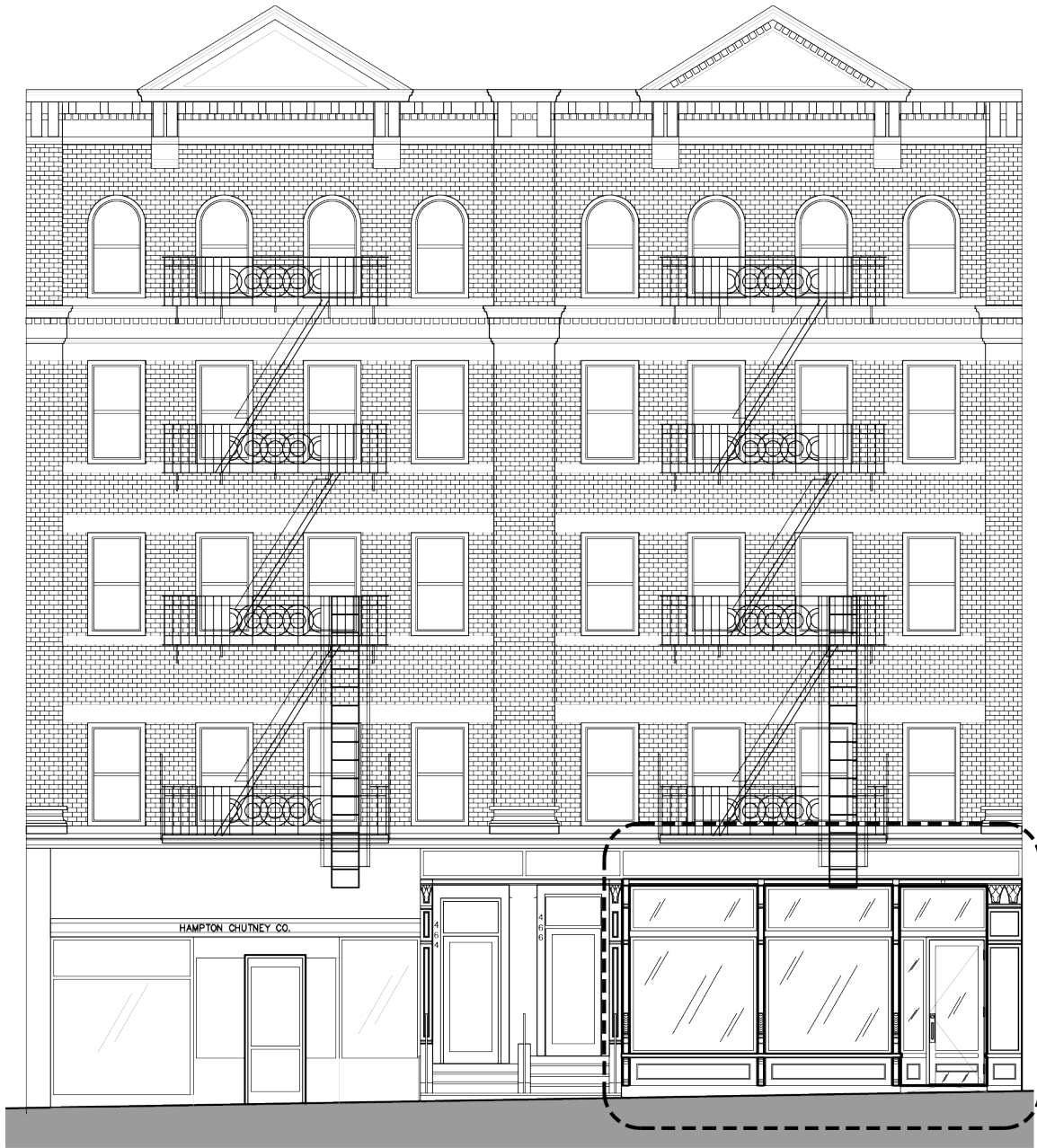


4 ■ Example of an elevation drawing of the overall building and existing storefront



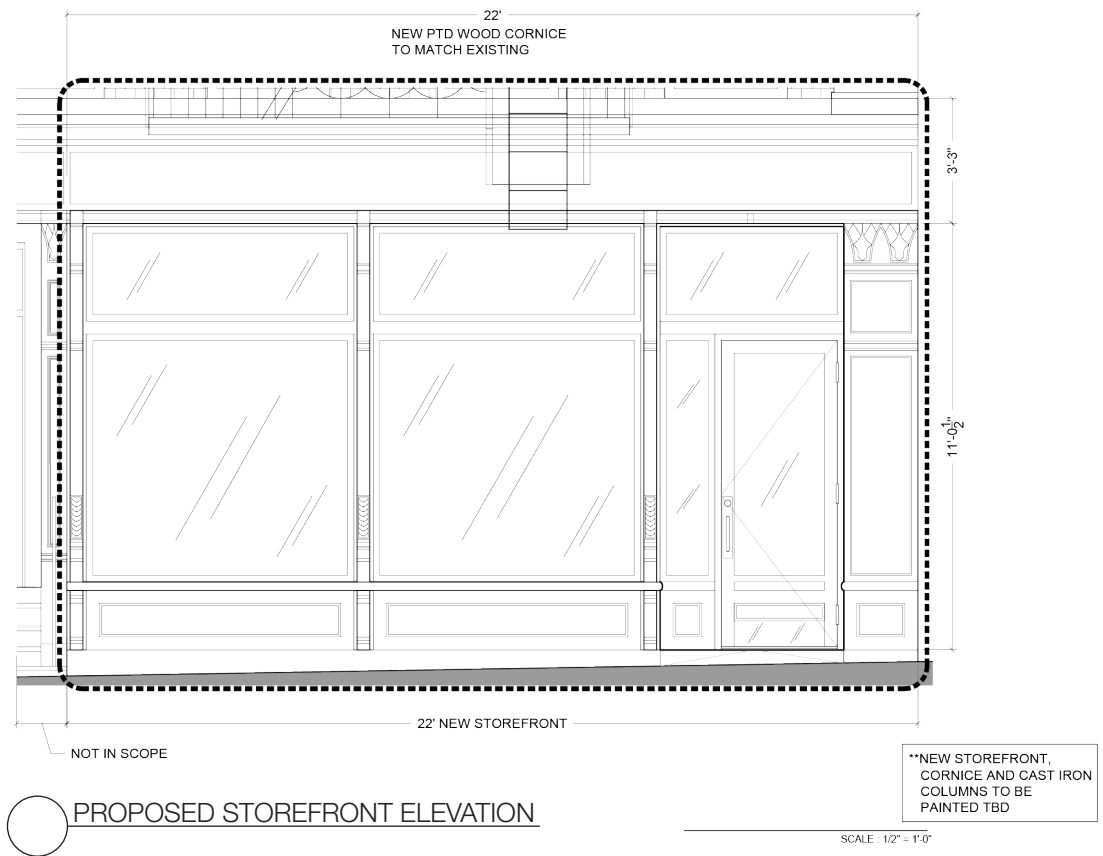
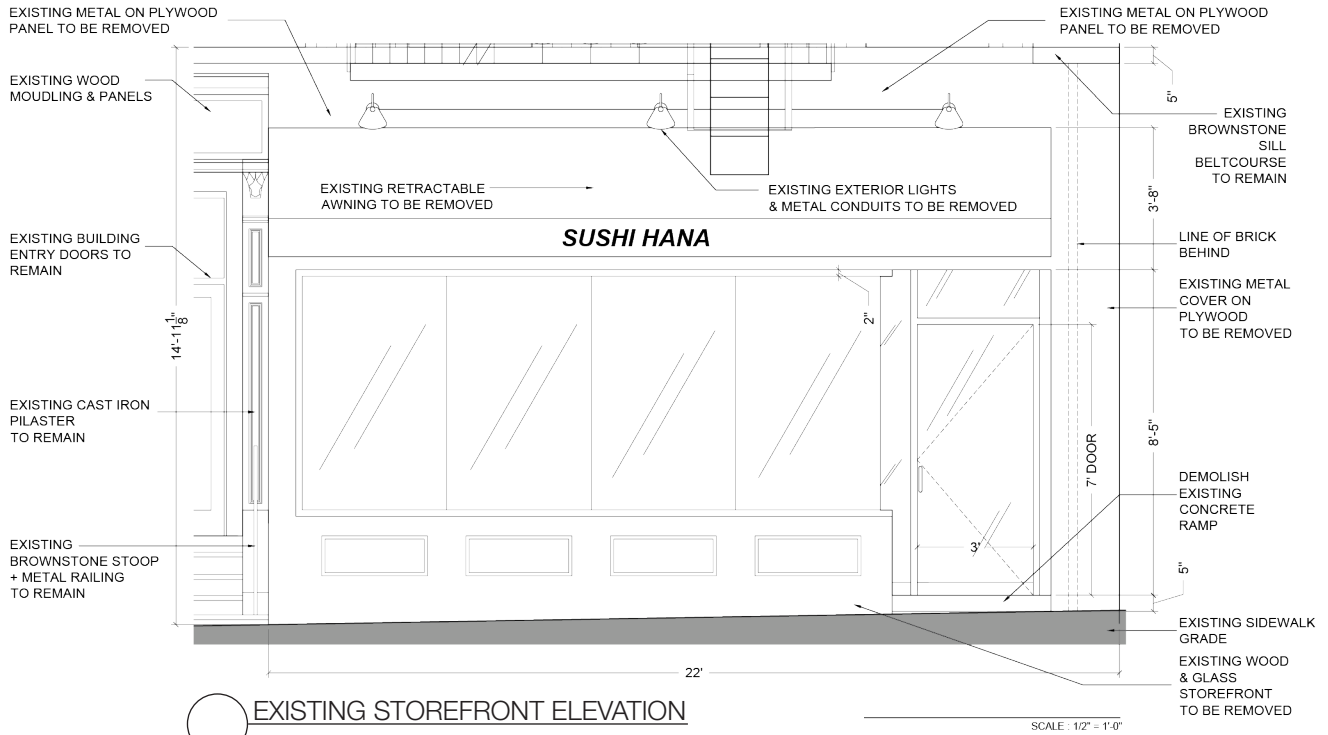
○ BUILDING ELEVATION - EXISTING

4 ■ Example of an elevation drawing of the overall building and proposed storefront

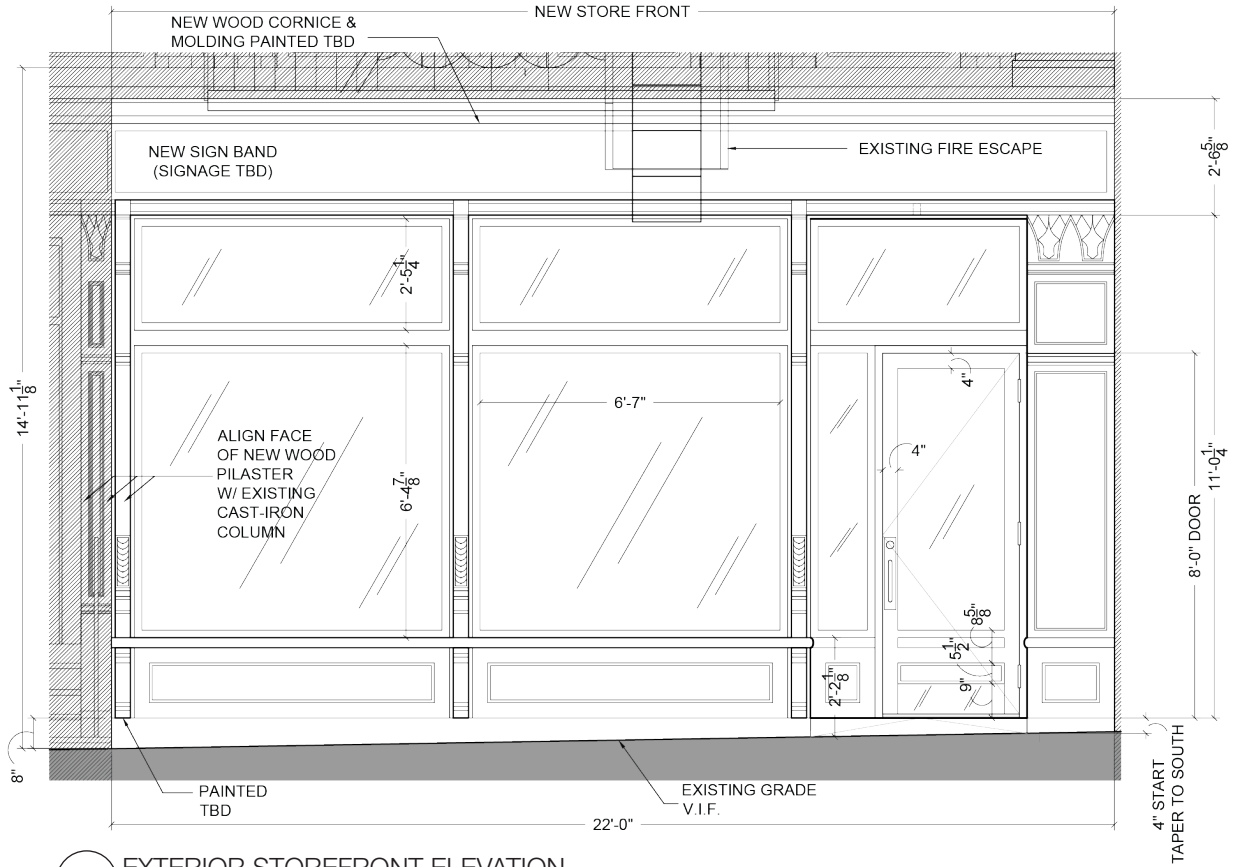


○ BUILDING ELEVATION - PROPOSED

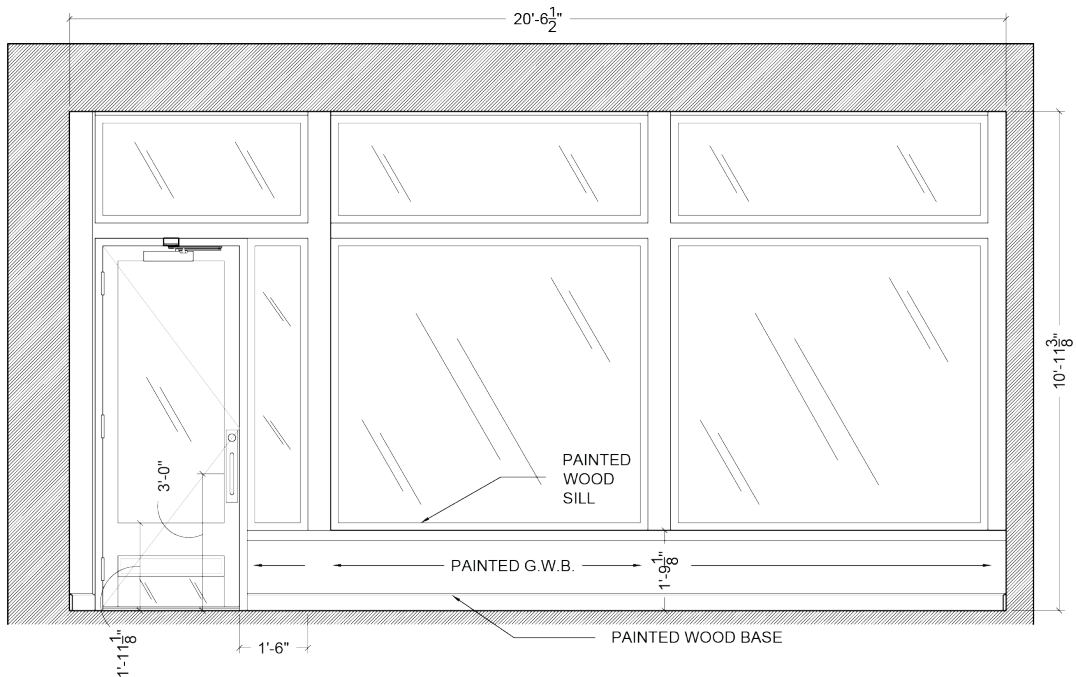
4 ■ Examples of elevation drawings of the existing and proposed storefronts



4 ■ Examples of elevation drawings of the proposed storefronts

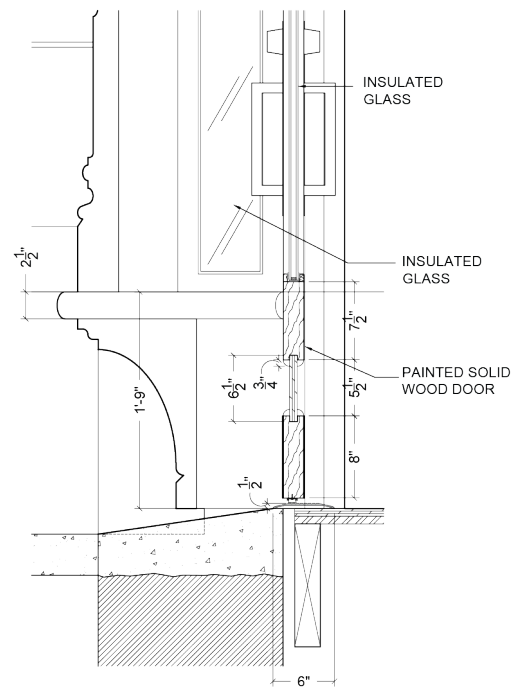
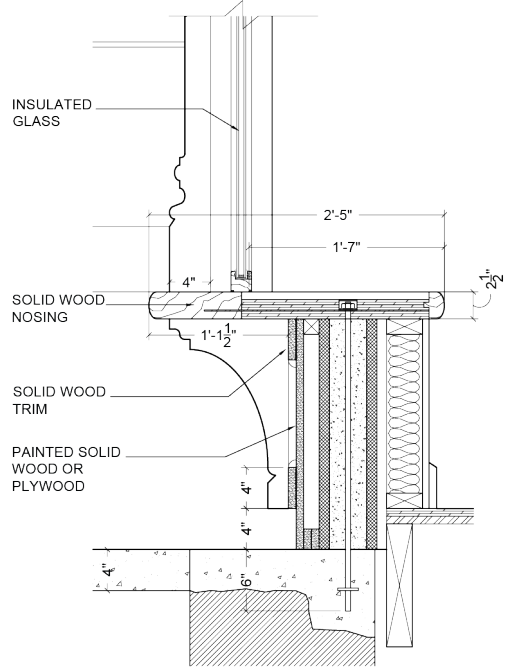
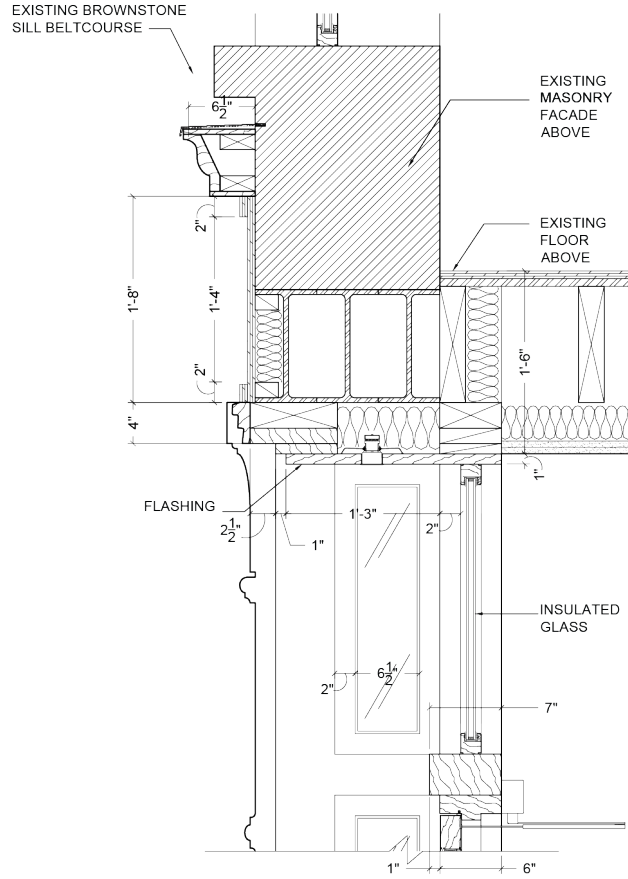
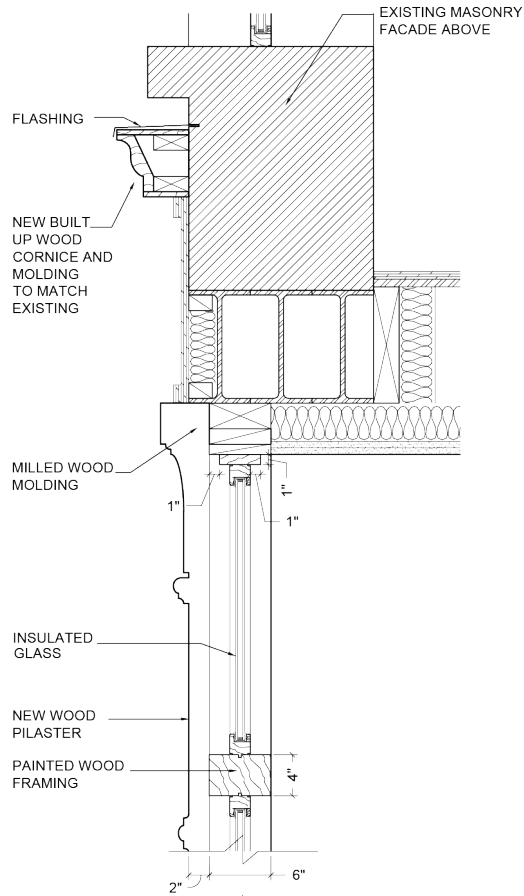


○ EXTERIOR STOREFRONT ELEVATION



○ INTERIOR STOREFRONT ELEVATION

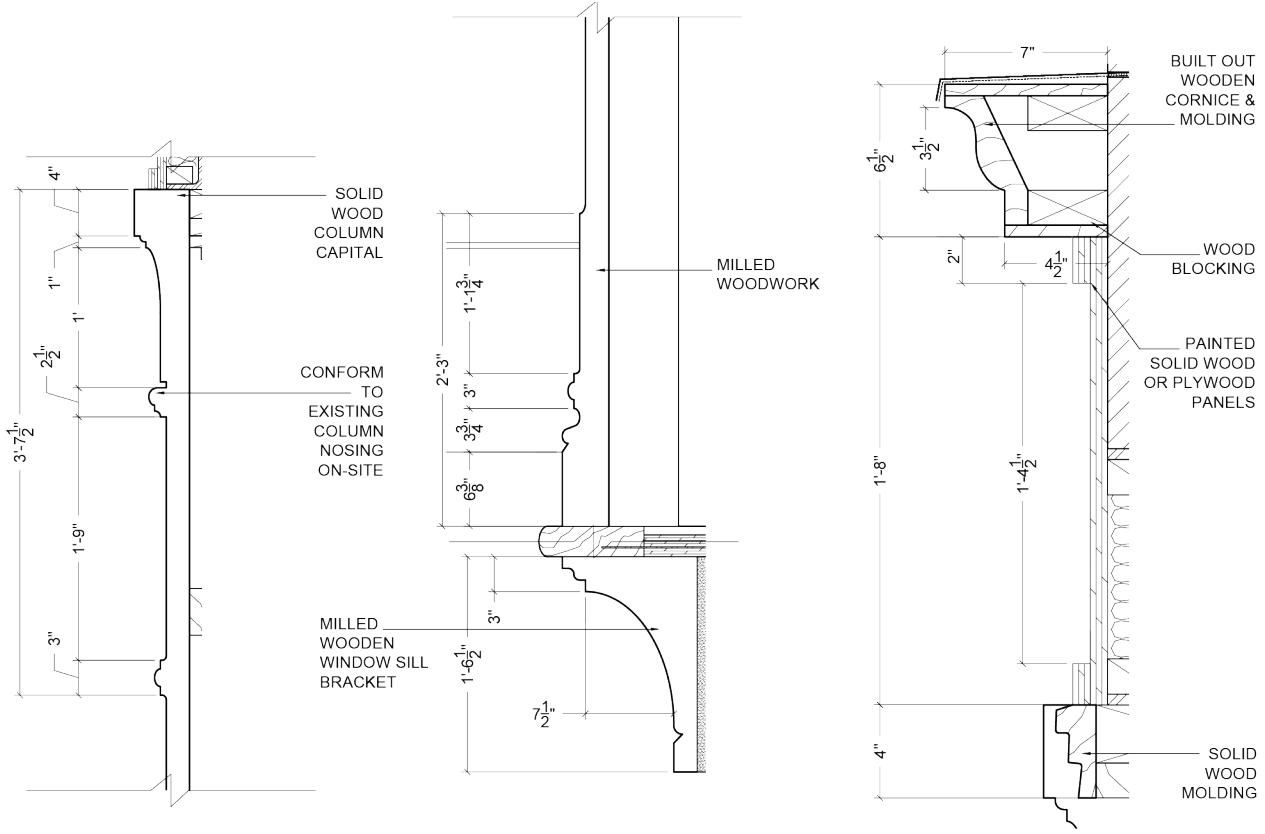
5 Examples of large-scale section details



○ STOREFRONT SECTION

○ DOOR SECTION

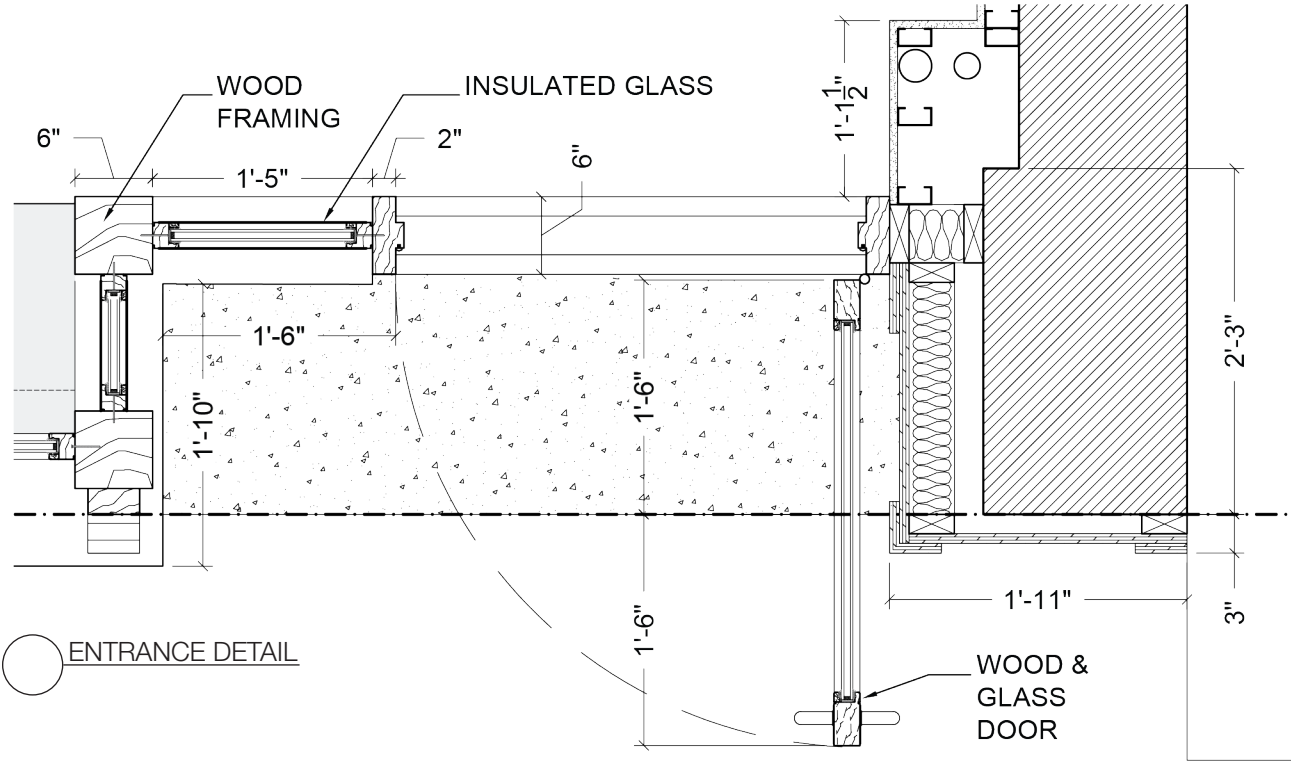
5 Examples of large-scale section details



COLUMN HEAD

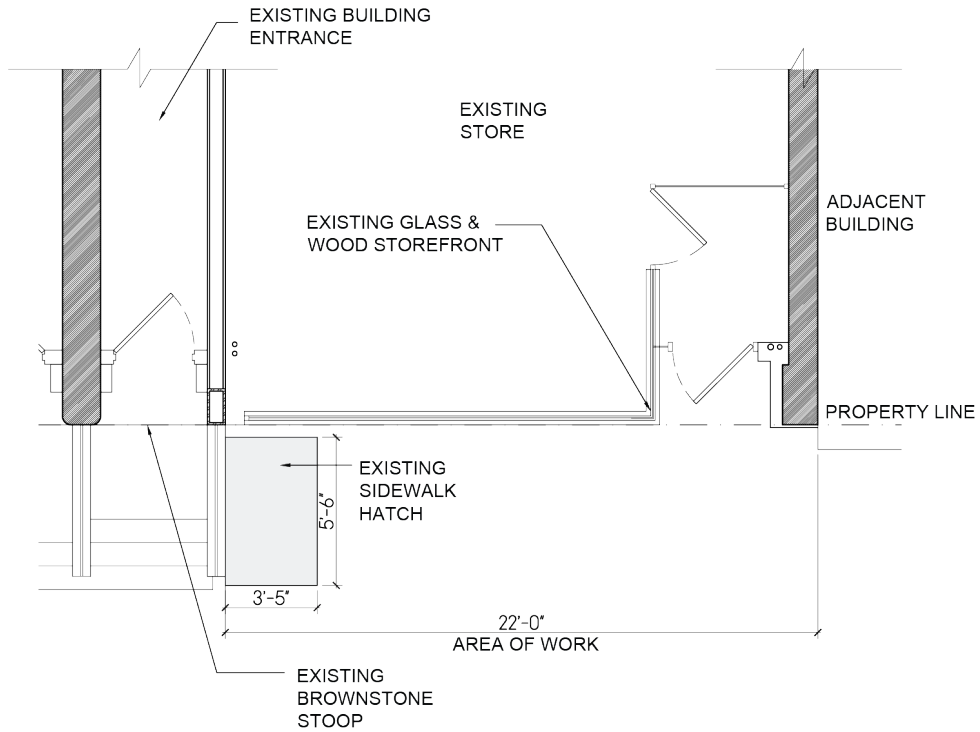
COLUMN BRACKET

CORNICE DETAIL



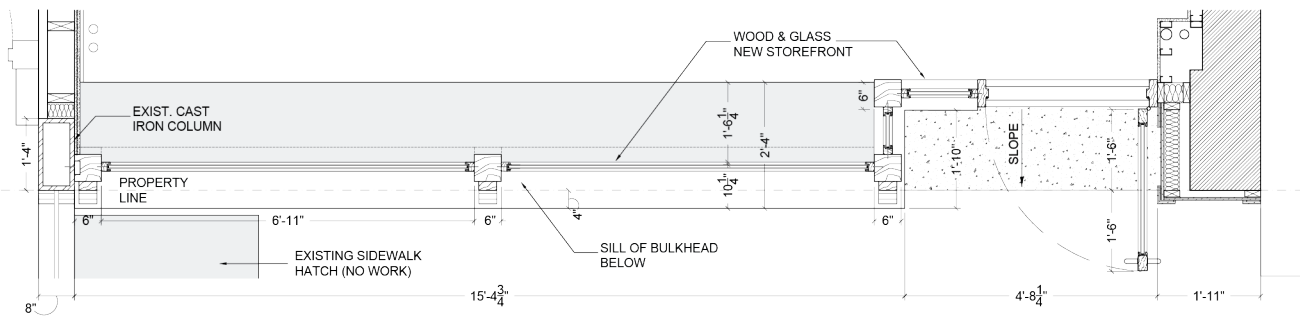
ENTRANCE DETAIL

6 ■ Example of a large-scale plan of the existing storefront and adjacent façade elements



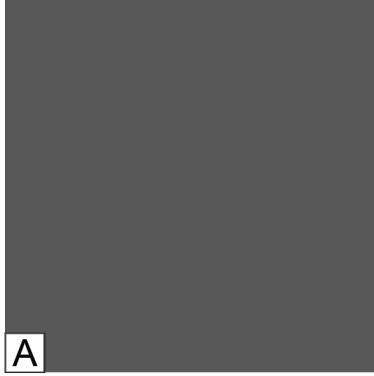
○ STOREFRONT PLAN - EXISTING

7 ■ Example of a large-scale plan of the proposed storefront showing the entire scope of work

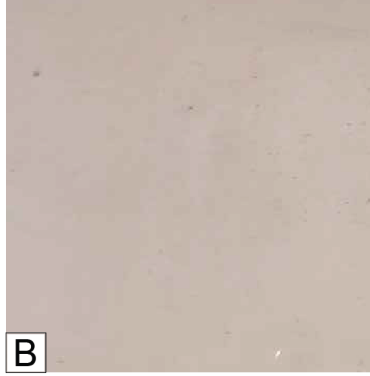


○ STOREFRONT PLAN - PROPOSED

8 ■ Examples of color and material samples



STOREFRONT INFILL
PEPPERCORN | SHERWIN WILLIAMS



CORNICE, SIGNBAND, AND MOLDING
TO MATCH EXISTING



DOOR HANDLE, PUSH AND KICK PLATE
URBAN-DARK BRONZE | ASHLEY NORTON

○ PROPOSED STOREFRONT COLOR SWATCHES

9 ■ Example of a close-up photograph of a probe



11 ■ Examples of documentation to support the proposed storefront design



○ 1940s TAX PHOTO



○ DESIGNATION PHOTO



Tax photos can be obtained online through the Department of Records and Information Services (DORIS) at nycma.lunaimaging.com. Designation photos can be obtained from LPC. Call 212-669-7817 or email info@lpc.nyc.gov for more information.

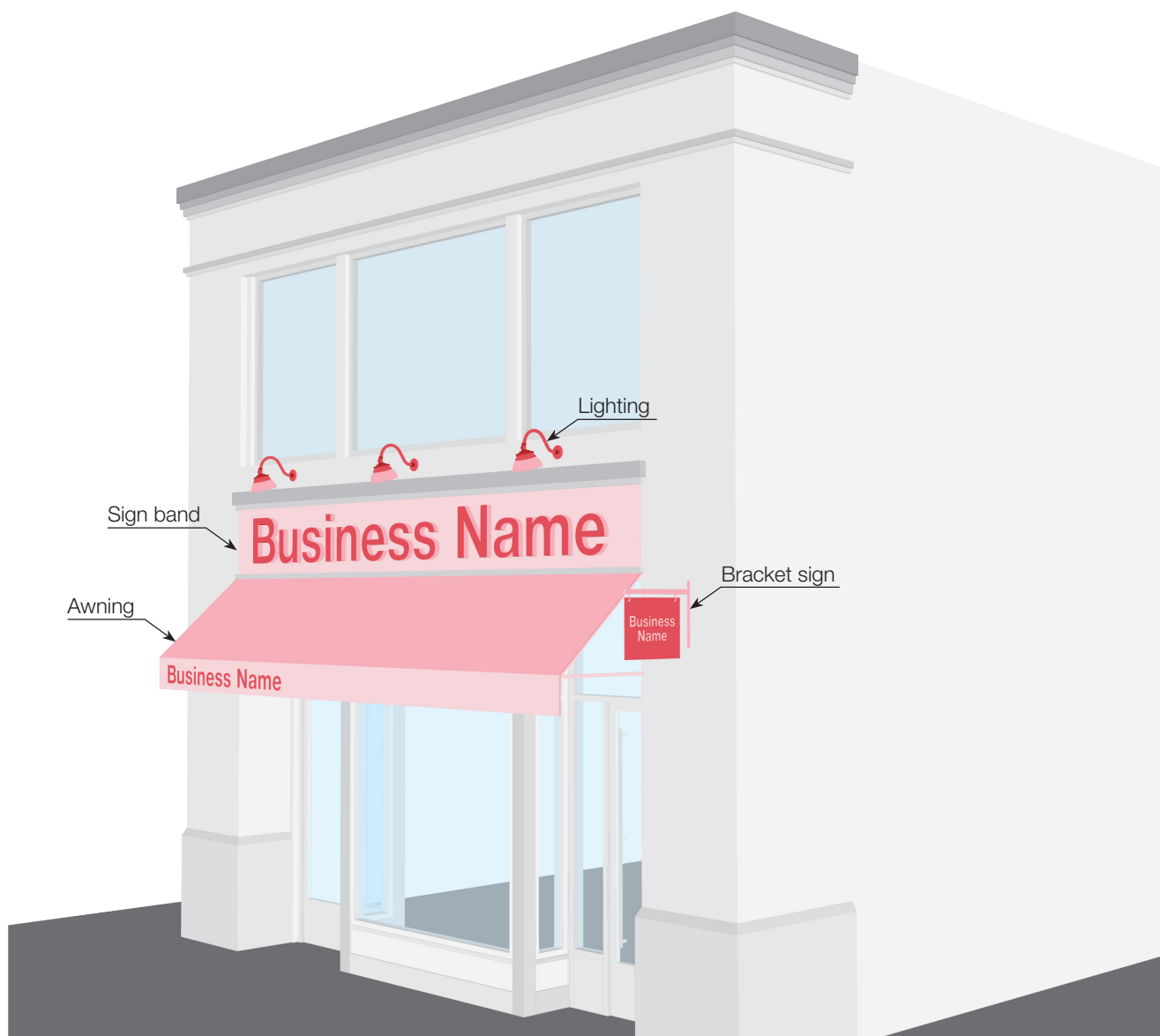
Appendix

D.1

Awnings, Signage and Lighting

If you're including awnings, signage (e.g. sign bands, sign brackets), or lighting on your new storefront and need guidance on how to incorporate these elements into your design, please see [Section 2-12](#) and [Section 2-13](#) of the LPC Rules, and take a look at the guides

for [Awning Installation](#) and [Signage, Lighting and Fire Escapes](#) in the Storefronts page on our website www.nyc.gov/landmarks. Below is a general diagram showing these elements as part of the storefront design.



Other resources

The following manuals, guides and fact sheets are intended to provide you with further technical assistance. They explain LPC's rules and regulations for other storefront-related installations and how to get permits as quickly as possible, as well as guidance on researching historic buildings and the permit application process. Hyperlinks are embedded to the text. You can also find these resources in the Storefronts page on our website www.nyc.gov/landmarks.

Fact Sheet for Storefronts in Historic Districts

Rules and Master Plans

Barrier-Free Access for Historic Buildings

Temporary Installations

Sidewalks, Sidewalk Cafés, Yards and Areaways

LPC Permit Guidebook

Guide to Researching Historic Buildings

SBS Guide to Storefront Improvements