



The New York City Landmarks Preservation Commission

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<http://nyc.gov/landmarks>



HISTORIC PRESERVATION GRANT PROGRAM HOMEOWNER GRANT APPLICATION

Applications should be prepared after reading the FACT SHEET FOR HOMEOWNER APPLICANTS. Faxed applications will not be considered. Refer to CONDITIONS, GUIDELINES and CHECKLIST on the back page of this application form.

Staff use only:

Date Rec'd

APPTRACK#

Entry Date

APPLICANT

PROPERTY OWNER

Name(s)

Social Security No.(s)

Home Address

City

State

Zip

Phone

PROJECT DESCRIPTION

DESIGNATED PROPERTY

Address

Borough

Block

Lot

BUILDING USE

Number of dwelling units in your home, including your own: _____

Number if people in your own household dwelling unit: _____

DESCRIPTION OF PROPOSED WORK

Use back of form if necessary

COST OF PROJECT

CONDITIONS

The following conditions apply to grant awards:

- Grant recipients must occupy their homes for a period of at least five (5) years after the grant funded work is completed. Grant recipients who sell or move out of their homes before the five years have elapsed will be required to return the grant on a pro-rated basis.
- The grant pays for specific work items; construction on this work cannot begin until after the Landmarks Preservation Commission (“LPC”) and the grant recipient sign a contract, resale and insurance clauses of the contract have been satisfied, and the contractor has been notified by LPC to start.
- The property owner must receive a permit from LPC approving such work before carrying it out.
- In most cases, at least three (3) competitive bids must be obtained by the applicant for work to be performed. At LPC’s discretion, bids may be solicited by LPC.
- Contractors must be approved by LPC before grant funds are dispersed.
- Depending on the scope of work, the property may be inspected for the presence of lead-based paint. **If lead-based paint hazards are found, the grant recipient will be responsible for the remediation of those hazards pursuant to city and/or federal law.**
- Preference is given to owners who use other funds along with the grant to restore the façade of their building.

GUIDELINES and CHECKLIST

Please read the application form carefully and refer to the FACT SHEET FOR HOMEOWNER APPLICANTS. All information should be entered in the space provided, if not applicable mark N/A.

The following materials must be submitted for a complete grant application for **each wage earner** in your household:

- Signed current 1040 Federal Tax Forms, **OR** if no Return was required to be filed, signed statement with explanation. *Note: If income has changed substantially, submit 1040 Forms for the last three years.*
- W-2 Forms filled with each 1040 Tax Form.
- Schedules A, B, C, D, and E filed with each 1040 Tax Form.
- Signed list of all properties owned and related Rent Receipts in lieu of Schedule E.
- Pension receipts.
- Notification of Social Security, Disability, or other Benefits.
- Records of all other Income or Distributions.
- List of Sources of Funding for Restoration Project

CERTIFICATION

I/we have requested the Landmarks Preservation Commission of the City of New York to process my/our application for a Historic Preservation grant the proceeds of which will be use to make the said property conform to the rehabilitation standards as specified by the Landmarks Preservation Commission. With full knowledge that the information given above is subject to future verification, I/we certify that all information contained herein is accurate and complete.

PRINTED NAME

SIGNATURE

DATE

(Rev. 8/04)