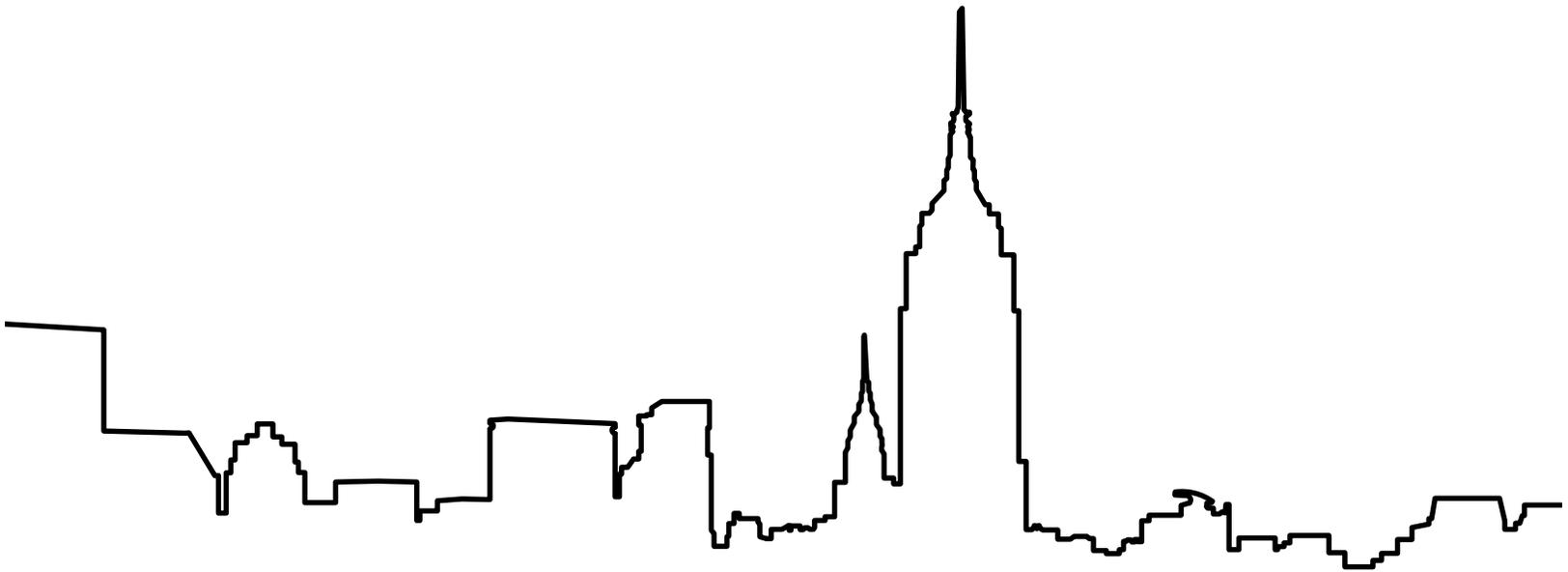


SIGNAGE, LIGHTING AND FIRE ESCAPES

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.

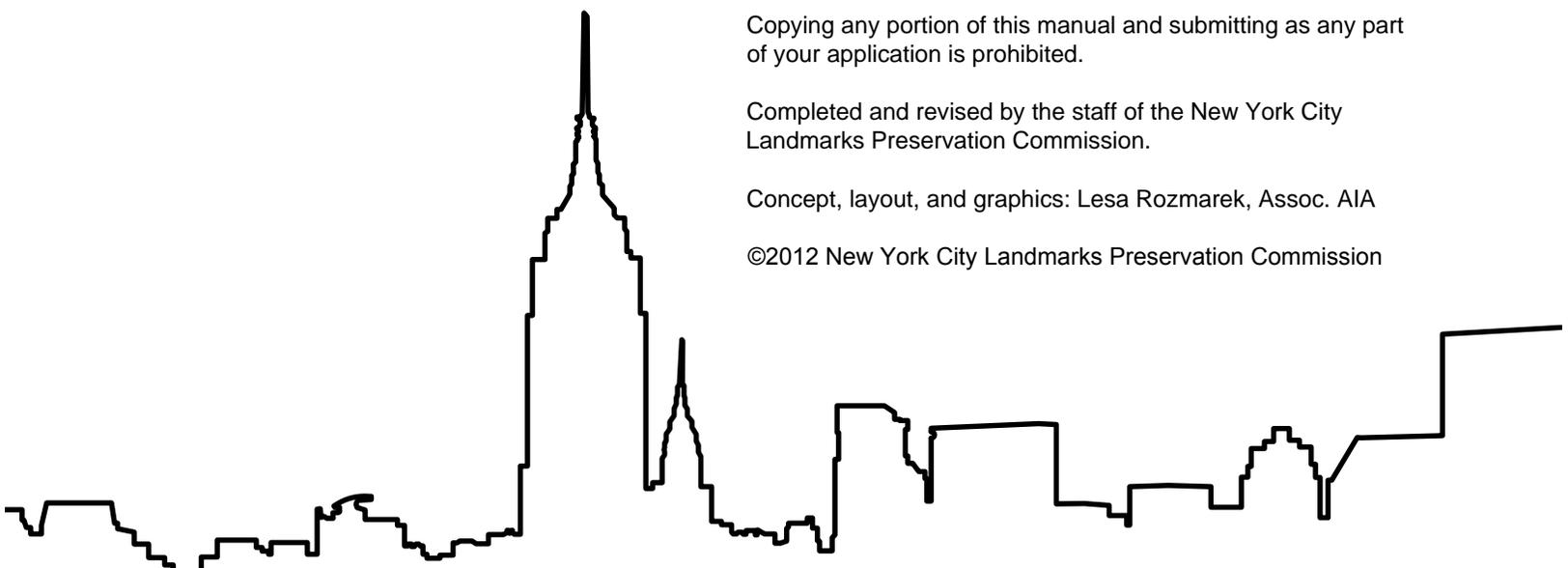
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, www.nyc.gov/landmarks or call 311.

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

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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

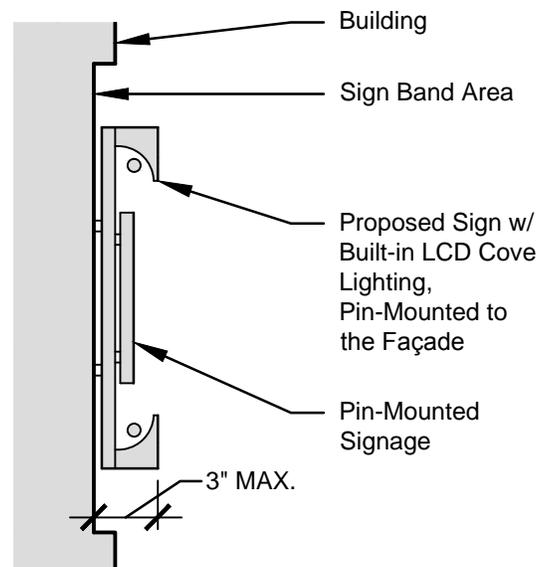


1980s Photograph shows an excessive amount of signage.

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.

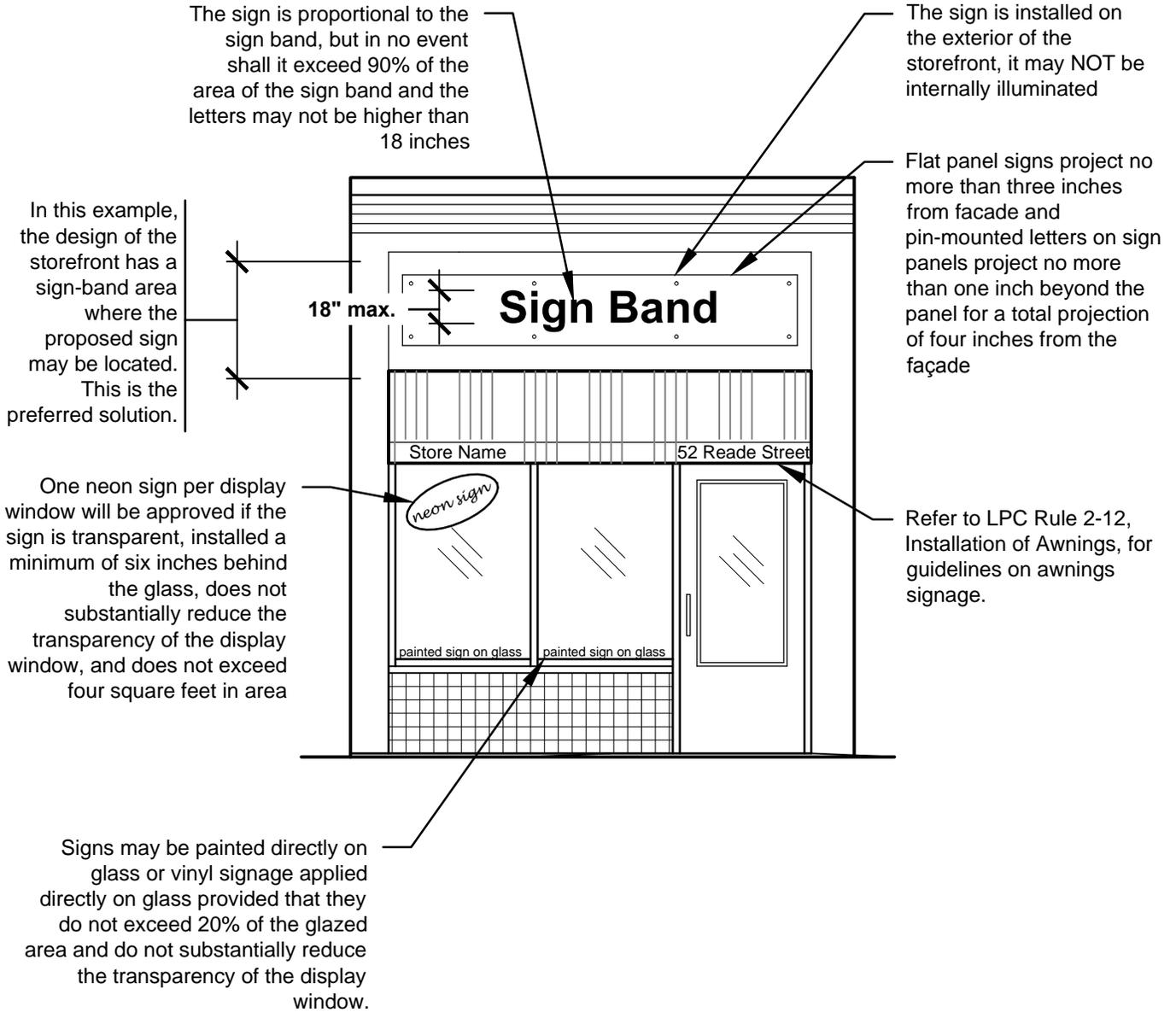


Section of a proposed lighting solution for a sign

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.

Sign Installation for Existing Storefronts

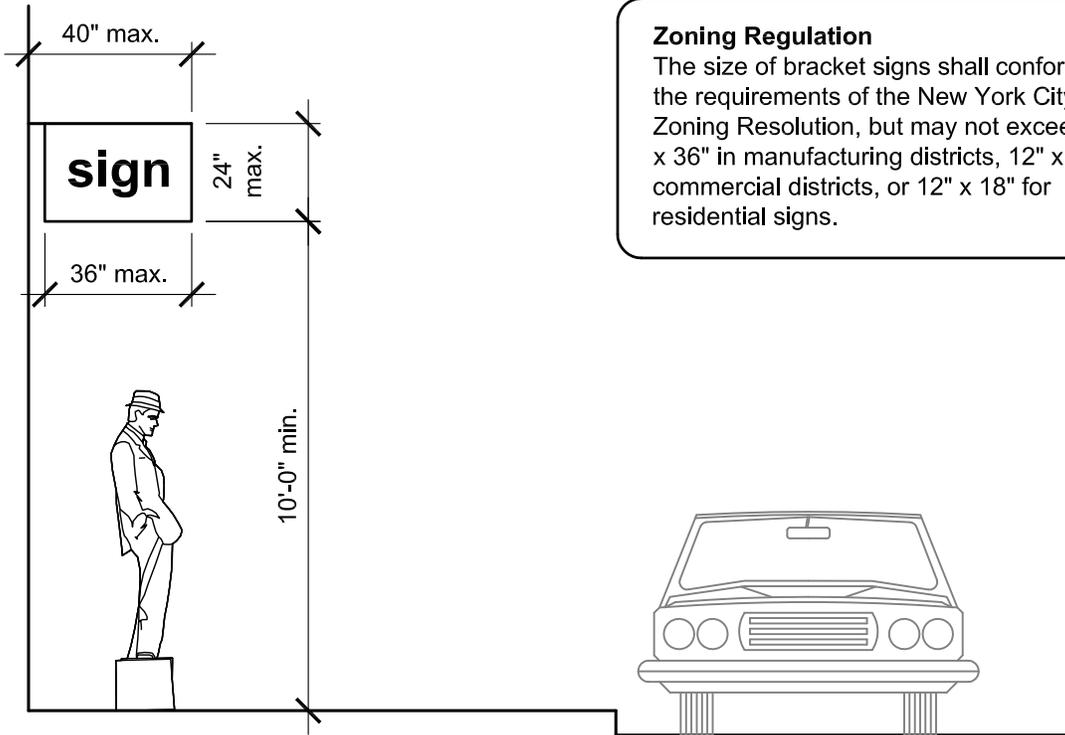
A staff-level permit will be issued if the below criteria are met.



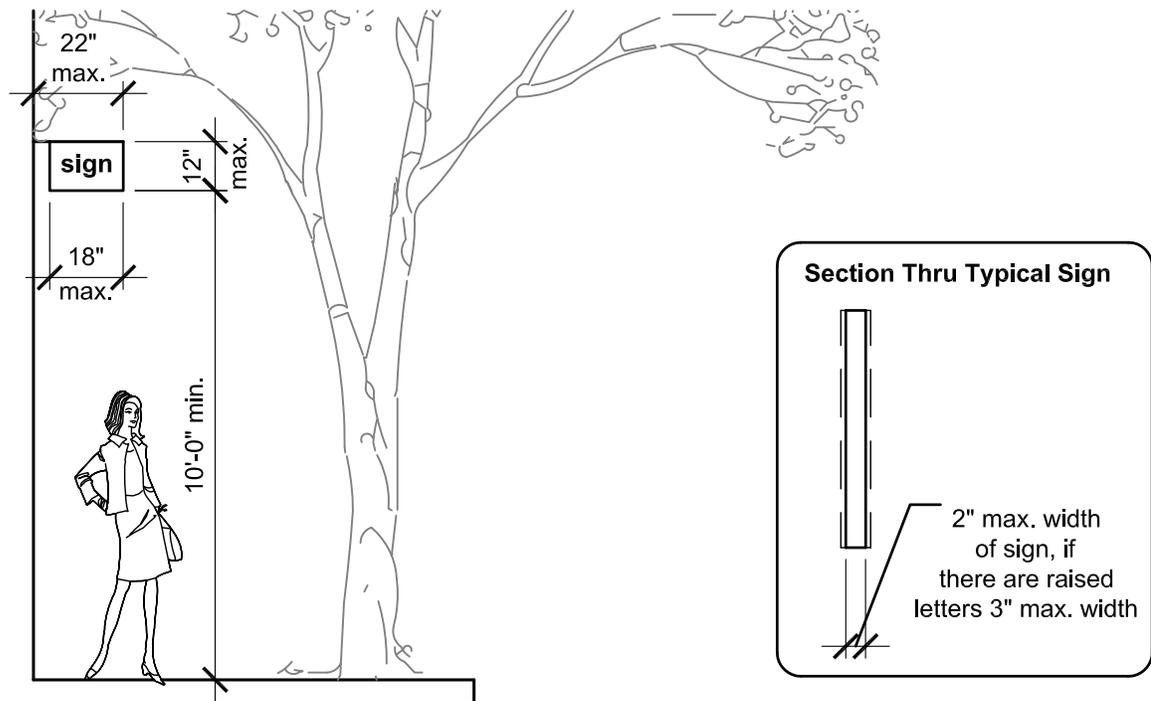
Refer to section 2-20 of LPC's rules for additional design information

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

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.