

LPC WINDOW REPLACEMENT

For homeowners, architects, and general contractors. Historic districts and individually landmarked buildings



Use this checklist to prepare your Landmarks Preservation Commission (LPC) submission package for a residential window or door replacement in a New York City landmark building.

A complete, well-documented submission is the single most effective way to avoid delays.

Open AWD prepares items marked with ★ as part of our standard process for all landmark projects — at no additional charge.

SECTION 1 — Before You Start

■ Confirm your building's landmark status

Required

Search your address at nyc.gov/landmarks. Confirm whether your building is in a Historic District or is individually landmarked.

→ Open AWD verifies landmark status for all clients free of charge — just provide your building address.

■ Identify which type of LPC approval applies

Required

Certificate of No Effect (CNE): like-for-like replacement, same material compatible profile. Staff review, 2–4 weeks. Certificate of Appropriateness (CofA): material change, configuration change, new openings. Public hearing, 2–4 months.

→ Not sure which applies? Contact Open AWD — we confirm approval type based on your building and project scope.

■ Hire a NYC-licensed expediter or preservation architect

If required

Required for Certificate of Appropriateness applications. Recommended for all CNE applications if you are unfamiliar with the LPC process. Your expediter files the application and communicates with LPC staff.

SECTION 2 — Documentation to Gather

- Completed LPC application form** Required

Available at nyc.gov/landmarks. Must be signed by the building owner.
For CNE: owner signature on application.
For CofA: separate owner authorization letter also required.
- Photographs of existing windows — 3 views required** Required

(a) Close-up of existing window profile showing face width and sightline. (b) Full view of the facade showing the windows in context. (c) Street-level view showing the building from the sidewalk.

→ Clear, high-resolution photos (min. 1500px wide). Taken in daylight without obstructions.
- Building address and tax lot number (BBL)** Required

Block, Lot, Borough number. Available at nyc.gov/acris or on your property tax bill.
- Historic photographs of the original windows** If available

Not always required, but strengthens the submission significantly — especially for CNE applications where the LPC needs to confirm the original window type.
Sources: NYPL digital collections, Museum of the City of New York, NYC Municipal Archives.

SECTION 3 — Technical Documentation ★ Open AWD Prepares These

- **★ Shop drawings — profile cross-sections** Required

Technical drawing showing the window frame profile in cross-section. Must include: face width (sightline dimension), frame depth, glazing rebate depth, and overall frame dimensions. Drawn to scale, dimensioned in inches.

- **★ Shop drawings — window elevation** Required

Full elevation view of the proposed window showing: overall width and height, muntin configuration and spacing (if applicable), glass area, hardware position, and operation type.

- **★ Material specification sheet** Required

Written description of: frame material (wood / steel / aluminum / bronze), finish color with RAL or paint reference number, glazing type (clear / low-e / laminated), glazing unit thickness (double or triple IGU), and hardware finish.

- **★ Physical sample or sample board** If available

Required for some reviews, strongly recommended for all. Includes: frame profile sample (cut section showing actual face width), finish color chip, and glass sample if non-standard. Open AWD provides profile and finish samples for all projects.

- **★ Muntin configuration details (if windows are divided)** Required

Drawing or photograph showing the exact muntin pattern — number of lites, horizontal and vertical spacing, and whether TDL (true divided light) or SDL (simulated divided light). SDL systems must show shadow bar depth between panes.

→ ★ Open AWD provides this as part of shop drawings for all divided-light systems.

SECTION 4 — For Certificate of Appropriateness Only

■ Owner authorization letter

Required

Signed letter from the building owner authorizing the application. Required in addition to the signed application form. Must be on building owner's letterhead if possible.

■ Written project description

Required

Narrative description of the proposed work: what is being replaced, why, and how the proposed system relates to the building's historic character. Typically 1–2 pages. Your expediter or architect usually prepares this.

■ Architect's stamped drawings

If available

Required for some CofA applications depending on project scope. Confirm with your expediter whether a licensed architect's stamp is required.

TIMELINE REFERENCE

CNE (staff-level) approval	2–4 weeks from complete submission
CofA (public hearing) approval	2–4 months from complete submission
Shop drawing preparation	2–3 weeks — Open AWD prepares
Aluminum window fabrication	6–10 weeks from confirmed order
Aluminum-clad wood fabrication	8–14 weeks from confirmed order
Steel window fabrication	12–20 weeks from confirmed order
Bronze window fabrication	16–24 weeks from confirmed order