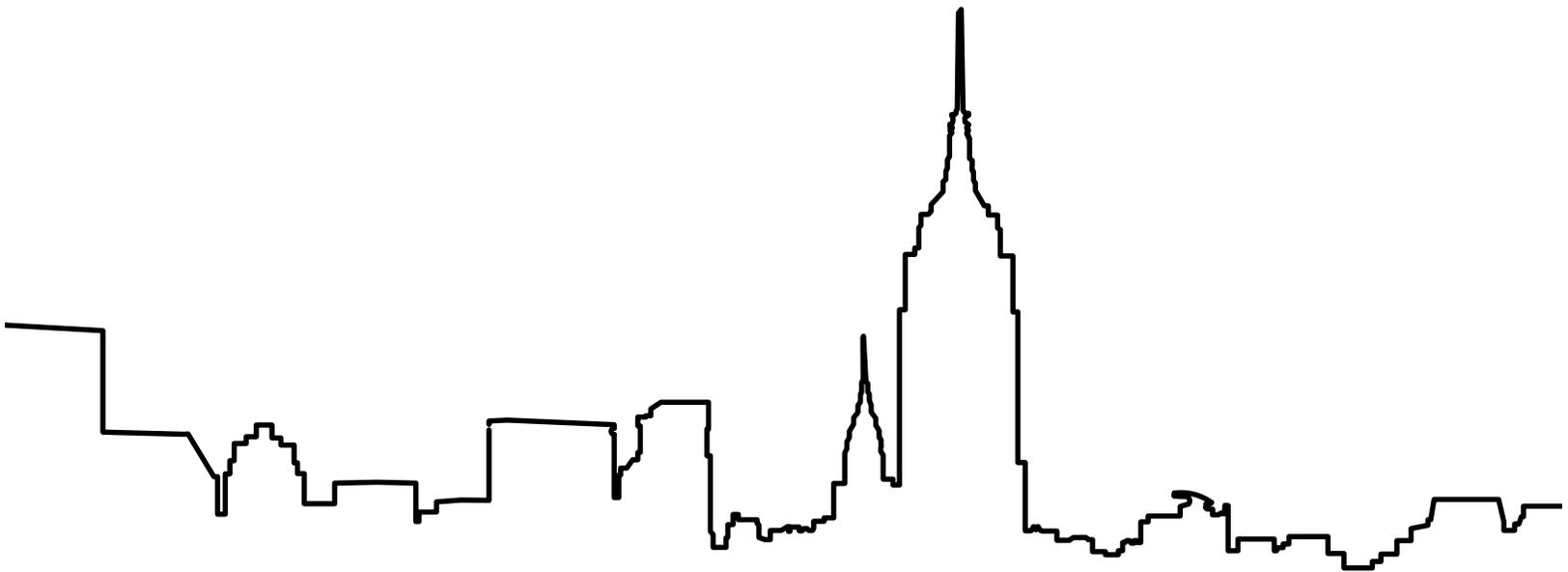


HEATING, VENTILATING, AND AIR CONDITIONING EQUIPMENT

Application Guidelines



NYC Landmarks Preservation
Commission

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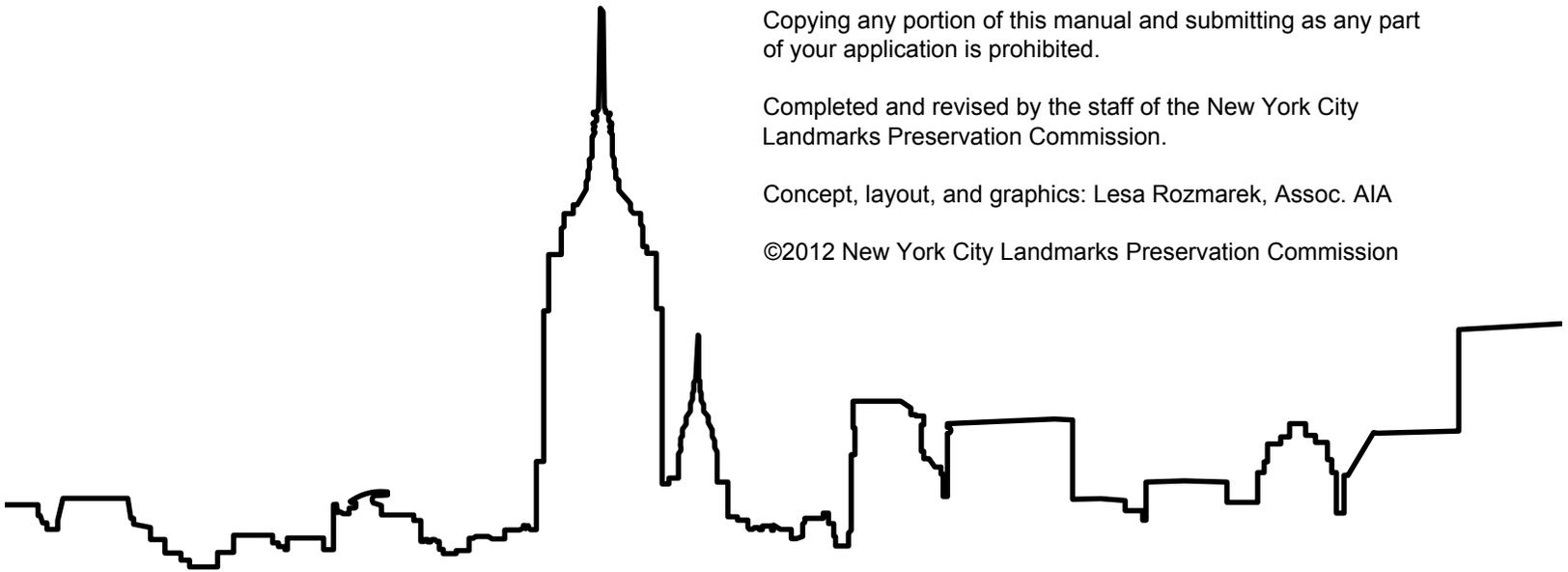
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Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

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Installing Through-the-Wall, Through-the-Window, Wall-Mounted and Rear Yard Areaway Heating, Ventilating, and Air Conditioning Equipment

Exterior wall cladding, window opening patterns and decorative details are integral to the design of a building. In most historic buildings, these three elements were carefully combined to help define the style and character of the façades.

Retaining the proportions and appearance of the wall cladding, window patterns and ornament of a historic building serves as the basis for [Section 2-11 of the Landmarks Preservation Commission's Rules](#), which governs and specifies the criteria for the installation of through-the-window, through-the-wall, wall-mounted or rear yard areaway HVAC equipment. [Section 2-19 of the Commission's Rules](#), which governs building additions, specifies the criteria for the installation of rooftop mechanical equipment, including HVAC systems. Please refer to Chapter 2 of this manual for guidance on how to obtain a permit for rooftop mechanical equipment.

This chapter summarizes the criteria of Section 2-11, and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit.

Please note that permits are not required for HVAC equipment that can be installed by raising the lower sash of a double-hung window or simply opening a casement leaf, transom, hopper or awning window.

However, permits are required for window units that require brackets affixed to the exterior or alter the window sash or frame.

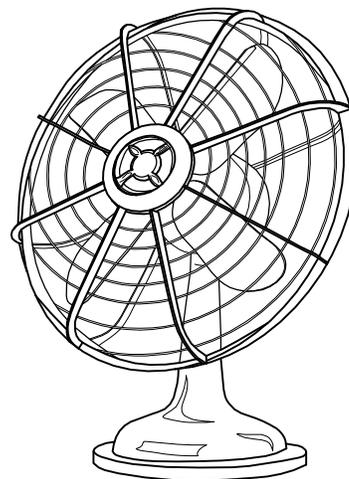
No Permits Required

- No permit is required for installation of HVAC equipment that's installed by raising the lower sash of a double-hung window, or opening a casement leaf, transom, hopper or awning window.

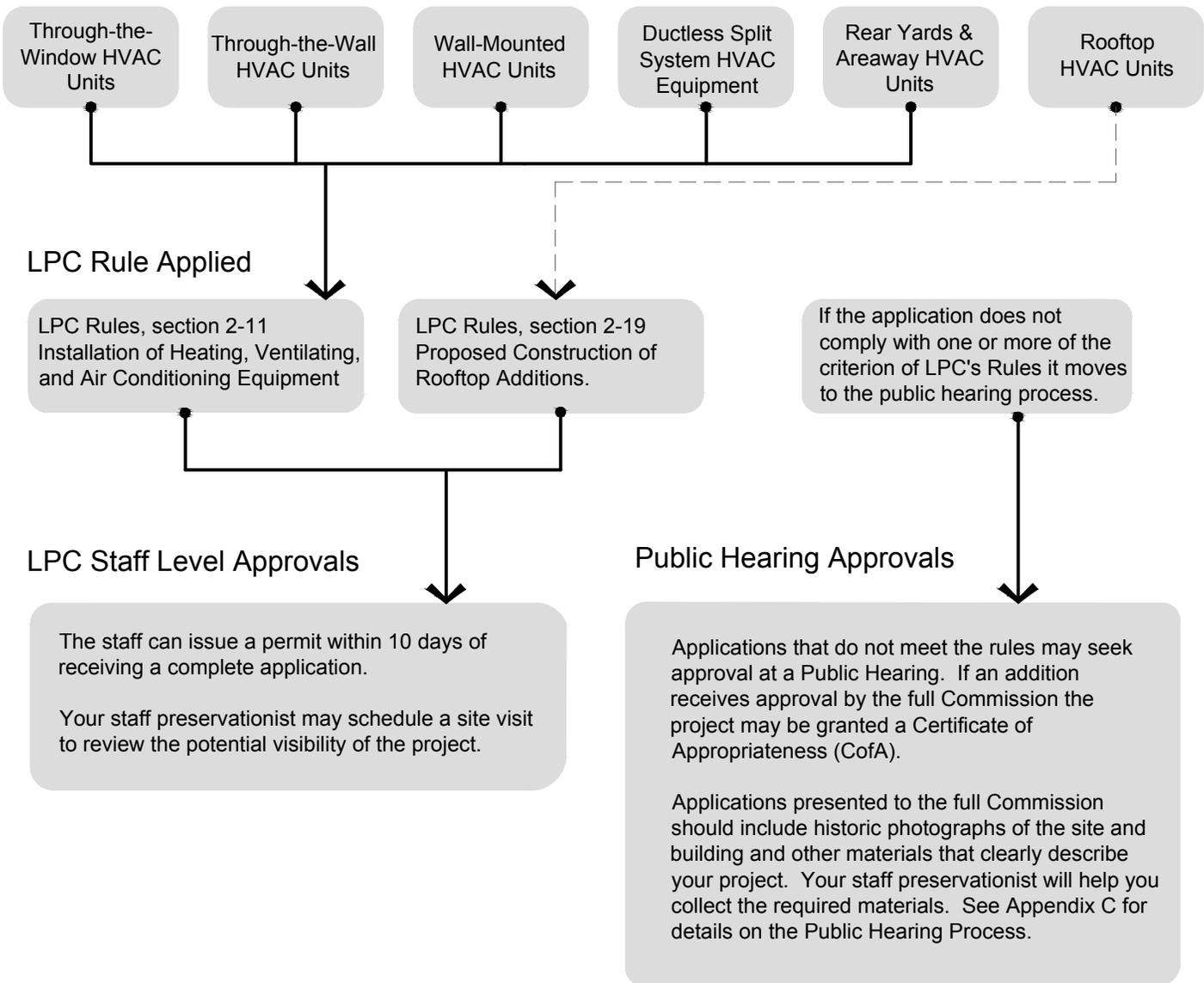
PLEASE NOTE: Window units that require brackets affixed to the exterior or alter the sash or frame need a permit.

Master Plans

A “master plan” establishes a prototype of HVAC equipment installation and other repetitive work types that are eligible for future staff-level permits. Master plans require approval from the full Commission and serve as the guidelines that enable the staff to write future permits. LPC encourages applicants to develop master plans for the phased-in installation of HVAC units in larger buildings or building complexes because they help expedite future permits.



HVAC Review Process



Installing Through-the-Window HVAC Units on Primary Facades

Commission-level permits are required for:

HVAC units on the principal façades of small residential buildings and individual landmarks

Staff-level permits can be issued for:

HVAC units on the principal façades of commercial AND residential buildings with a minimum of 41 feet of street frontage or a minimum of seven stories if the proposal meets the following criteria:

- The window is not a "special window"
- The installation involves only removing glazing from one of the sashes of a double-hung window
- The installation involves only removing glazing from one portion of a casement window and retaining the window frame
- The unit's location conforms to a regular pattern of installations within window bays on the façade
- The louver or vent is mounted flush with the sash or directly behind the sash and finished to match the color of the sash

Installing Through-the-Window HVAC Units on Secondary and Non-Visible Façades

Staff-level permits can be issued if the proposal meets the following criteria:

- The installation does not result in the loss of any significant features
- The units are installed within existing openings
- The louvers are finished to blend with the existing fenestration pattern
- And the existing windows are not "special windows"

All Other Through-the-Window Installations

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for installing through-the-window units. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Through-the-Window HVAC Units on Primary, Secondary, and Non-Visible Facades

Below is a list of required descriptive materials for your proposal for through-the-window HVAC units on primary, secondary and non-visible facades. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- Permit application signed by the building owner
- Color photo(s) of building indicating the proposed locations of the unit(s)
- Building plan or elevation showing dimension of the street frontage
- Building plan or elevation showing the building height
- Elevation drawing of the unit within the window opening
- Section drawing showing the location of the grille within the opening
- Paint card or sample of color to be used to match surrounding masonry
- If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Installing Through-the-Wall HVAC Units on Primary Facades

Commission-level permits are required for:

HVAC units on the principal façades of small residential buildings, individual landmarks and non-masonry buildings.

Staff-level permits can be issued for:

HVAC units on the principal façades of residential buildings with a minimum of 41 feet of street frontage or a minimum of seven stories if the proposal meets the following criteria:

- The proposed installation is centered beneath the window opening
- The proposed installation conforms to the existing pattern of installations if the window opening is wide enough to accommodate more than one set of sashes
- The exterior grille is a rimless type architectural grille
- The exterior grille is mounted flush with the surrounding masonry
- The exterior grille has a finish that matches the color of the surrounding masonry
- The proposed location corresponds to an established regular pattern of installations
- The proposal calls for the installation of only one unit per room, except for corner rooms, in which case only one unit per façade is permissible
- No decorative masonry or other significant architectural feature of the building is affected

Installing Through-the-Wall HVAC Units on Visible Secondary Masonry Façades

Staff-level permits can be issued if:

- The unit is centered beneath a window opening if the vent or louver **exceeds** 144 square inches in surface area, or is installed below, above, or to the side of a window opening if the vent or louver is **less than** 144 square inches in surface area
- The unit is installed in a uniform pattern on portions of secondary façades devoid of windows, unless the building has no interior space that would permit an installation that conforms to a pattern
- The exterior grille has a finish that approximates the color of the surrounding masonry
- No decorative masonry or other significant architectural feature of the building is affected

Installing Through-the-Wall HVAC Units on Non-Visible Secondary Façades

Staff-level permits can be issued if:

- The installation is not visible from any public thoroughfare
- The grille is set flush with the masonry wall; **however**, if the vent or unit is 25 square inches or less in surface area, and projects no more than five inches forward may be permitted if the projection does not have an adverse effect on the secondary façade
- No decorative masonry or other significant architectural feature of the building is affected

All Other Through-the-Wall Installations

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for installing through-the-wall units. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Through-the-Wall HVAC Units on Primary, Secondary, and Non-Visible Facades

Below is a list of required descriptive materials for your proposal for through-the-wall HVAC units on primary, secondary and non-visible facades. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- Permit application signed by the building owner
- Site plan, building footprint plan, block plan, or Sanborn map
- Color photo(s) of the building indicating the proposed locations of the unit(s)
- Close up detailed photos of the masonry area that is affected
- Elevation drawings showing the unit's relationship to window(s) and dimensions of the exterior grille
- Section drawing showing the grille will be flush with masonry and dimension beneath sill or projection of vent
- Catalog cut sheet showing grille type and unit (architectural grille)
- Paint card or sample of color to be used to match surrounding masonry
- If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Installing Wall-Mounted or Ductless Split System HVAC Units on Visible Facades

Please note that Commission-level reviews are required for the installation of visible, wall-mounted HVAC units and ductless split system HVAC units on facades that are visible from a public thoroughfare.

Installing Wall-Mounted or Ductless Split System HVAC Units on Non-Visible Secondary Façades

Staff-level permits can be issued if:

- Wall-mounted HVAC units are not visible from any public thoroughfare
- The metal support structure attaches to the masonry wall through the mortar joints
- Penetrations for conduit through the façade will be as small as possible, and no greater than 3 inches in diameter
- Conduit from HVAC units will be painted to match the underlying material
- No decorative masonry or other significant features will be affected
- Alterations to the exterior wall are reversible

Please note that your staff preservationist may request a site visit to determine the visibility of the proposed units.

Other Wall-Mounted or Ductless, Split-System HVAC Units on Non-Visible Facades

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's criteria for installing wall-mounted or ductless, split-system units. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

Application Checklist for Wall-Mounted or Ductless, Split System HVAC Units on All Façade Types

Below is a list of required descriptive materials for your proposal for wall-mounted or ductless, split-system HVAC units on all façade types. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- Permit application signed by the building owner
- Color photo(s) of the building and location of the proposed unit
- Site plan drawing block map for visibility study
- Elevation drawings showing the size of the unit in the proposed location
- Catalog cut sheet showing the unit
- Section drawing showing the attachment of the unit to the property
- If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

Installing HVAC Units in Visible Rear Yards and Areaways

Please note that Commission-level reviews are required for HVAC installations in areaways, rear yards and side yards that are visible from a public thoroughfare.

Installing HVAC Units in Rear Yards and Areaways

Staff-level permits can be issued if:

- The installation will not be visible from any public thoroughfare
- The installation will not affect any significant architectural feature of the landmark or building in a historic district

Please note that your staff preservationist may request a site visit to determine the visibility of the proposed unit(s).

Application Checklist for HVAC Units in Rear Yards and Areaways

Below is a list of required descriptive materials for your proposal for HVAC units in rear yards and areaways. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

- Permit application signed by the building owner
- Color photo(s) of the location of the proposed unit
- Catalog cut sheet showing the unit
- Site plan drawing showing the location of the unit
- Visibility studies to demonstrate that the proposed unit is not visible from the street
- Color and material sample(s) of the unit
- If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

An LPC staff preservationist will contact you if additional materials are required. Please note that if you submit a complete application that includes the correct materials, meets LPC's rules and the associated landmark site has no outstanding LPC violations, your permit will be processed expeditiously.

HEATING, VENTILATING, AND AIR CONDITIONING EQUIPMENT

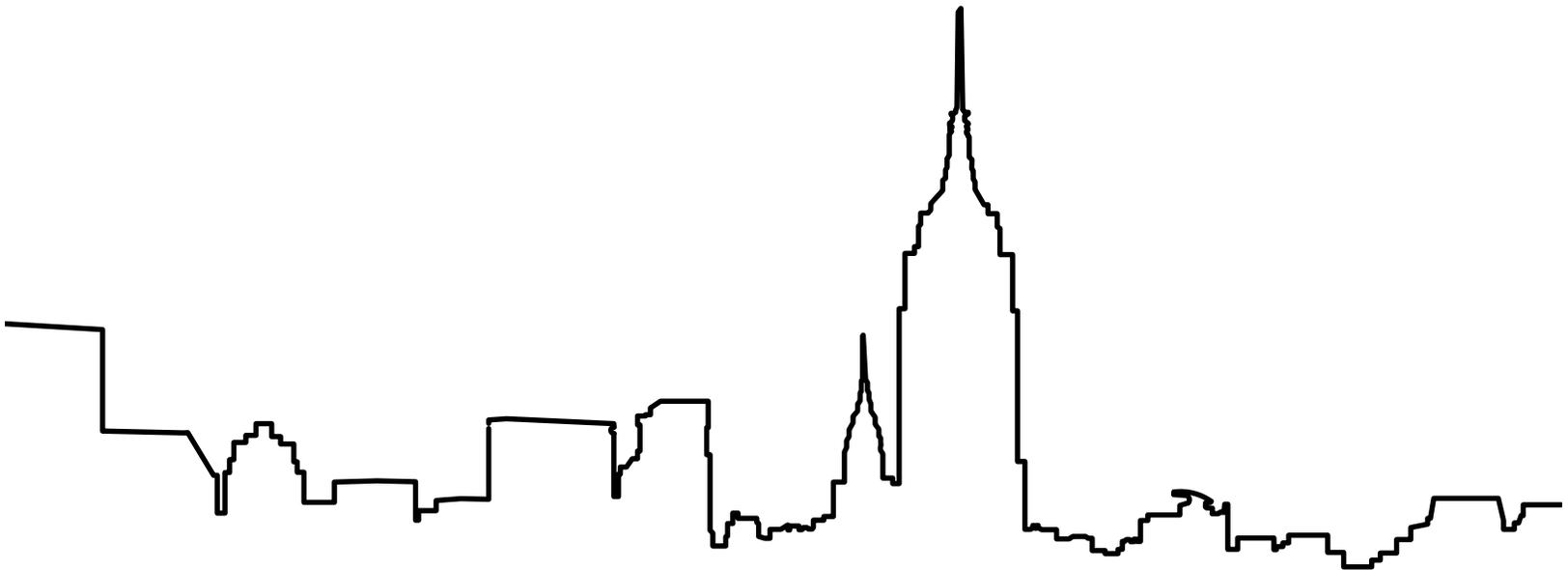
Sample Application Materials

Areaway HVAC Installation

Through-the-Wall HVAC Installation

Split System HVAC Installation

Through-the-Window HVAC Installation





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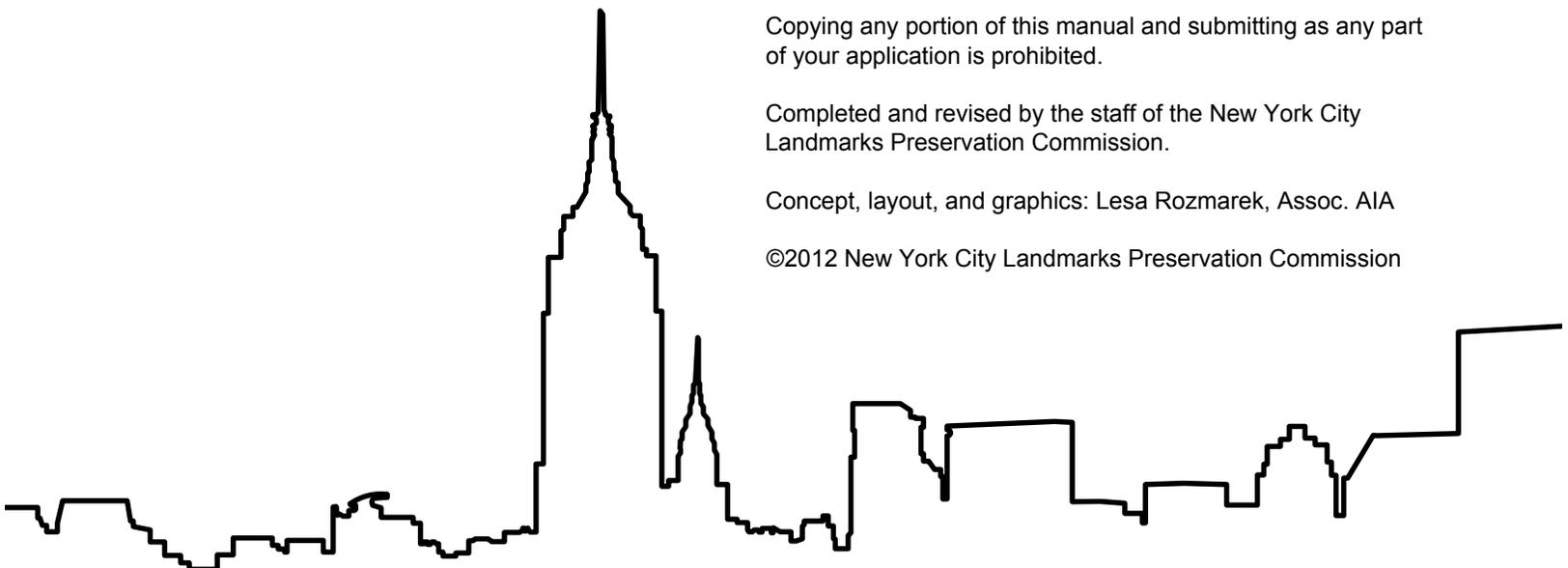
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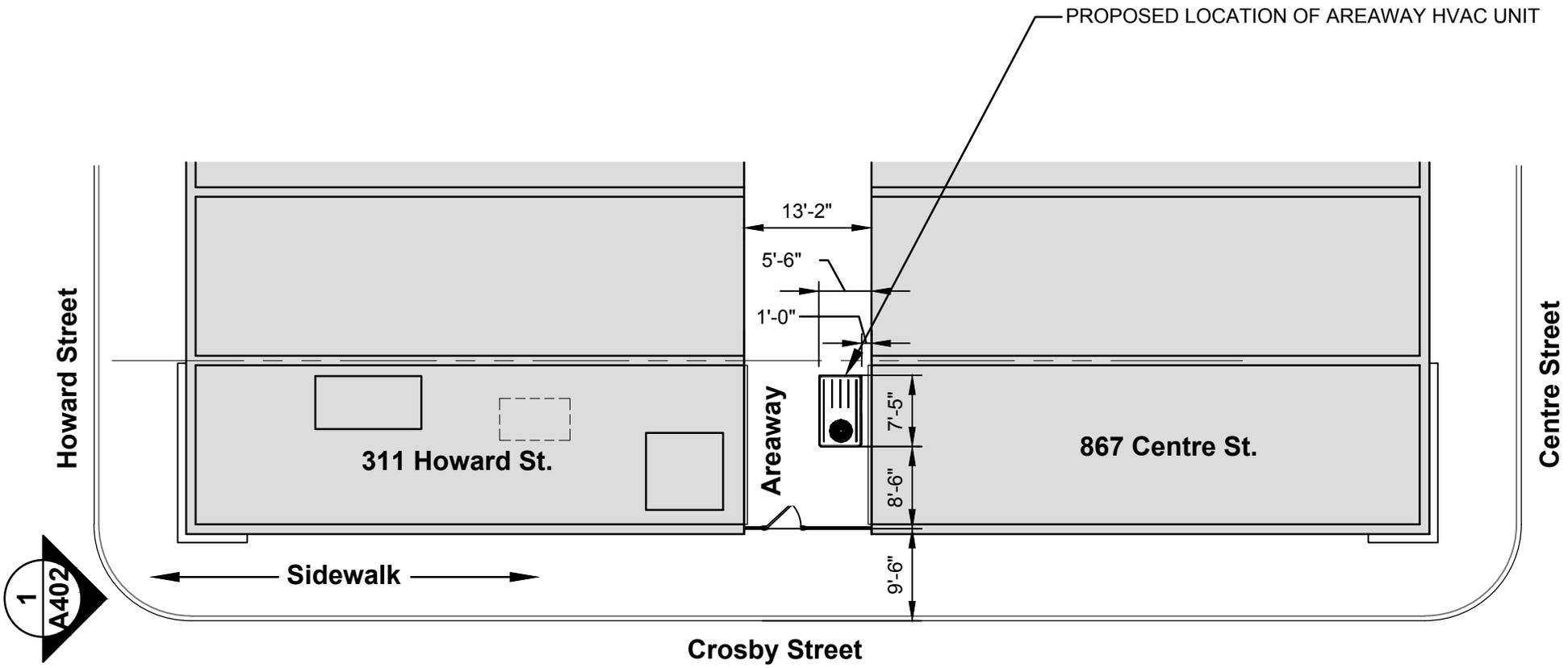
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Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

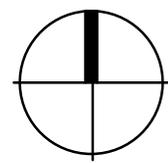
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1 Site Plan
A400 Scale: 1/8"=1'-0"

Be sure to locate through dimensions where the new HVAC unit will be positioned on the site or building.



AREAWAY HVAC INSTALLATION
 311 HOWARD ST., NEW YORK, NEW YORK

Site Plan



NEW THROUGH-WALL HVAC UNIT LOCATED HERE



Taken from the intersection of Crosby Street and Howard Street looking down Crosby Street

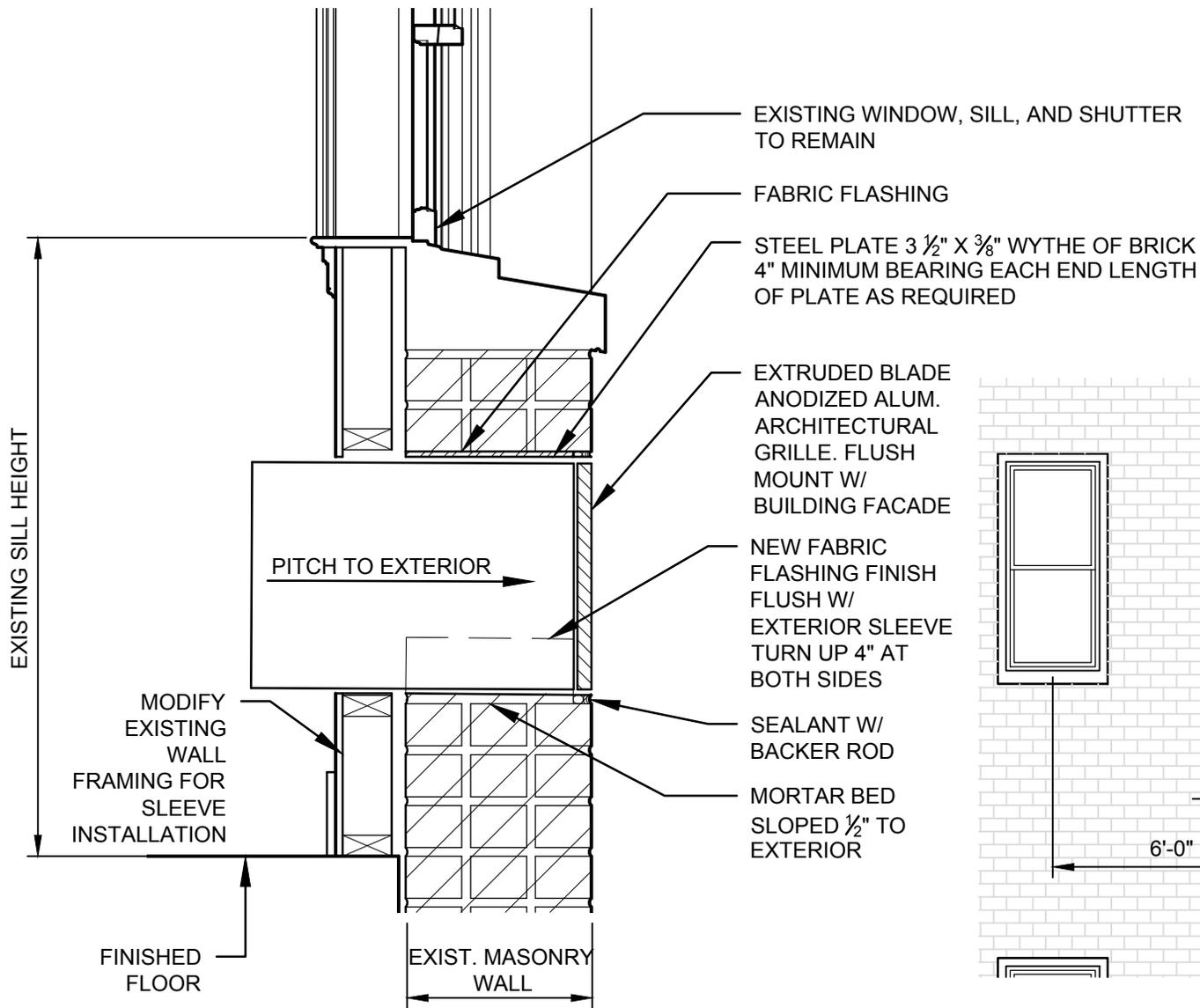


Taken from Crosby Street looking towards Howard Street and the rear elevation of the project site

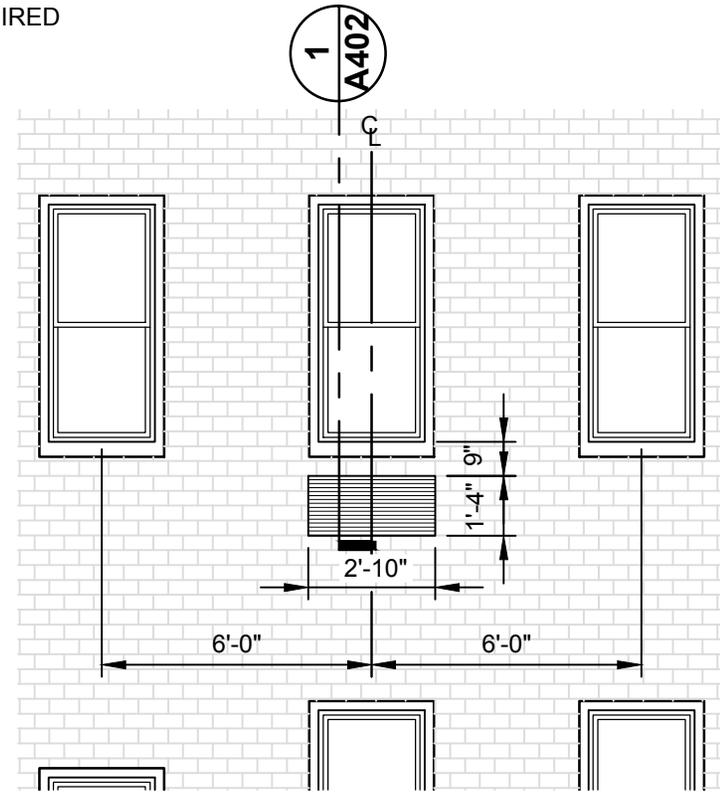
THROUGH-THE-WALL HVAC INSTALLATION
311 HOWARD ST., NEW YORK, NEW YORK

Site Photos

STAFF LEVEL PERMITS
Only for large apartment buildings, hotels, and other types of multiple dwellings which either have a street frontage of 41 feet or greater or which are seven or more stories in height, can a PMW or CNE be issued for installation of through-wall HVAC equipment if the proposal meets the criteria listed in LPC Rules, section 2-11 Installation of Heating, Ventilating and Air Conditioning Equipment.



1 Proposed HVAC Section
A402 Scale: 1"=1'-0"

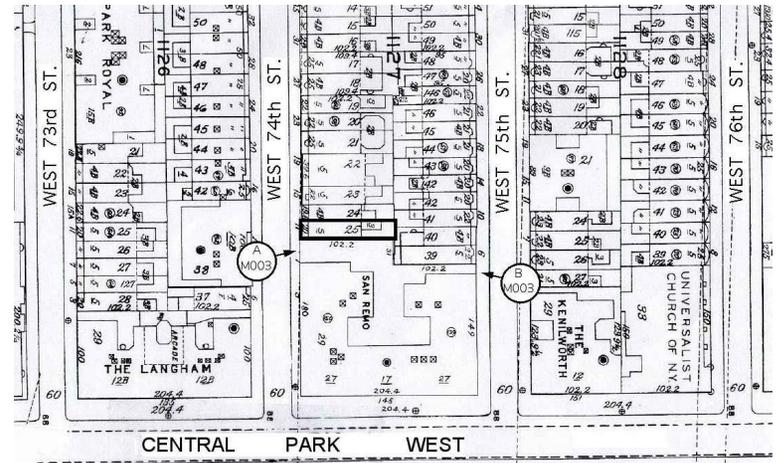


2 Proposed HVAC Elevation
A402 Scale: 1 1/2"=1'-0"

NEW SPLIT SYSTEM HVAC UNIT LOCATED HERE

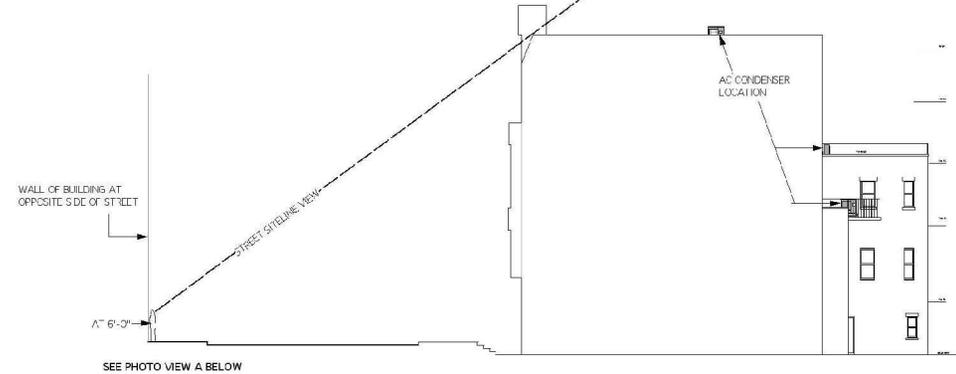


Taken from the rear yard of 11 West 74th Street



1 Site Location Plan

A403



SEE PHOTO VIEW A BELOW

2 Siteline View Elevation

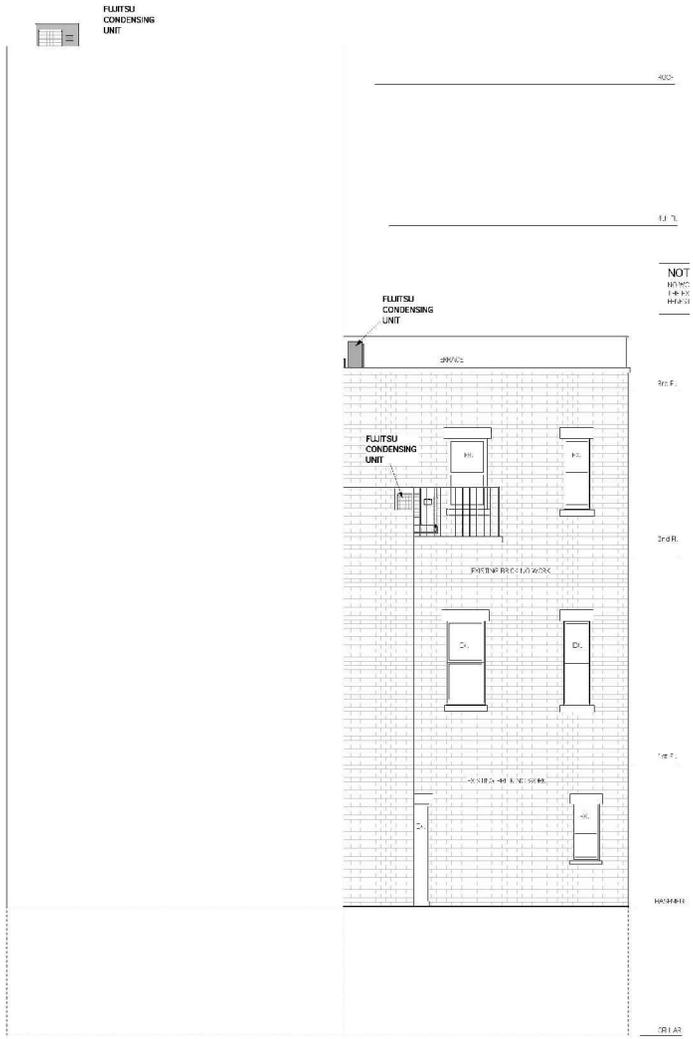
A403

With much appreciation, drawings and photographs courtesy of Robert Strong Architect

SPLIT SYSTEM HVAC INSTALLATION
11 WEST 74TH ST., NEW YORK, NEW YORK

Photographs and Site Information





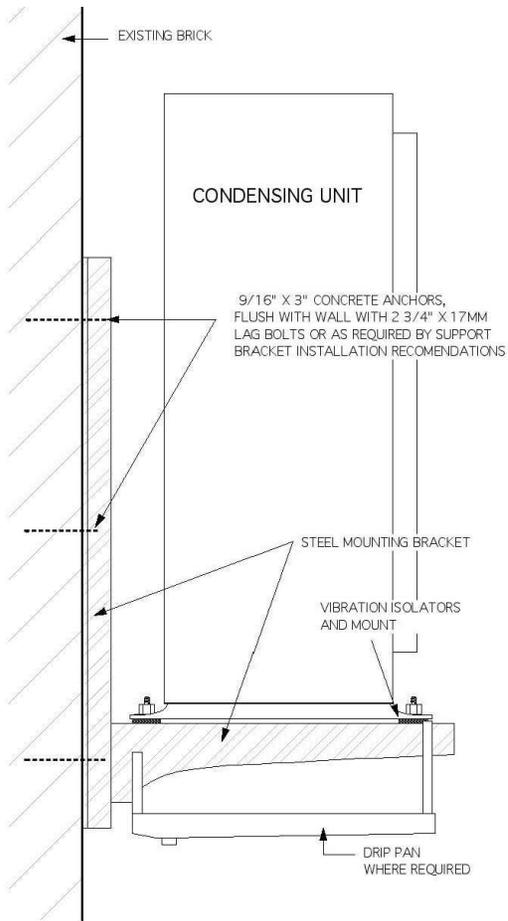
1 Rear Elevation A
A404

2 Rear Elevation B
A404

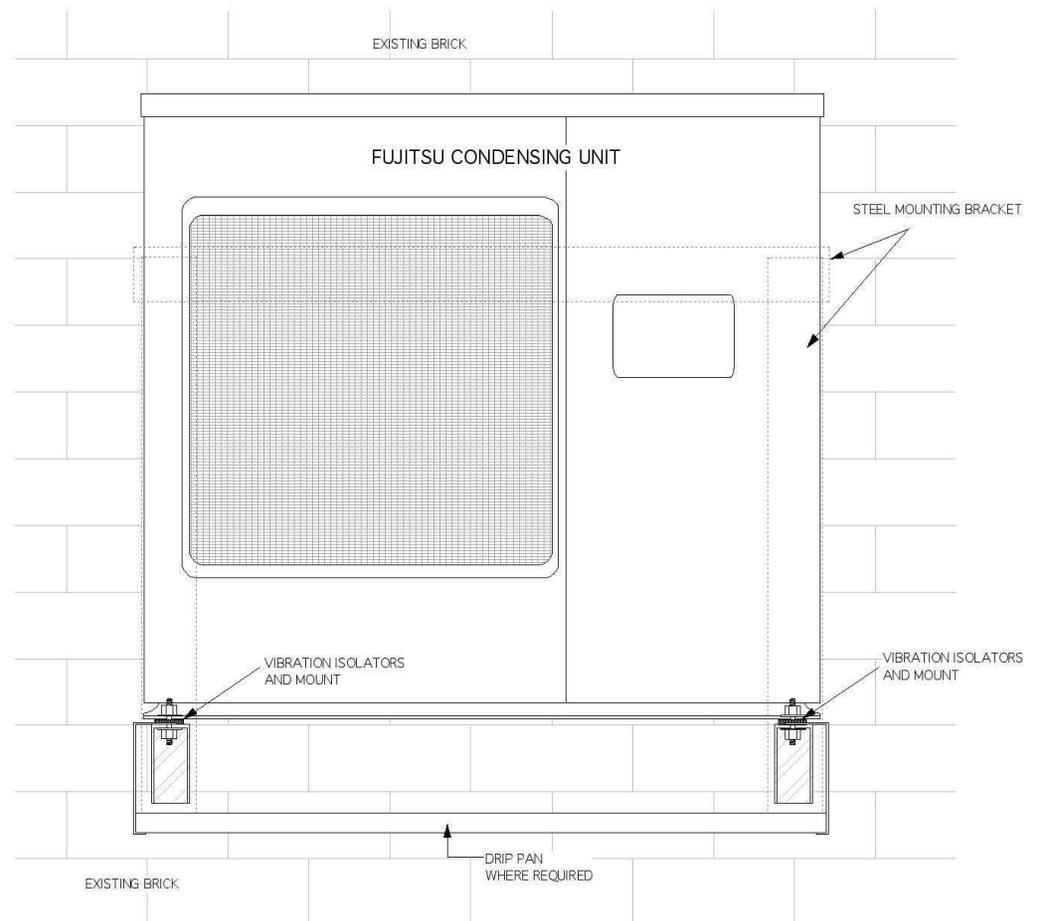
With much appreciation, drawings and photographs
courtesy of Robert Strong Architect

SPLIT SYSTEM HVAC INSTALLATION
11 WEST 74TH ST., NEW YORK, NEW YORK

Elevations



1 Sidewall Elevation
A405



2 Front Elevation
A405

*With much appreciation, drawings and photographs
courtesy of Robert Strong Architect*

SPLIT SYSTEM HVAC INSTALLATION
11 WEST 74TH ST., NEW YORK, NEW YORK

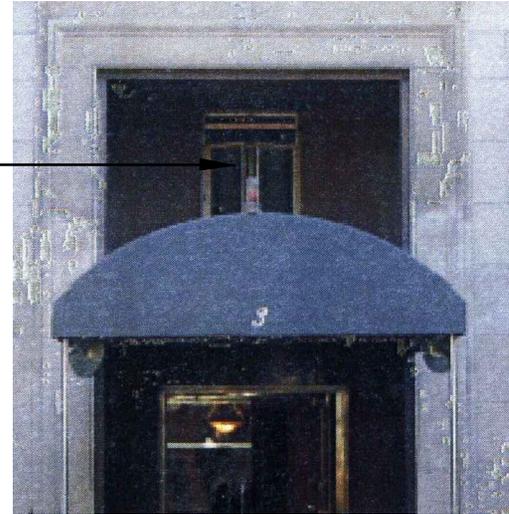
AC Unit Drawings

NYC Landmarks Preservation
Commission

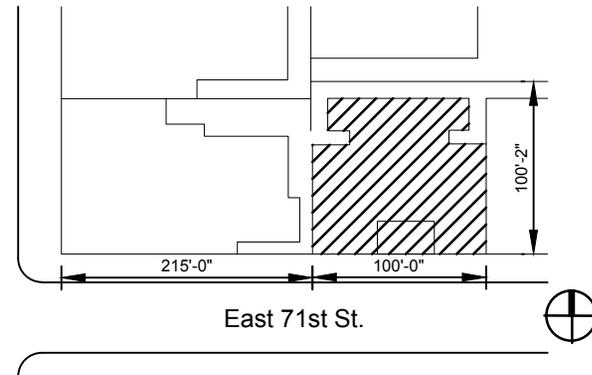


Taken from 71st street looking to main entrance

NEW THROUGH-WALL HVAC UNIT LOCATED HERE



Recessed window above awning for proposed louver with condenser units behind it



1 Block Plan
A406

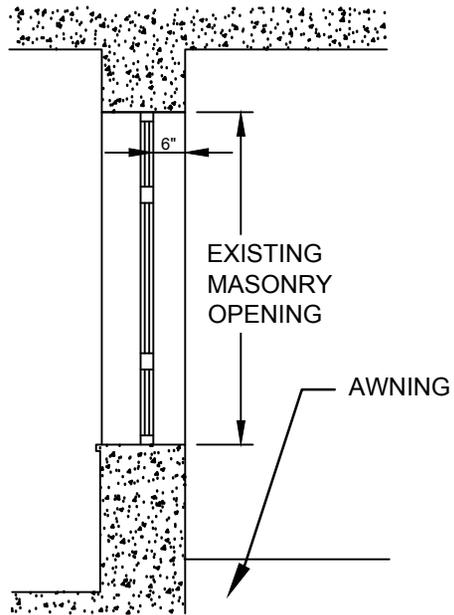
With much appreciation, drawings and photographs courtesy of Ronnette Riley Architect

THROUGH-THE-WINDOW HVAC INSTALLATION

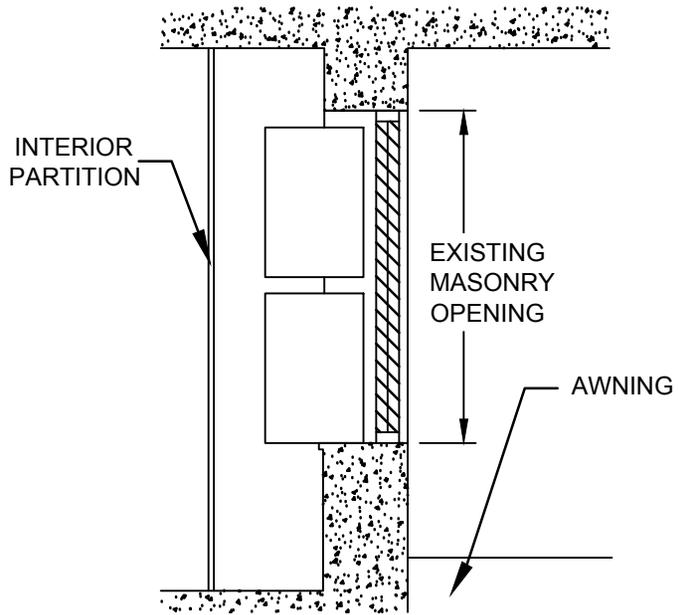
3 EAST 71ST ST., NEW YORK, NEW YORK

Photographs
Block Plan



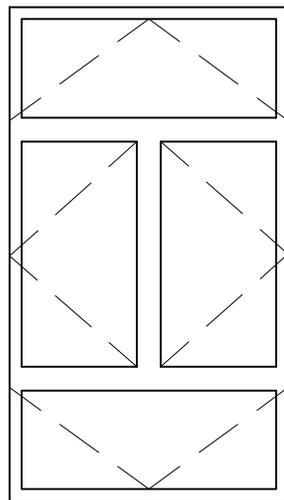


1 Existing Window Section
A407 Scale: 3/8"=1'-0"

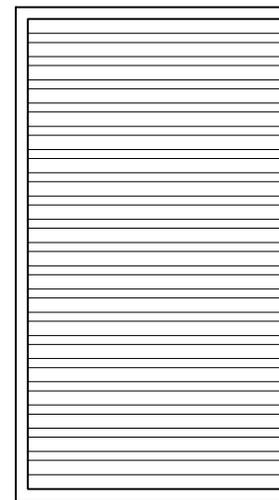


3 Proposed Window Section
A407 Scale: 3/8"=1'-0"

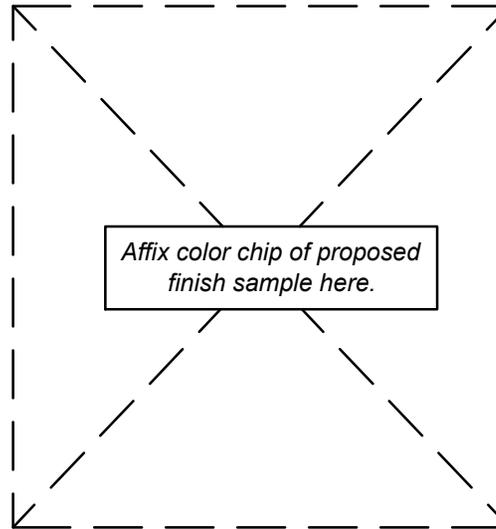
With much appreciation, drawings and photographs courtesy of Ronnette Riley Architect



2 Existing Window Elevation
A407 Scale: 1/2"=1'-0"



4 Proposed Window Elevation
A407 Scale: 1/2"=1'-0"



**HVAC Finish Color: Paint Company X
Color: Satin Bronze, #1234**

*With much appreciation, drawings and photographs
courtesy of Ronnette Riley Architect*

THROUGH-THE-WINDOW HVAC INSTALLATION
3 EAST 71ST ST., NEW YORK, NEW YORK

Finish Sample

NYC Landmarks Preservation
Commission