

# 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

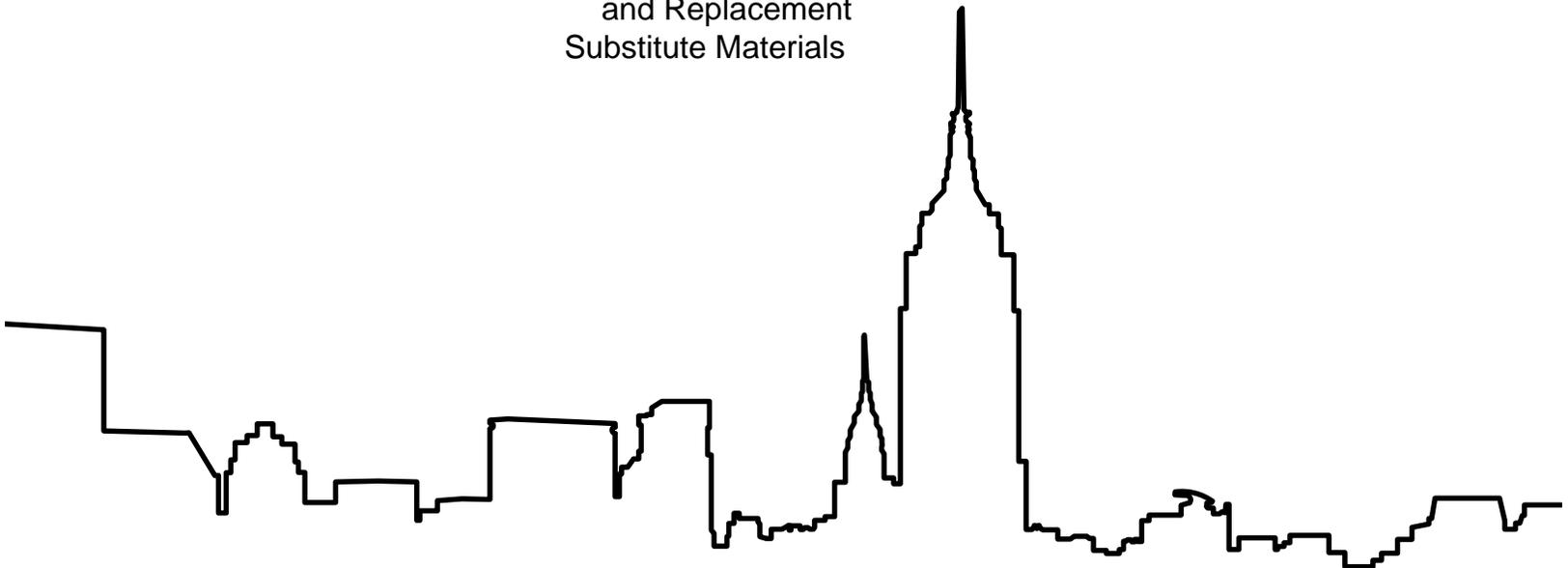
### Painting

### 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.

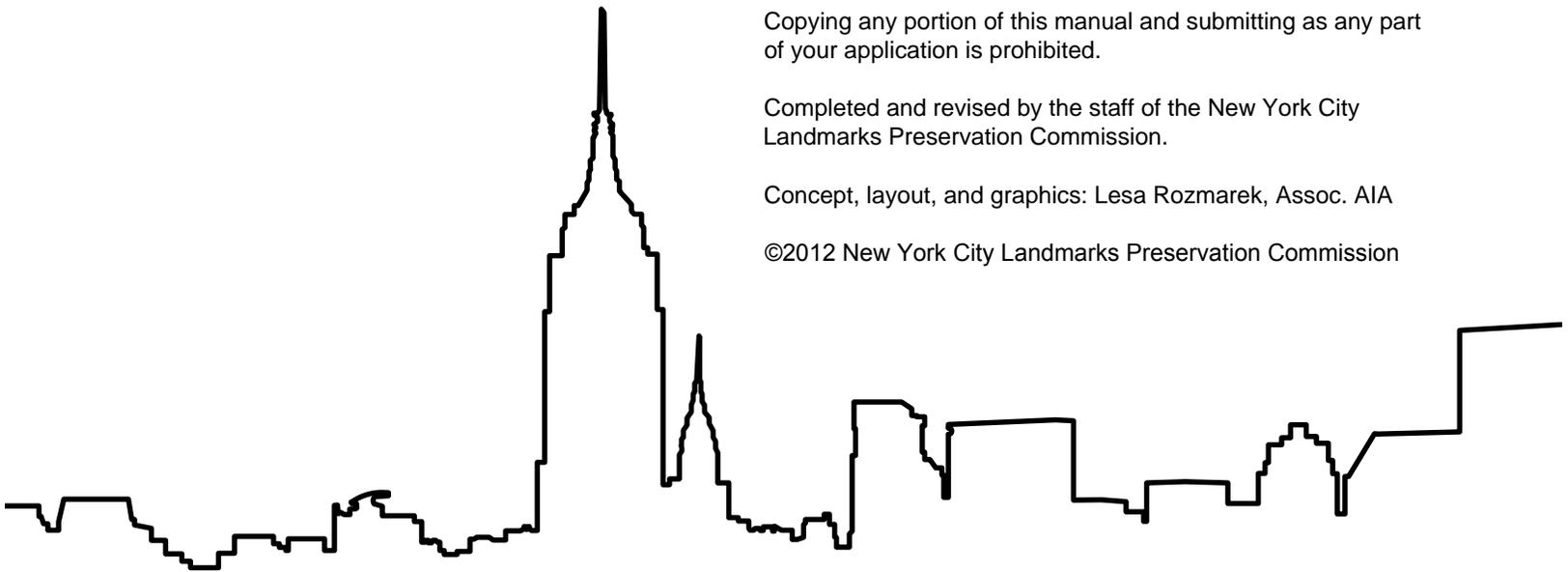
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks) or call 311.

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](http://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](http://www.nyc.gov/landmarks)
- Review the c. 1930s tax photos, available at the NYC Municipal Archives: <http://on.nyc.gov/ldSeff>
- 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, 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:

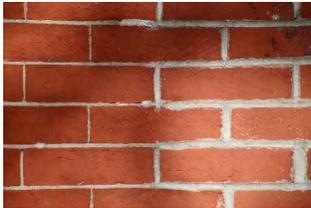


Work being performed on Brownstone

- 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
<b>BODY</b>	<p><b>Brick</b> - Unpainted, or Brick Red (some with joints penciled in white)</p> <p><b>Frame</b> - White, Limestone color, Cream, Gray, or Blue-gray</p> <p><b>Stone</b> - Unpainted</p>	<p><b>Brick</b> - Unpainted, or Brick Red (often with jointes penciled in white)</p> <p><b>Frame</b> - White, Cream, Limestone color, Gray, Blue-gray, Brown Fawn (brown of red-yellow hue), Light Drab (similar), Straw (light yellow)</p> <p><b>Stone</b> - Unpainted</p>	<p><b>Brick Residential</b> - 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</p> <p><b>Brick Commercial</b> - 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)</p> <p><b>Frame</b> - 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)</p> <p><b>Stone</b> - Unpainted</p>
<b>CORNICE, TRIM, AND SASH</b>	<p>White, Gray, Brown</p> <p><b>Stone elements</b> - Unpainted</p>	<p>White, Limestone color, Cream, Gray, Brown, Fawn, Drab, Medium Straw</p> <p><b>Stone elements</b> - Unpainted</p>	<p>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</p>
<b>SHUTTERS</b>	<p>Green, Blue-green, Black-green</p>	<p>Green, Blue-green, Black-green, Red, Gray, Buff, Brown, Drab</p>	<p>Green, Blue-green, Black-green, Brown, Drab, Reddish-brown, Olive-drab, Red, Claret, Gray, Buff</p>
<b>DOOR AND DOOR FRAME</b>	<p>White, Gray, Brown, Blue-green, Black-green</p>	<p>White, Limestone color, Gray, Cream, Brown, Fawn, Drab, Black, Medium Straw, false-grained Mahogany, or false-grained Walnut</p>	<p>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</p>
<b>IRON WORK</b>	<p>Black, Black-brown</p>	<p>Black, Black-brown</p>	<p>Black, Black-brown, Black-green</p>

## 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
- Replacing or 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 a 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.

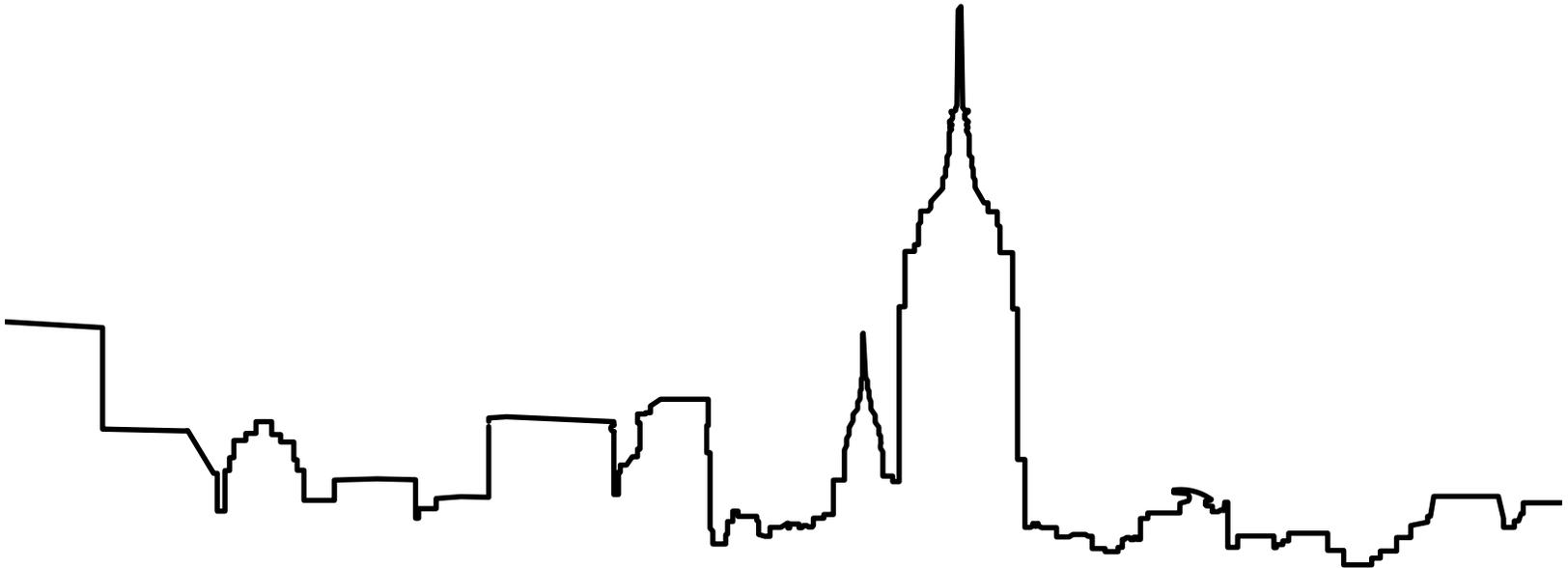
A staff level-permit will be issued for the use of substitute materials if they are:

- 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.

# 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.

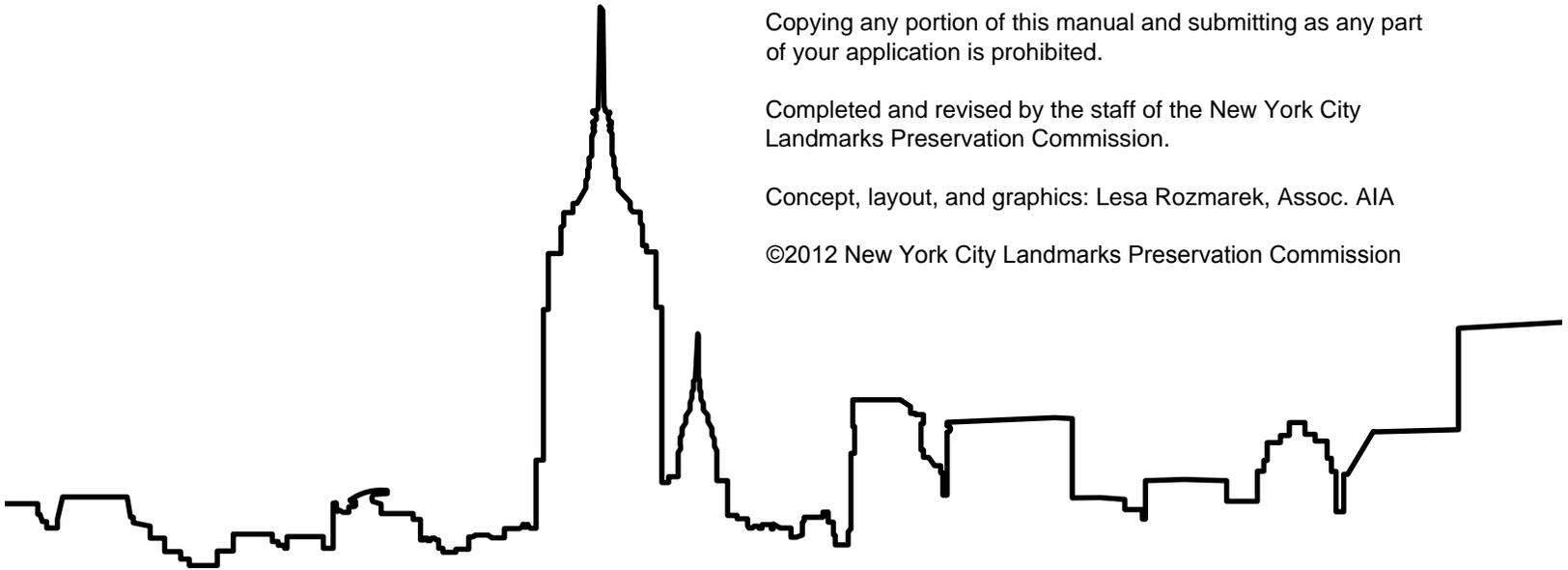
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks) or call 311.

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



Crosby Street Elevation



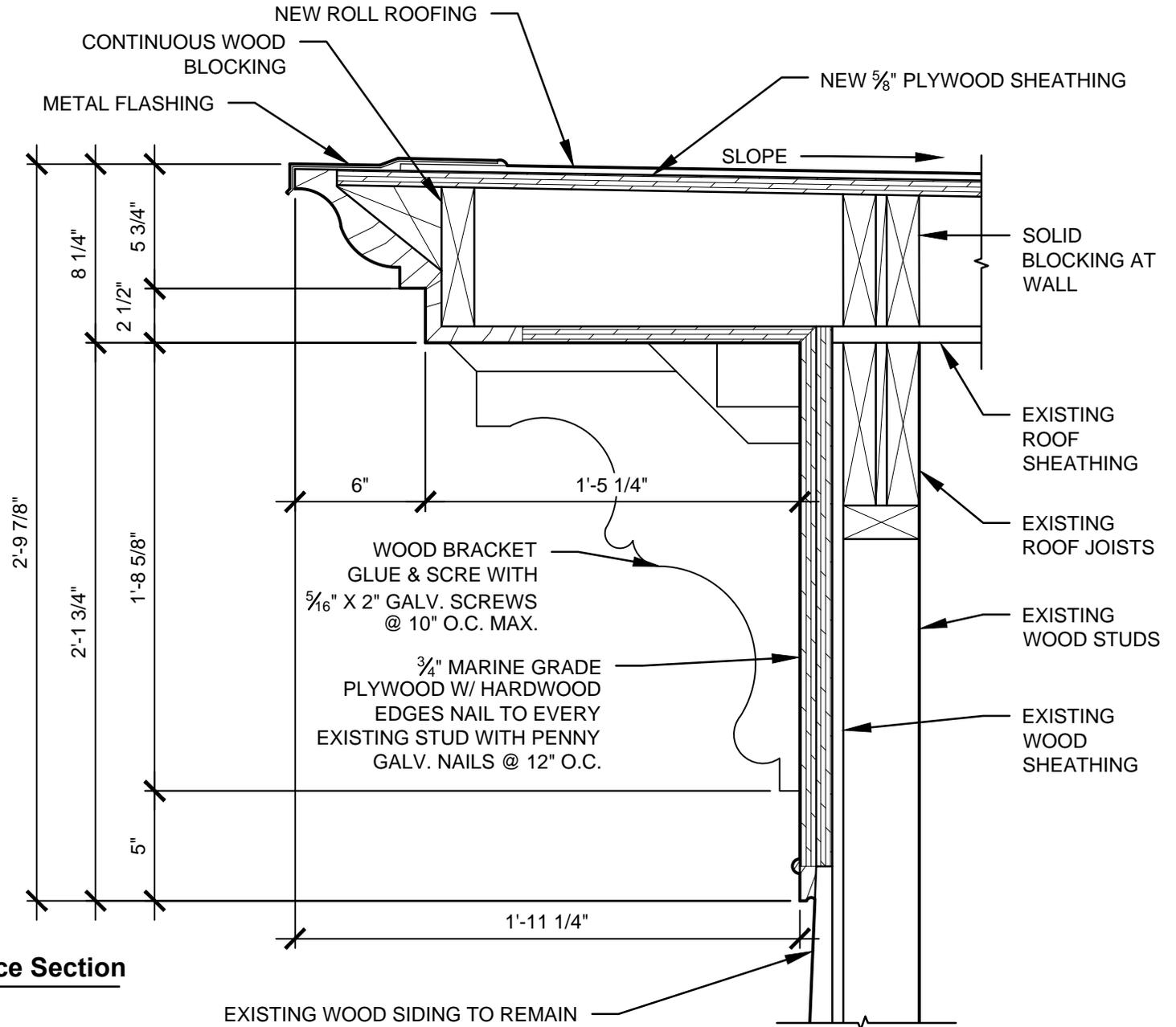
Howard Street Elevation



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.

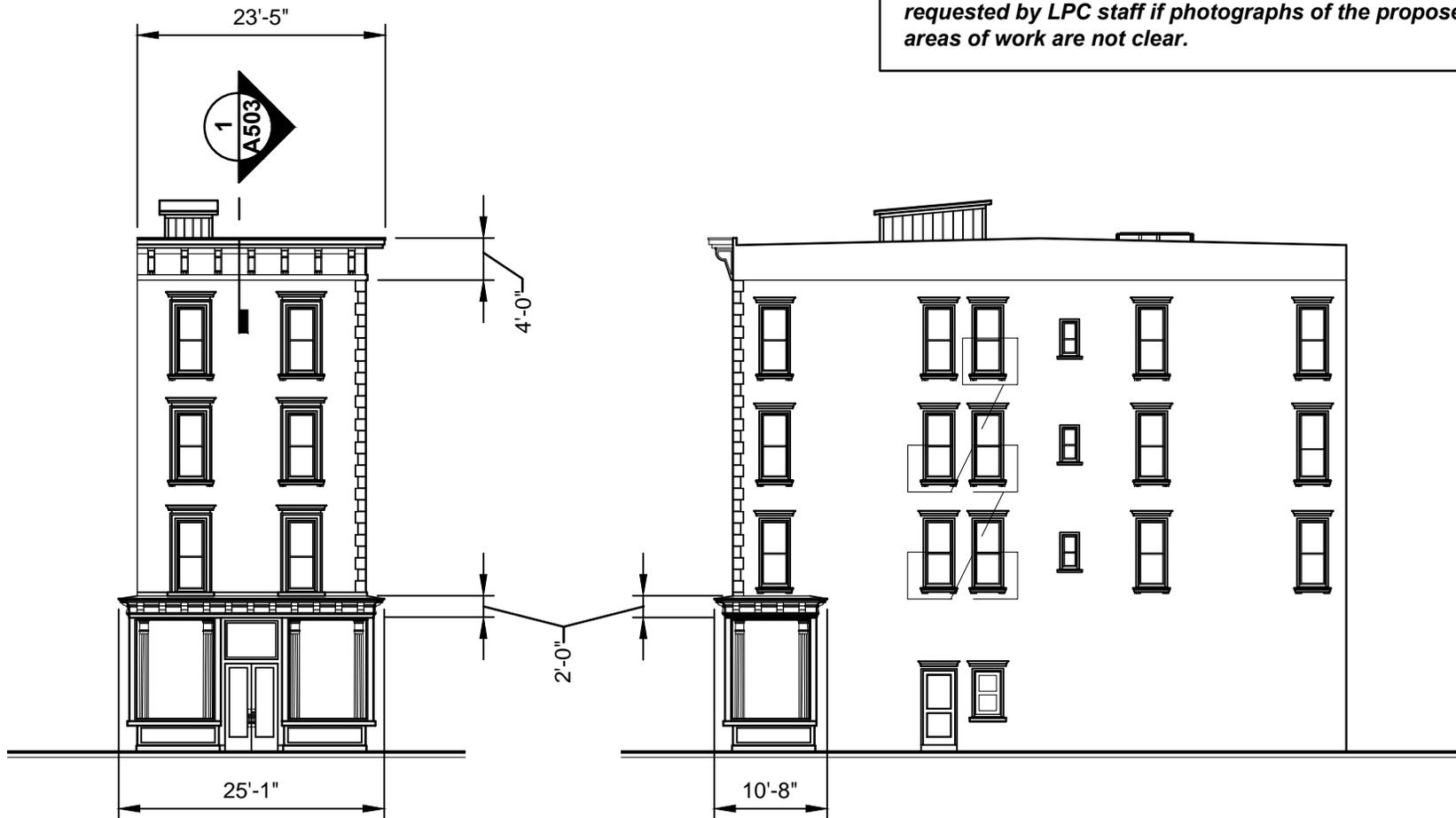


**1 Proposed Cornice Section**  
**A503** Scale:  $\frac{3}{4}$ "=1'-0"

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

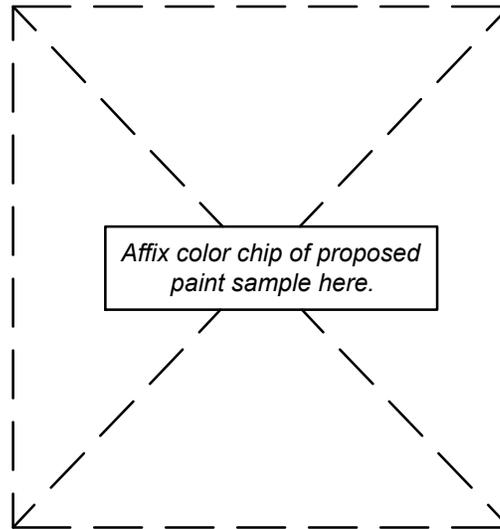
**Cornice Detail**

*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.**