

**Community Board 8's Landmarks Committee
Instruction 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 Co-Chairs and the Board Office with the following materials the Monday before the meeting. These materials should be distributed as outlined below.

1. One or two pages showing relevant elevations, sections and plans of the proposed project
2. Sanborn map showing the project's location on the block

For maximum public notification of your application, please display copies of the attached Flyer on bright colored paper in a visible location the Monday before the meeting. These flyers should be posted as follows:

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

At the committee meeting, please provide distribution method including the exact locations where the above referenced flyer has 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.

Hand deliver or express mail a hard copy of the above materials to:

**Ms. Lovaeta Amoako
Community Board 8
505 Park Avenue, Suite 620
New York, New York 10022**

To the extent possible, please also e-mail a PDF file of the above materials to the Board Office at amoako@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

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 ATTACHED, “LIST OF RECOMMENDATIONS,” FOR ADDITIONAL MATERIALS THE COMMITTEE WOULD LIKE TO SEE.

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,

Lovaeta K. Amoako
Community Associate