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Community Board 2 Landmarks Committee - Guidelines for Applicant

Thank you for contacting Community Board 2 Manhattan concerning an application to be reviewed at a public hearing by the Landmarks Committee and the Board. We have received your request for a hearing before the CB2 Landmarks Committee. In order for an application to be heard, it must have been scheduled for a Commission hearing in the month following the Committee meeting. When we have received a brief description containing all significant parts of the application the hearing can be scheduled.

Please note that all correspondence should be directed to Florence Arenas farenas@cb.nyc.gov . All email correspondence should include the address of the application in the subject line of the email and in the file name of all attachments.

Meetings are in person for the Committee and by Zoom for committee members unable to attend, the applicants, and the public. The applicants /architects have the option to appear either in person or via Zoom and can register through the appropriate links on our website (manhattancb2.org), but virtual appearances are preferred.

The Committee meetings are normally on the third-to-last Thursday of the month, or the Thursday prior to the Full Board meeting for that month. Please consult the calendar on the CB2 website for changes that may be occasioned by holidays. The dates of the meetings are posted by the first of each month. When an application is confirmed for a hearing, notice is posted on the CB2, Manhattan website. Please check the website for confirmation of the time and date for the hearing. This is the official notice for a public meeting. City regulations provide that the agenda for a public meeting must be posted one week before the meeting date.

A PDF version of the presentation, **not to exceed 10MB**, must be sent at least one week before the scheduled Committee meeting and is posting on the Community Board website. This enables the Committee members to review the application, request additional information and to visit the site, and gives members of the public the required notice. In applications for which there is a mockup, it should be in place at least five days before the meeting. We are aware that there are times when revisions to applications must be made during the week before the meeting. It is nevertheless essential that an initial version be sent at least the week before the meeting and a revised version may be sent not later than the day before the meeting. Please include a description of the changes with drawing page number references.

Please send the name of the person presenting the application along with the names of any others who will participate in the presentation. The presenters should be familiar with Zoom conferencing procedures. The presentation materials will be “screen shared” by the presenter over Zoom during the meeting.

Please ensure that the person making the presentation, or a designated person involved with the application, is familiar with this Zoom function. It is important to be familiar with the titles and page numbers of the presentation to be able to reference specific slides during the discussion.

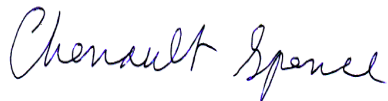
Whether you make your presentation over Zoom or appear in person, you must be prepared to use your own devices to call up the presentation materials and share your screen over Zoom so that all attending the meeting (in person or virtually) can see and understand your application.

We highly recommend that you arrange with the District Office to arrive early (in person or via Zoom) to test your equipment and connectivity to ensure a smooth presentation during the meeting.

Please register each person participating in the presentation as a “guest” on the CB2, Manhattan website ahead of the meeting. Those participating in the presentation will be upgraded to “participant” status with permission to screen share at the beginning of the presentation.

We appreciate your consideration in processing the application and your preparation for the Committee hearing.

Sincerely,

A handwritten signature in blue ink that reads "Chenault Spence". The signature is written in a cursive, flowing style.

Chair
Landmarks & Public Aesthetics Committee
Community Board #2, Manhattan

CS/fa