

Susan Kent, *Chair*
Valerie De La Rosa, *First Vice Chair*
Eugene Yoo, *Second Vice Chair*



Antony Wong, *Treasurer*
Emma Smith, *Secretary*
Mark Diller, *District Manager*
Brian Pape, *Assistant Secretary*

Community Board No. 2, Manhattan

3 Washington Square Village
NEW YORK, NY 10012-1899

www.manhattancb2.org

P: 212-979-2272 F: 212-254-5102 E: info@manhattancb2.org

Greenwich Village ♦ Little Italy ♦ SoHo ♦ NoHo ♦ Hudson Square ♦ Chinatown ♦ Gansevoort Market

Community Board 2 Manhattan Landmarks Committee Guidelines for Applicants

Thank you for contacting Community Board 2 Manhattan concerning an application to be reviewed at a public hearing by the Landmarks Committee and followed by recommendations to the Board. The application must have been reviewed by the Commission staff and have reasonable expectation of being heard by the Commission during the month following the Committee hearing.

A brief description containing all significant parts of the application must be sent to the CB2 office in order for a Landmarks Committee hearing to 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 at the beginning of the subject line of the email and in the file name of all attachments.

A PDF version of the presentation, including photographs of a rooftop mockup when required to evaluate potential visibility from a public thoroughfare, **not to exceed 10MB**, must be sent at least one week before the scheduled Committee meeting. These are posted on the CB2 website and enable the Committee members to review the application, request additional information, and visit the site, and gives members of the public the required notice. (The Committee is 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 significant changes in subsequent versions of the presentation with page number references of drawings).

For all proposed construction that is above the existing roof line of the building, the applicant must build a mockup that adheres to Landmarks Commission guidelines. The mockup must be in place one week before the scheduled meeting to give the Committee and the public opportunity to make a site visit ahead of the meeting. The application must include photographs from all possible point of visibility, especially including the views from which the addition is most visible and is to be submitted with the application.

Meetings are hybrid with Zoom, generally from the Community Board office. **We strongly urge applicants to make the presentations remotely. This ensures that all members of the committee and interested members of the public hear and understand the presentation clearly.**

If there is a special situation that requires the applicant to appear in person, please bring your own laptop with the application ready for you to screen share. (See below about screen sharing procedures.) It is important to be at the meeting venue, usually the CB2 office, half an hour before the time that the meeting is scheduled to have a technical check.

Please send the name of the principal presenter and others participating in the presentation to **Florence Arenas** farenas@cb.nyc.gov one week before the meeting. Each person should register ahead of the meeting as a “guest” on the CB2 website.

At the presentation, materials will be “screen shared” by the presenter over Zoom. It is imperative that the person sharing the screen is familiar with Zoom and is prepared to share the screen throughout the presentation. It is also important that the person is familiar with the titles and page numbers of the presentation to be able to reference specific slides during the discussion.

The Committee meetings are normally on the second to third Thursday of the month, or in cases where holidays require, another day. When there are a large number of applications to be reviewed, a second Committee meeting may be scheduled. When an application is confirmed for a hearing, the official notice is posted on the CB2, Manhattan website. City regulations require that the agenda for a public meeting must be posted one week before the meeting date.

We appreciate your consideration in following this protocol in order that the hearing proceeds smoothly and in reasonable time.