

Fact Sheet

The LPC Public Hearing Process

The Public Hearing Process

Public Hearings are required when applications for proposed work on designated properties do not meet the Landmarks Preservation Commission (LPC) rules and requirements for staff-level approval.

Hearings allow applicants to present their proposals to the Commission and make their case for appropriateness. They also give the public an opportunity to comment on the application. After hearing public testimony, Commissioners discuss the proposal and vote on the project at that time or at a later Public Meeting.

Before Your LPC Public Hearing

Before your Public Hearing date, you must:

- Meet with your assigned LPC staff person to discuss the project and presentation requirements
- Submit all required materials
- Present your proposal to your local Community Board ("CB")

You must also confirm in writing with your LPC staff person:

- Community Board Review Dates (Committee and Full Board)
- Mock-Up Construction Information (if needed)
- DOB Objection Sheet cleared of zoning objections (if needed)
- Final Presentation, due two weeks before the scheduled hearing

Community Board Review

Community Board ("CB") review is an important part of the public hearing process. Applicants are required to contact their local CB to present their LPC proposal before the Public Hearing date.

Once you confirm the status of your application, be sure to contact the CB as early as possible in the process to find out upcoming dates and their requirements so that you can plan accordingly. Many CBs require you to post public notice of your proposal 5-10 days in advance of their meeting date.

Note:

- Applications must be finalized in consultation with staff at least four weeks in advance in order to appear on LPC's public hearing agenda.
- LPC's Public Hearings occur on Tuesdays each month.
- Hearing agendas are posted on the LPC website (www.nyc.gov/landmarks) and in the City Record three weeks before the hearing.
- Presentation materials are made available on LPC's website by 5 pm the Thursday before hearing dates.
- The final agenda with times for each item is posted on LPC's website the Friday before hearing dates.
- Contact staff to verify what time you need to be present at the hearing. The schedule is subject to change, so you or your representative should plan to be available all day.

The Community Board Review Process

Step One

Contact the CB (visit www.nyc.gov/cau to verify the district and get contact information). Ask the CB about any submission requirements. Get on the agenda for that CB's Land Use, Landmarks or Preservation Committee agenda and find out when the CB's next Full Board meeting is after the Committee meeting takes place.

Note: Many CBs recess for the months of July and August. We recommend applicants make best efforts to present to CBs prior to any recess.

Step Two

Share both the Committee and Full Board meeting dates with your LPC staff person. Review the presentation with LPC staff BEFORE showing it to the CB. CBs and the public should have the opportunity to see a mock-up constructed (if applicable to your project) before their review date.

Note: If the CB has no available dates or you are having difficulty connecting with staff please contact info@lpc.nyc.gov for assistance immediately. Failure to contact and offer a presentation to the CB before your hearing date may result in your application being postponed/laid over to a future LPC Public Hearing. CB review must be complete at least 1 day before your scheduled Public Hearing date, but the earlier the better.

Step Three

Present to the CB. After Committee and Full Board review (in most cases), the CB sends a Resolution to LPC regarding your application (recommending either approval, denial or modifications to the proposal). If the CB waives review of the application, LPC will expect to receive a statement to that effect.

Note: You should plan on making the same presentation to the Commission at your scheduled public hearing. If you have any questions, please consult with your LPC staff person.