

# Portico: Starting a New Application



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## Overview

Portico is a web-based permit application portal that allows owners of designated landmark properties to file applications for permits, upload supporting documents, view the status of applications, and receive final permits. Applicants can also amend existing permits and request Notices of Compliance.

This New York City Landmarks Preservation Commission's (LPC) Portico *Start an Application* user guide explains the comprehensive end-to-end procedure for creating and submitting a permit application.

## Log In and NYC.ID

To log into Portico, you will need an active email account and an NYC.ID account. If you don't have an NYC.ID account, follow the steps below to create a new NYC.ID account and log into Portico.

1. Navigate to Portico at <https://portico.lpc.nyc.gov/>

The Official Website of the City of New York

**NYC**

**Login**

Log in using your NYC account

Log in using one of these options

Email Address \*

Password \*

Login

NYC Employees

or

Forgot Password

**Create Account**

Report an Issue

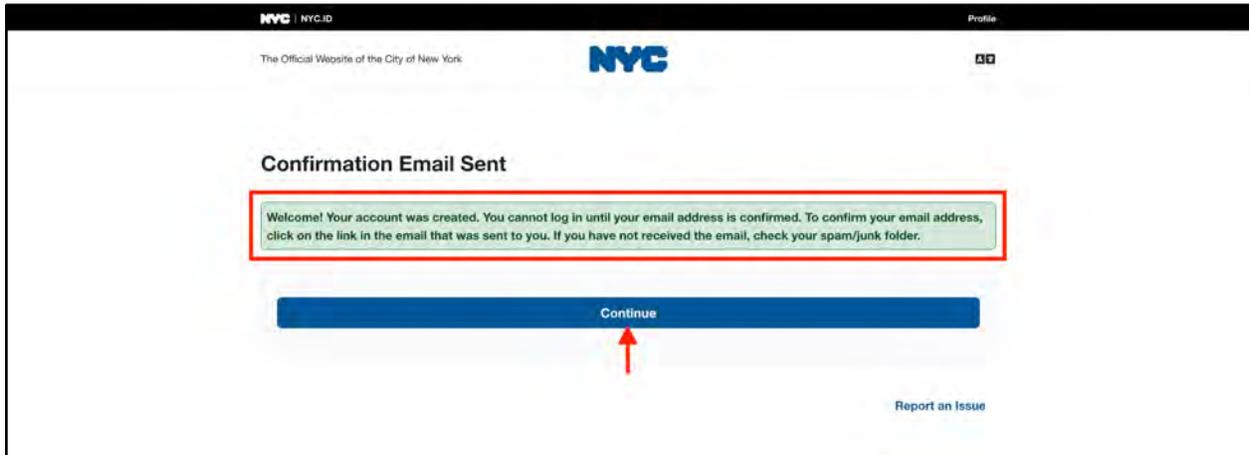
**WARNING:** This system and network belong to the City of New York and are intended solely for users and uses authorized by the City

2. To create an account, click on "Create Account", and then enter your Email Address, Password, First Name, Middle Initial, and Last Name. Confirm that you agree to the Terms, then click Create Account.

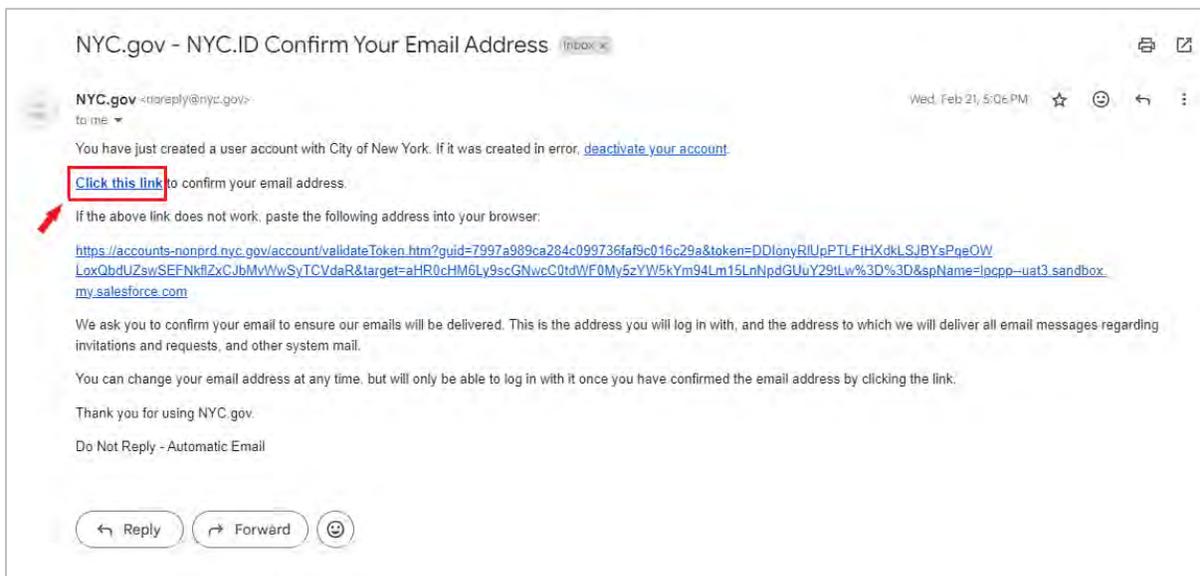
The screenshot shows the 'Create Account' page on the NYC website. At the top, it says 'The Official Website of the City of New York' and 'NYC'. Below the header, there is a 'Create Account' section. A blue banner at the top of the form says 'All fields are required.' The form has four main sections: 'Email', 'Password', 'First Name', and 'Last Name'. The 'Email' section has two fields: 'Email Address' and 'Confirm Email Address', both containing 'jaredolpc123@gmail.com'. The 'Password' section has two fields: 'Password' and 'Confirm Password', both containing 'Password String'. Red arrows point to the 'Email Address', 'Confirm Email Address', 'Password', and 'Confirm Password' fields. There is also a 'Terms' section with a checkbox and a 'Create Account' button at the bottom.

This screenshot shows the lower portion of the 'Create Account' form. It includes the 'Confirm Password' field at the top, followed by the 'First Name' and 'Last Name' fields. The 'First Name' field contains 'Jane' and the 'Last Name' field contains 'Doe'. Red arrows point to the 'First Name' and 'Last Name' fields. Below the name fields is the 'Terms' section with a checkbox and a 'Create Account' button at the bottom. The 'Create Account' button is highlighted with a red border.

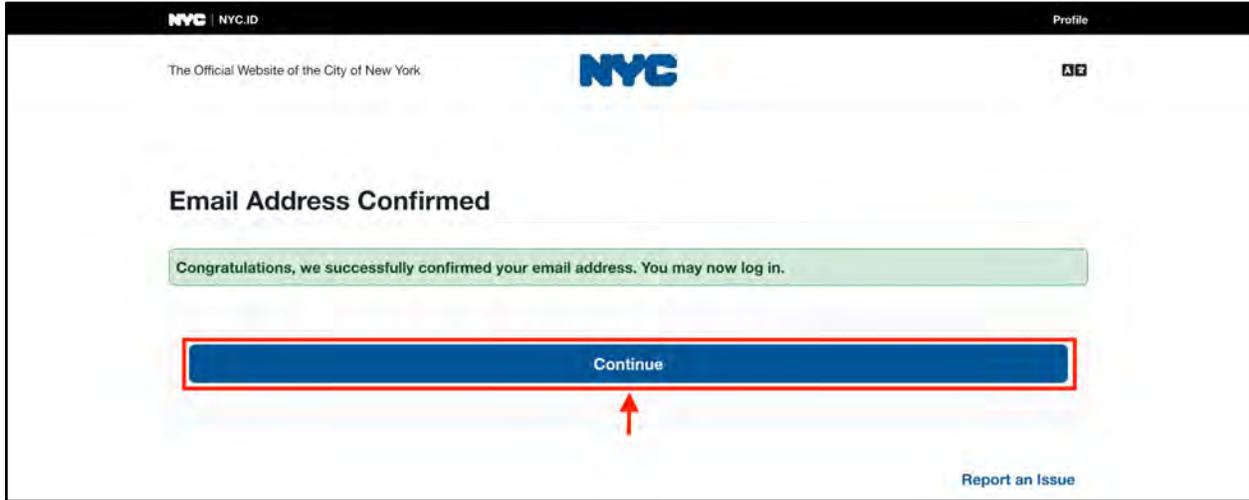
3. After you have created your account, a welcome message will display, confirming the next steps in the registration process.



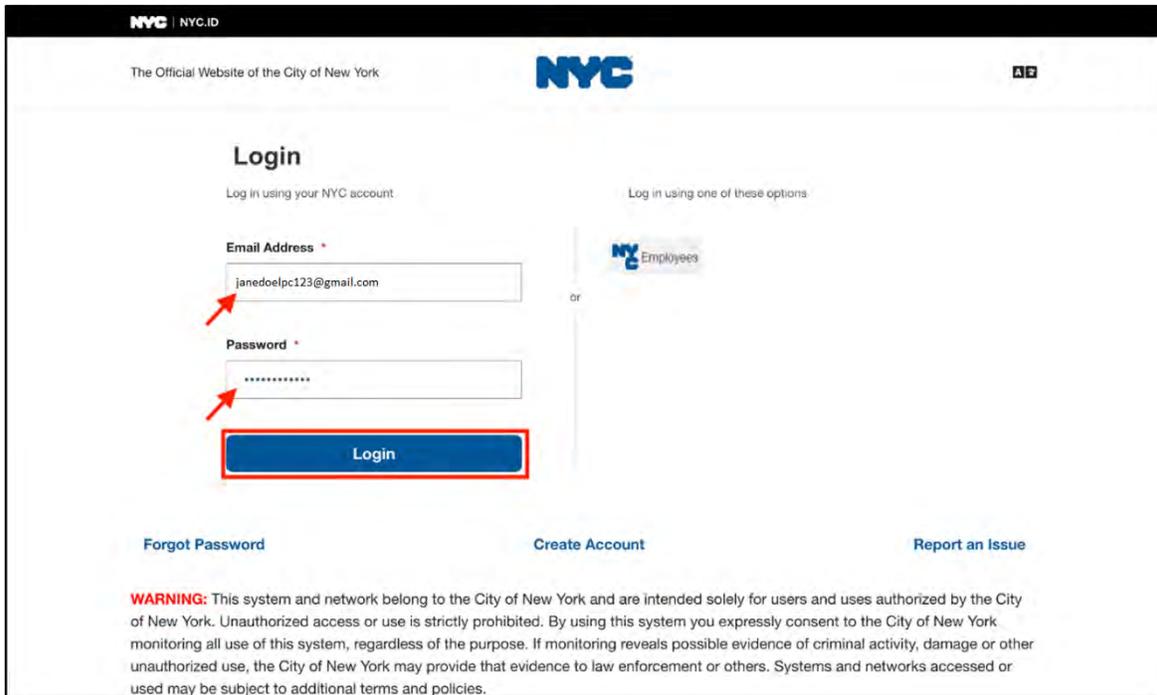
4. Check your inbox for an email from NYC.gov. Click the link to confirm your email address.



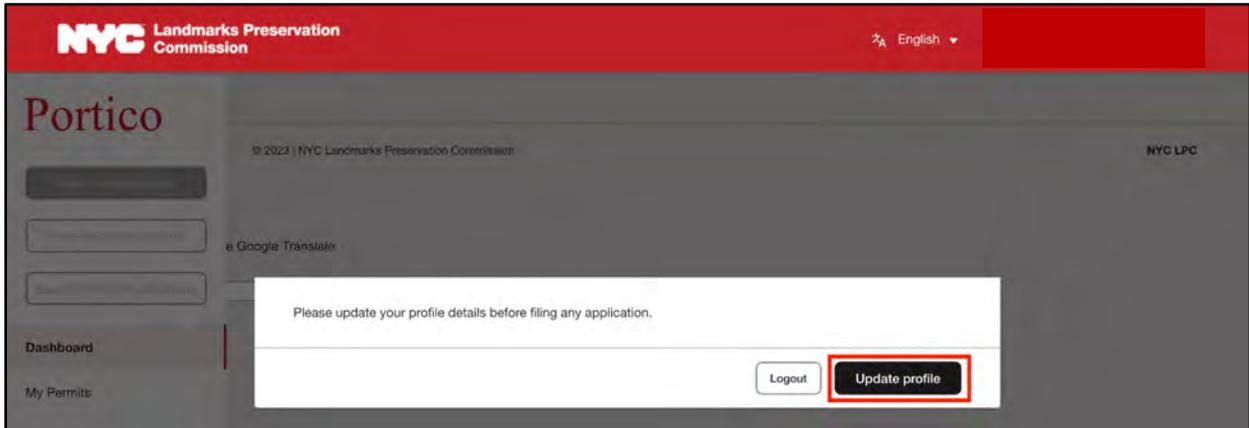
5. A confirmation page will open in a new tab. Click Continue to proceed to the Login page.



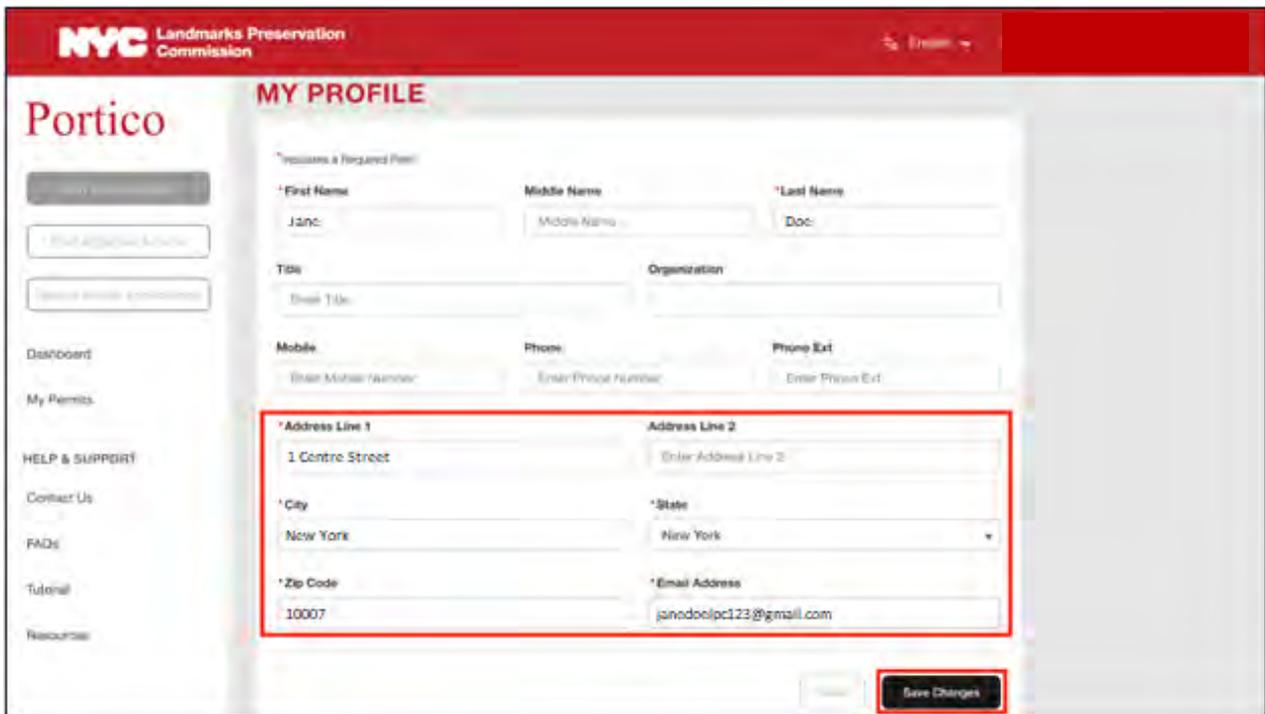
6. Enter the registered Email Address and Password, then click Login.



7. You will automatically be directed to Portico and will be prompted to update your profile before proceeding with your application. Click on Update Profile to continue.



8. On the My Profile page, the First Name, Last Name, and Email Address you used to register your account will auto-populate. Enter your remaining details such as Address, City, State, Zip Code, and then click Save Changes.



Note: Required fields are indicated by a red asterisk (\*).

9. After saving your profile details, you will be redirected to the Portico dashboard.

The screenshot shows the Portico dashboard for the NYC Landmarks Preservation Commission. The top navigation bar is red and contains the logo, the text "NYC Landmarks Preservation Commission", and a language selector set to "English".

**Left Sidebar:**

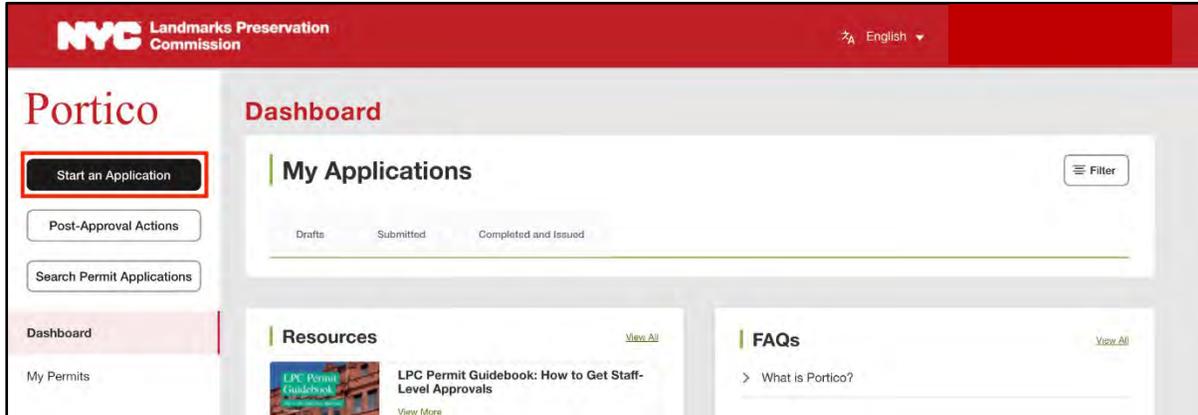
- Portico
- Start an Application
- Post-Approval Actions
- Search Permit Applications
- Dashboard (highlighted)
- My Permits
- HELP & SUPPORT
  - Contact Us
  - FAQs
  - Tutorial
  - Resources

**Main Content Area:**

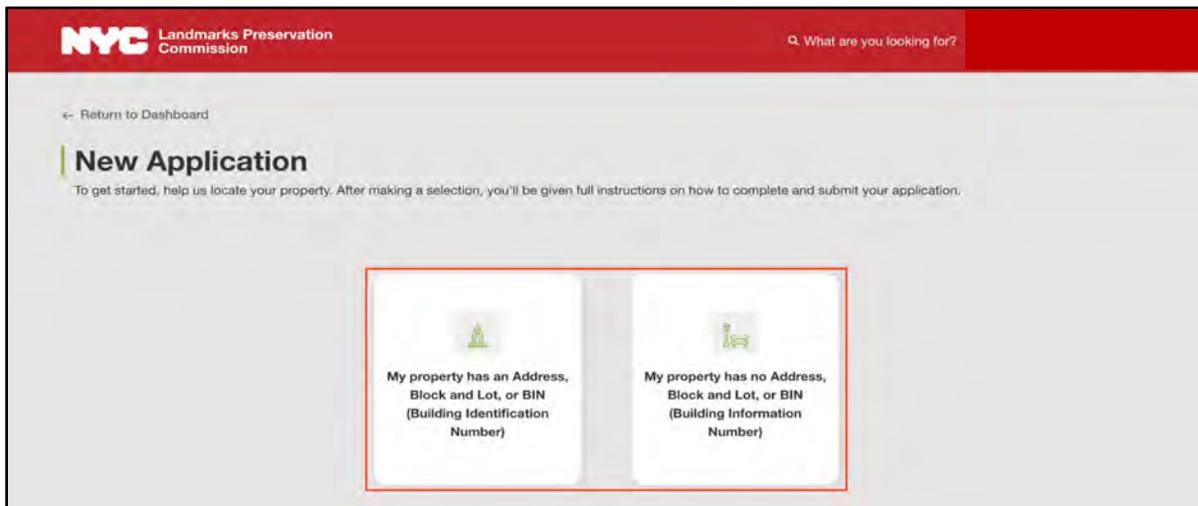
- Dashboard**
- My Applications** (with a Filter button)
  - Drafts
  - Submitted
  - Completed and Issued
- Resources** (with a View All link)
  - LPC Permit Guidebook: How to Get Staff-Level Approvals** (with a View More link)
  - Rules of the New York City Landmarks Preservation Commission** (with a View More link)
  - Discover NYC Landmarks** (with a View More link)
- FAQs** (with a View All link)
  - > What is Portico?
  - > I am a member of the public looking for more information on permits and violations issued by LPC, should I use Portico?
  - > How do I know if my building is a NYC landmark?
  - > I am looking for general information about LPC permitting, where do I find it?
  - > I have looked through these questions and still need help. How do I reach LPC?

## Start an Application

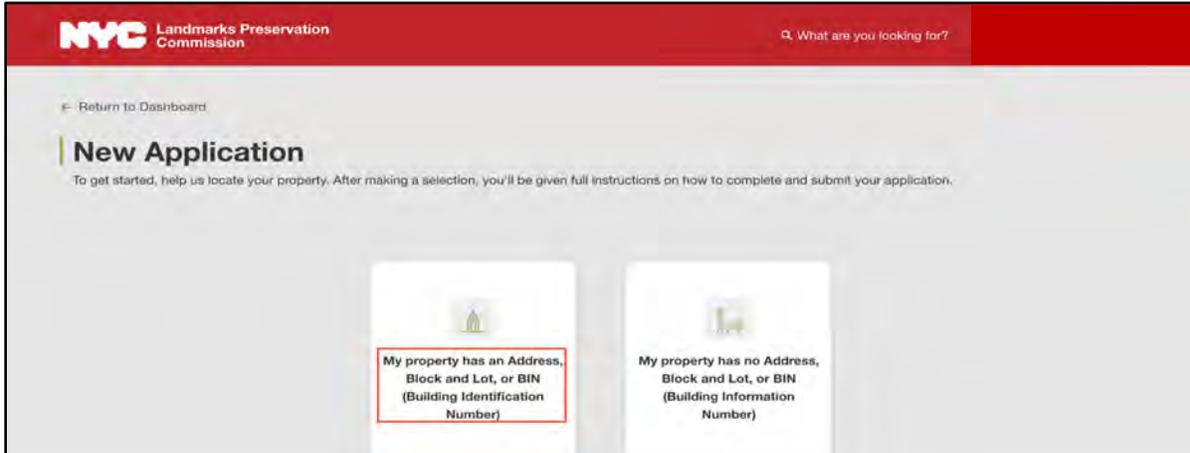
1. On the Portico dashboard, click the Start an Application button in the top left corner to get started.



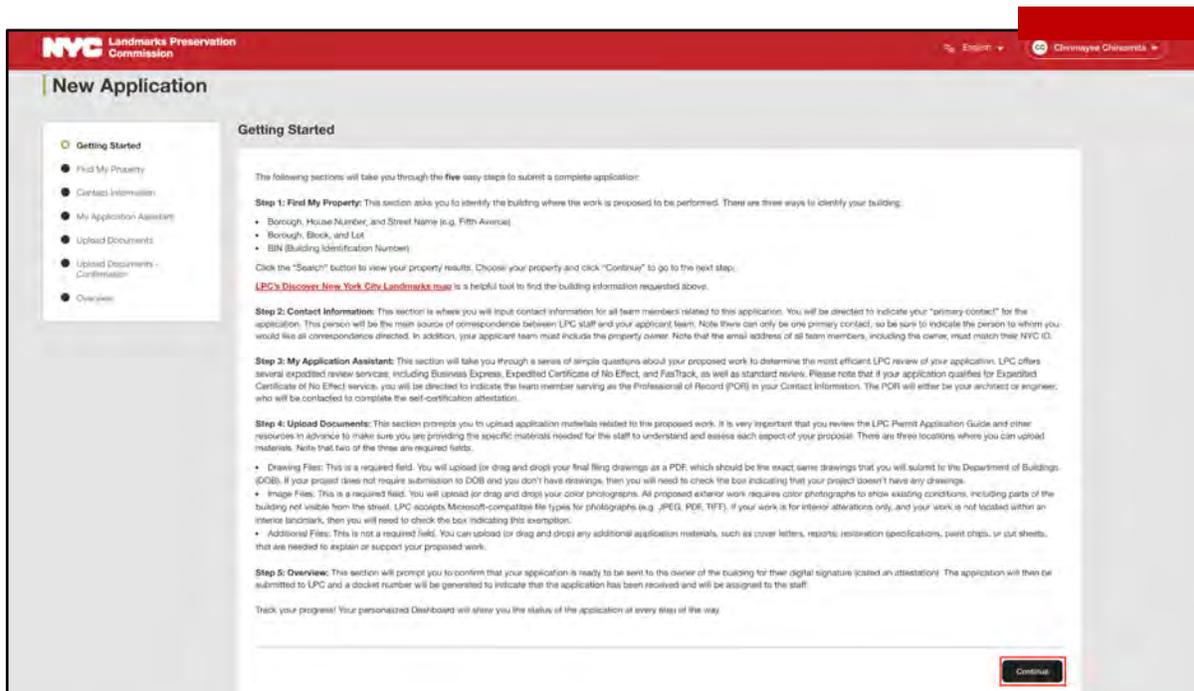
2. Select how you would like to search for your property on the New Application page.



1. If your property has an Address, Block and Lot, or BIN, click the My property has an Address, Block and Lot or BIN button. If your property does not have an Address, Block and Lot, or BIN, see Appendix C for instructions on how to start your application. (Landmark properties without Addresses, Block and Lots, or BINs may be lampposts, parkways, parks, or other similar features.)



2. Once you click the My property has an Address, Block and Lot or BIN button, you'll be taken to the Getting Started page, where you'll see the six easy steps to submitting a complete application. Please read them over carefully. Here you'll also find a link to our [Discover NYC Landmarks Map](#), where you can look up important information about your designated landmark property, such as the address, block and lot, and BIN.
3. When you're finished reading this section, click Continue.



4. On the Find My Property page, search for your property using one of the three options: Address, Borough/Block/Lot, or BIN (Building Identification Number).

The screenshot shows the 'Find My Property' page. At the top left is the NYC Landmarks Preservation Commission logo. Below it is a navigation sidebar with options: Getting Started, Find My Property (highlighted), Contact Information, My Application Assistant, Upload Documents, Upload Documents - Confirmation, and Overview. The main content area is titled 'Find My Property' and includes instructions: 'Identify the building where the work is proposed to be performed. There are three ways to identify your building: Borough, House Number, and Street Name (e.g. Fifth Avenue), Borough, Block, and Lot, BIN (Building Identification Number). After filling out the information using one of the three tabs, click the "Search" button to view your property results. Choose your property and click "Continue" to go to the next step.' Below the instructions are three tabs: 'Address' (selected and highlighted with a red box), 'Borough | Block | Lot', and 'BIN (Building Identification Number)'. Under the 'Address' tab, there are three input fields: '\*House Number' (placeholder: 's.g. 20'), '\*Street Name (e.g. Fifth Avenue)' (placeholder: 'e.g. Fifth Avenue'), and '\*Borough' (dropdown menu: 'Select Borough').

- a. This page will default to search for your property by Address. Enter the required details including House Number, Street Name, and Borough, and click Search to view the properties based on your search criteria.

This screenshot shows the same 'Find My Property' page but with the form fields filled out. The 'Address' tab is still selected. The '\*House Number' field now contains the value '1'. The '\*Street Name (e.g. Fifth Avenue)' field contains 'Center Street'. The '\*Borough' dropdown menu is set to 'Manhattan'. A red box highlights the entire form area. At the bottom right of the page, there are three buttons: 'Back', 'Reset', and 'Search'. The 'Search' button is highlighted with a red box.

Notes:

- You can go back to the previous page or reset the information using the Back and Reset buttons. Please do not click the “back” button on your browser.
- If your search yields no results, the system will show the following error message:

The screenshot shows the 'Find My Property' interface. On the left is a navigation menu with options: Getting Started, Find My Property (selected), Contact Information, My Application Assistant, Upload Documents, Upload Documents Confirmation, and Overview. The main content area is titled 'Find My Property' and includes instructions: 'Identify the building where the work is proposed to be performed. There are three ways to identify your building: Borough, House Number, and Street Name (e.g. Fifth Avenue, Borough, Block, and Lot; BIN (Building Identification Number)). After filling out the information using one of the three tabs, click the "Search" button to view your property results. Choose your property and click "Continue" to go to the next step.'

The form has three tabs: 'Address' (selected), 'Borough | Block | Lot', and 'BIN (Building Identification Number)'. The 'Address' tab contains the following fields:

- \*House Number: 25
- \*Street Name (e.g. Fifth Avenue): Sixth Avenue
- \*Borough: Bronx

Below the form are 'Back', 'Reset', and 'Search' buttons. The 'Search' button is highlighted in black. Below the form is a 'Results' section with a red box containing the message: 'No Records found, please try other search options.' A red arrow points to this message. Below the message is a link: 'LSCS, Please Contact NYC Landmarks Map or Contact LSCS.'

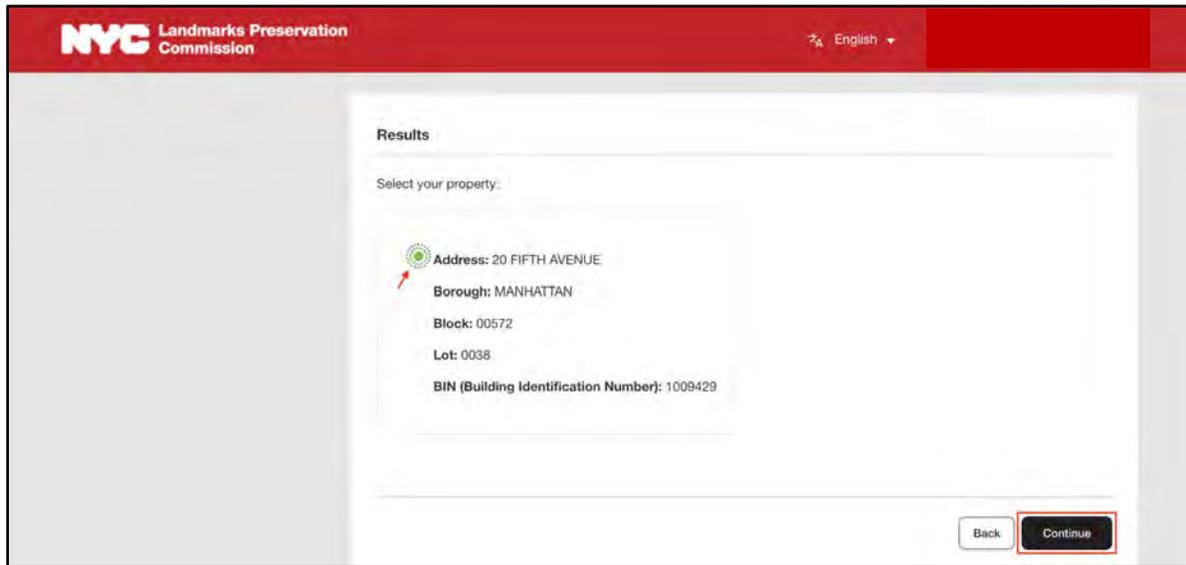
- b. To search for your property using the Borough/Block/Lot (BBL), click on the Borough/Block/Lot tab. Enter the Borough, Block and Lot information in the spaces provided and click Search to view the properties based on your search criteria. If you need help finding your BBL, you can look it up by searching for your property on the [Discover NYC Landmarks Map](#).

The screenshot shows the 'Find My Property' section of the application. The 'Borough | Block | Lot' tab is selected and highlighted with a red dashed box. Below the tabs, there are three input fields: 'Borough' (a dropdown menu with 'Select Borough' and a red arrow pointing to the dropdown arrow), 'Block' (a text input field with 'e.g. 520' and a red arrow pointing to the input), and 'Lot' (a text input field with 'e.g. 1111' and a red arrow pointing to the input). A red box highlights the 'Search' button at the bottom right. A red box also highlights the 'Borough | Block | Lot' tab. The 'Address' tab is also visible but not selected. The 'BIN (Building Identification Number)' tab is also visible but not selected. The 'Search' button is highlighted with a red box. The 'Reset' button is also visible. The 'Back' button is also visible. The 'Discover NYC Landmarks Map' link is also visible.

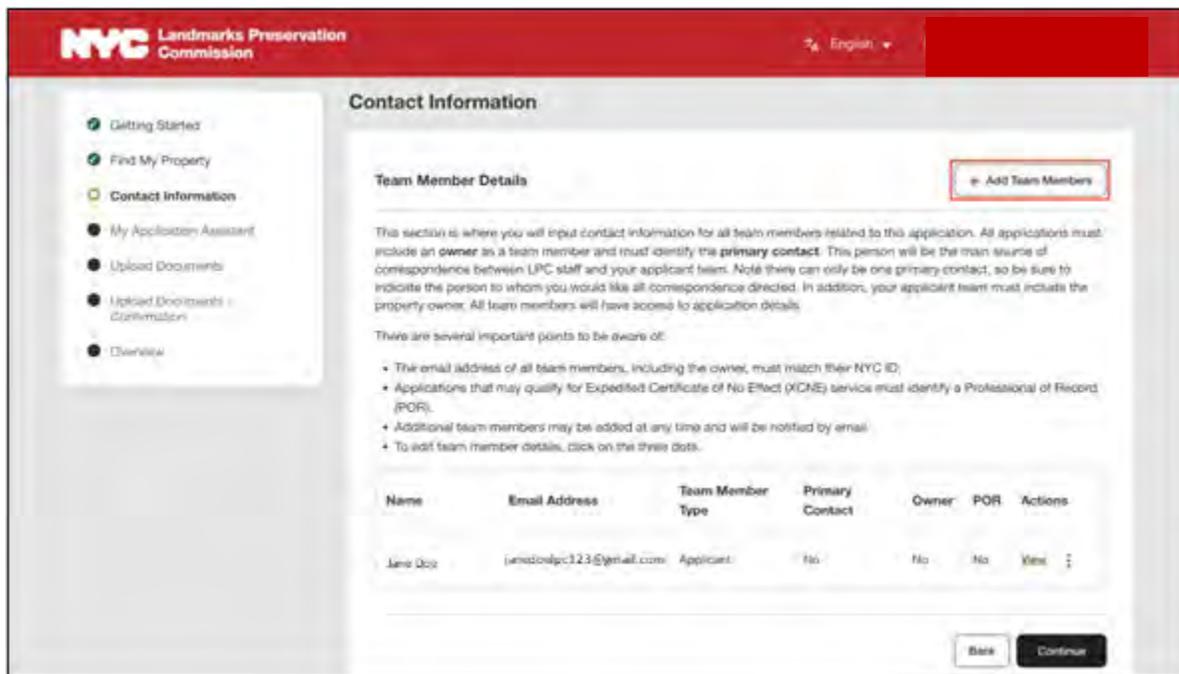
- c. To search for your property using the BIN, click on the BIN (Building Identification Number) tab. Enter the BIN in the space provided and click Search to view the properties based on your search criteria. If you need help finding your BIN, you can look it up by searching for your property on the [Discover NYC Landmarks Map](#).

The screenshot shows the 'Find My Property' section of the application. The 'BIN (Building Identification Number)' tab is selected and highlighted with a red dashed box. Below the tabs, there is one input field: 'BIN (Building Identification Number)' (a text input field with 'e.g. 1234567' and a red arrow pointing to the input). A red box highlights the 'Search' button at the bottom right. The 'Address' tab is also visible but not selected. The 'Borough | Block | Lot' tab is also visible but not selected. The 'Search' button is highlighted with a red box. The 'Reset' button is also visible. The 'Back' button is also visible. The 'Discover NYC Landmarks Map' link is also visible.

- One or more properties may come up in the search. Select the correct property from the search results and click Continue.



- On the Contact Information page, your information will auto-populate here and you will be automatically listed as the applicant. You can add more team members using the Add Team Members button in the top right.

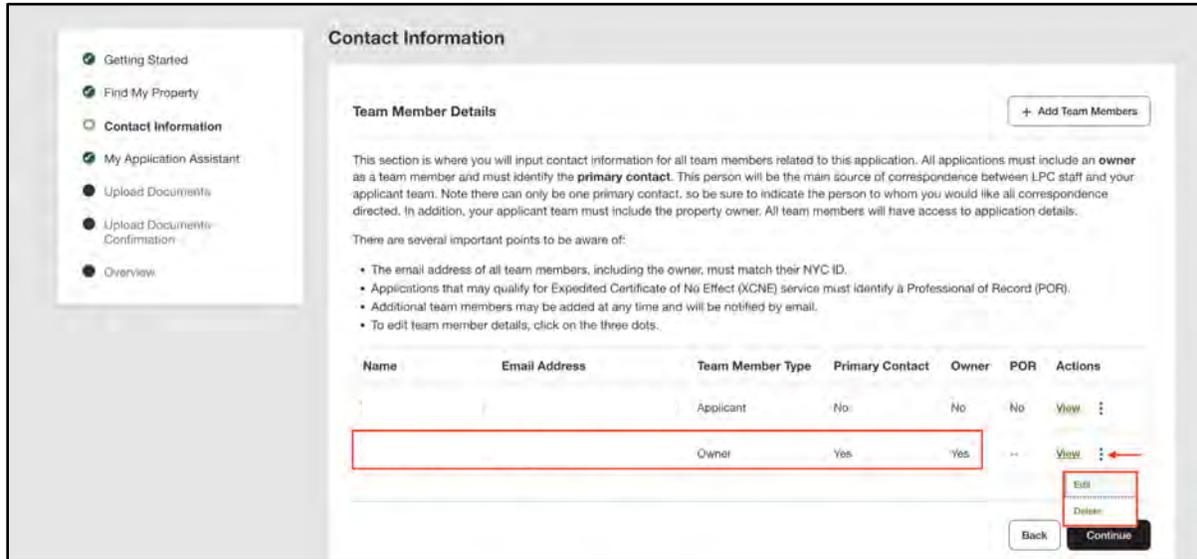


- Clicking the Add Team Members button will bring up a pop-up window. On the Add Team Member pop-up window, select the Team Member Type from the drop-down menu and fill in the other required details. You can select the check boxes to make the new team member the Primary Contact, Owner, and/or POR (Professional of Record). You can check more than one box for a team member, and all applications must identify the Owner and the Primary Contact. Please note that all team members will be required to create an NYC.ID in order to use Portico, and that the email you enter for them here must match the email connected to their NYC.ID. When you have entered all of the information, click Continue to close the pop-up window.

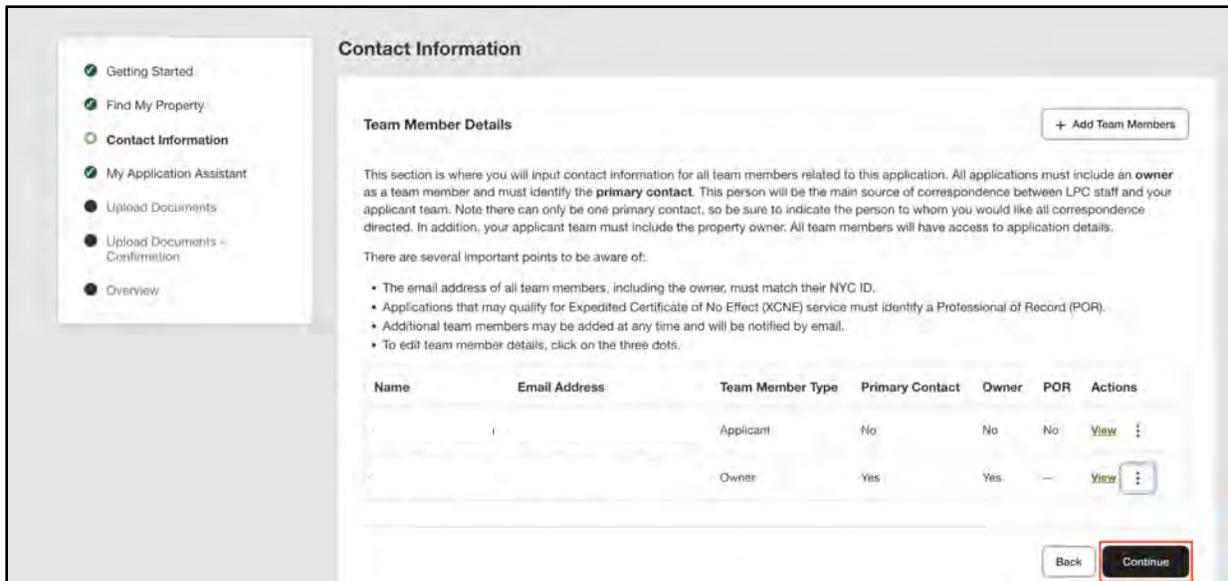
Notes:

- Required fields are indicated by a red asterisk(\*).
- Based on the selected Team Member Type, the Owner and POR options will be available.
- The Professional of Record (POR) is only required for applications that qualify for the Expedited Certificate of No Effect (XCNE) service (see Appendix A for more information on applications that qualify for XCNE service).

- After adding a new Team Member, their information will appear on the Contact Information page. You can now Edit the Team Member's details or Delete the team member by clicking on the Ellipses (three vertical dots). **Note: You cannot edit contact information by clicking View.**



- Once you have added all of the relevant Team Members for your project, click Continue to proceed to the My Application Assistant page.



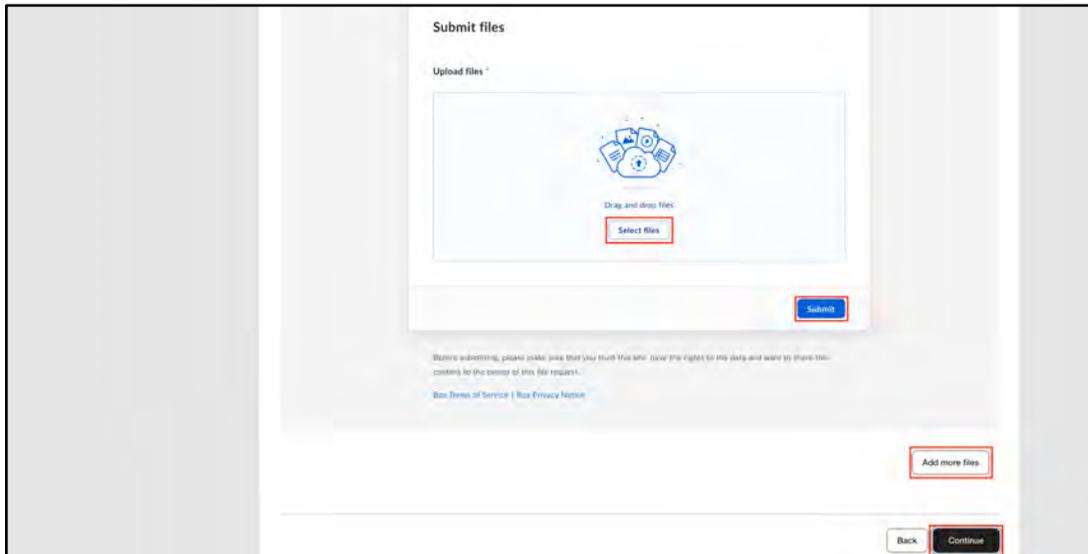
10. On the My Application Assistant page you'll be taken through My Application Assistant—a “wizard” that will ask you a series of simple questions directing you to the correct application process and providing directions on the materials required. Once you've answered all of the questions, Portico will automatically tell you what type of service you qualify for: Standard, FasTrack, Expedited Certificate of No Effect, or Business Express. Respond to the questions in the Proposed Work and Additional Information section, if applicable, and click Continue to navigate to the Upload Documents page.

The screenshot shows a web-based application wizard. At the top, there is a paragraph of text: "service. Examples include work at storefronts, like door replacements, ADA ramps, signs, awnings and HVAC installations, interior alterations, and more. These permits can be issued within ten business days if your application includes the required photos, drawings, and other application materials. There can be no outstanding LPC violations on your building to qualify. [Click here](#) for a list of required application materials sorted by work type." Below this is another line of text: "Additionally, the Application Assistant will search for any violations against the property." The main content area is divided into two sections. The first section is titled "Proposed Work" and contains two questions: "\*Is the work only occurring at the interior of the building?" with radio buttons for "Yes" (selected) and "No"; and "\*Is the interior work only occurring in a non-commercial space?" with radio buttons for "Yes" (selected) and "No". Below these questions is a green checkmark icon and the text: "Your application qualifies for Expedited Certificate of No Effect (XCNE) service." The second section is titled "Additional Information" and contains a text input field for "Apartment/ Floor" with a red arrow pointing to it, and a question: "\*Are you filing with other NYC agencies?" with radio buttons for "Yes" and "No". At the bottom right of the form, there are two buttons: "Back" and "Continue", with the "Continue" button highlighted by a red box.

11. On the Upload Documents page you will be able to upload all of the documents in support of your application, including drawings, photographs, or other materials. It is very important that you review the [LPC Permit Application Guidebook](#), linked on this page, and other resources in advance to make sure you are providing the specific materials needed for the staff to understand and assess each aspect of your proposal.

Portico accepts the file types listed on the Upload Documents page, including PDF, JPEG, PNG, and more. Please note, each file cannot exceed 300MB, and LPC cannot accept password-protected files or non-flattened files (such as PDFs with multiple layers). Also, photos taken with an iPhone need to be converted to JPEGs or other compatible formats before uploading. HEIC files cannot be uploaded.

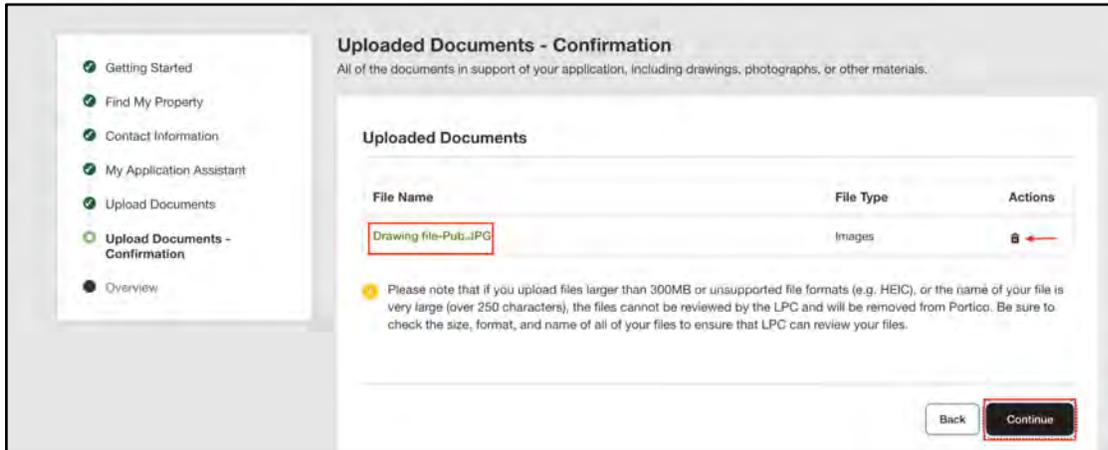
After you upload your documents, click Continue to navigate to the Upload Documents - Confirmation page.



Note: You can add more files using the Add more files button.

12. The Upload Documents - Confirmation page provides an overview of the documents that were successfully uploaded. Be sure to thoroughly review all the documents to confirm that everything you wanted to upload is visible on this page. If any files are missing, you can go back to the previous page to check the size, format, and name of all of your files. Once

you've confirmed all of your documents were successfully uploaded, click Continue to navigate to the New Application Overview page.



Notes:

- Uploaded files larger than 300MB, unsupported file formats (e.g. HEIC), or file names over 250 characters are not accepted and will not appear on this list. You can preview uploaded files by clicking on the File Name link.
- Use the Delete icon (trash can) to remove uploaded documents.
- Uploaded files are categorized and displayed under Documents and Images on the Overview page.

13. On the New Application Overview page, review the information provided in all of the previous steps of the application process.

14. If you are not the Owner, you will be prompted to send the application to the Owner to sign the attestation by clicking Submit to Owner at the bottom of the New Application Overview page.

**My Application Assistant** → Edit

**Proposed Work**

Is the work only occurring at the interior of the building?  
No

Is the exterior work at the front of the building (e.g. front façade, awesway, yard or sidewalk)?  
Yes

Is the exterior work only for a temporary installation, an unenclosed sidewalk café, or concrete sidewalk replacement?  
No

Is your exterior work at the front of a building for a business with a storefront or other street presence?  
No

Select all proposed work types.

- Interior Alterations

Your application qualifies for **Standard** service.

**Additional Information**

Apartment/ Floor

Are you filing with other NYC agencies?  
No

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**Upload Documents** → Edit

**Documents**

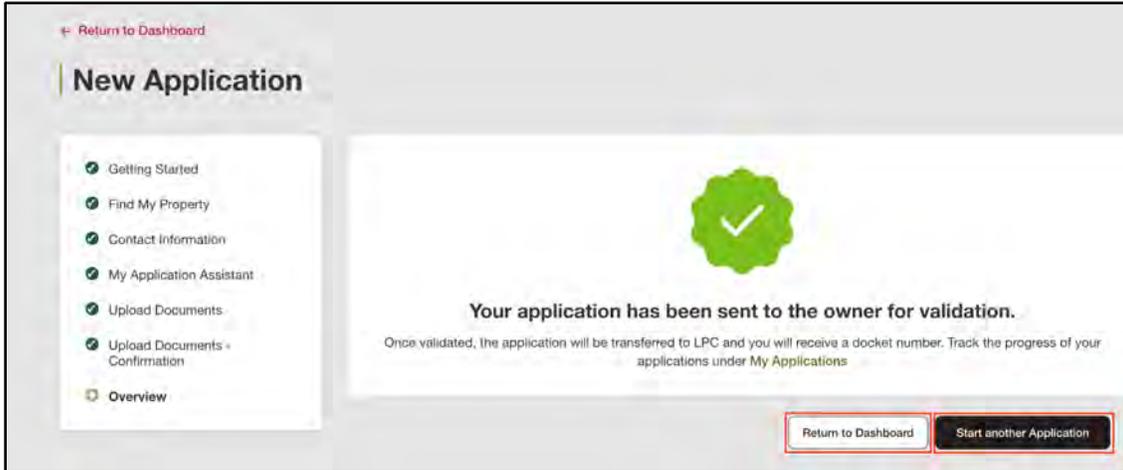
I have no drawings

**Images**

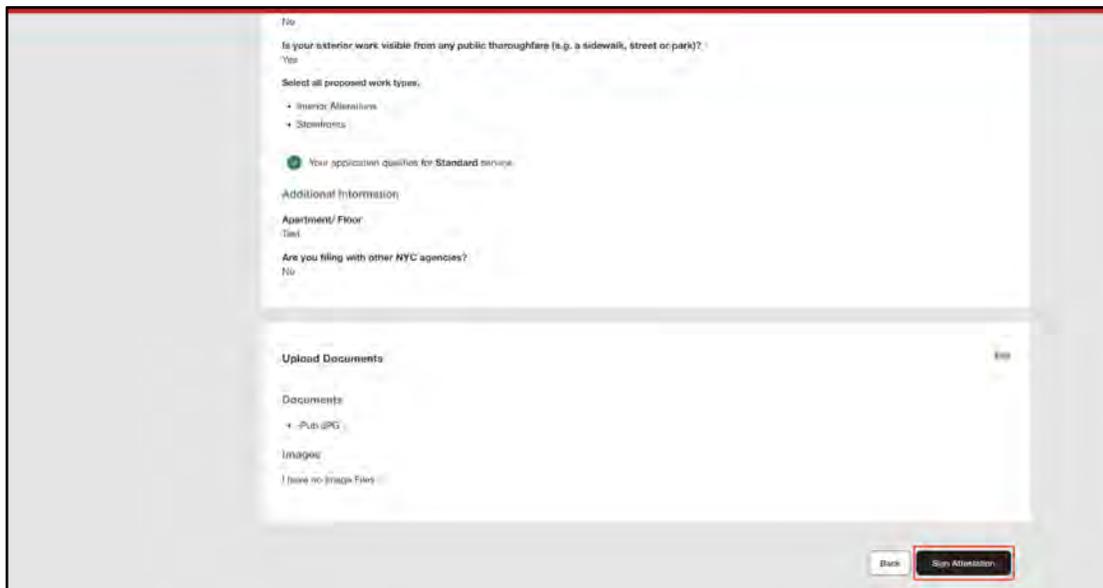
- Drawing file-PUB.JPG

Notes:

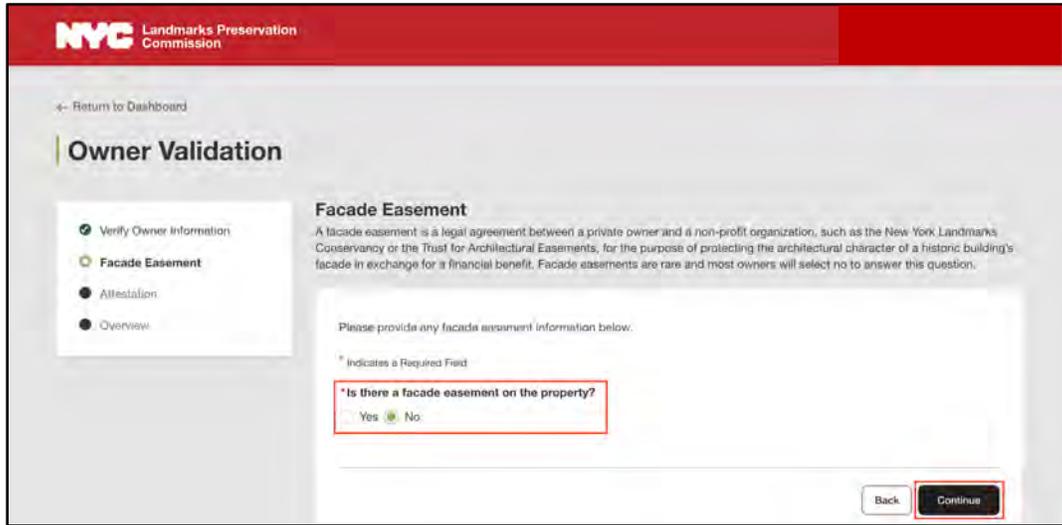
- For applications that qualify for the Expedited Certificate of No Effect Service (XCNE), you must send your submission to the Professional of Record before sending it to the Owner. (See Appendix A for more information.)
  - To make changes to any of the information, use the Edit link in the appropriate section of the New Application Overview page.
15. Once you click Submit to Owner, the application will be submitted to the Owner for validation. Click the Return to Dashboard button to see the application status on the Dashboard or click Start an Application to start a new application.



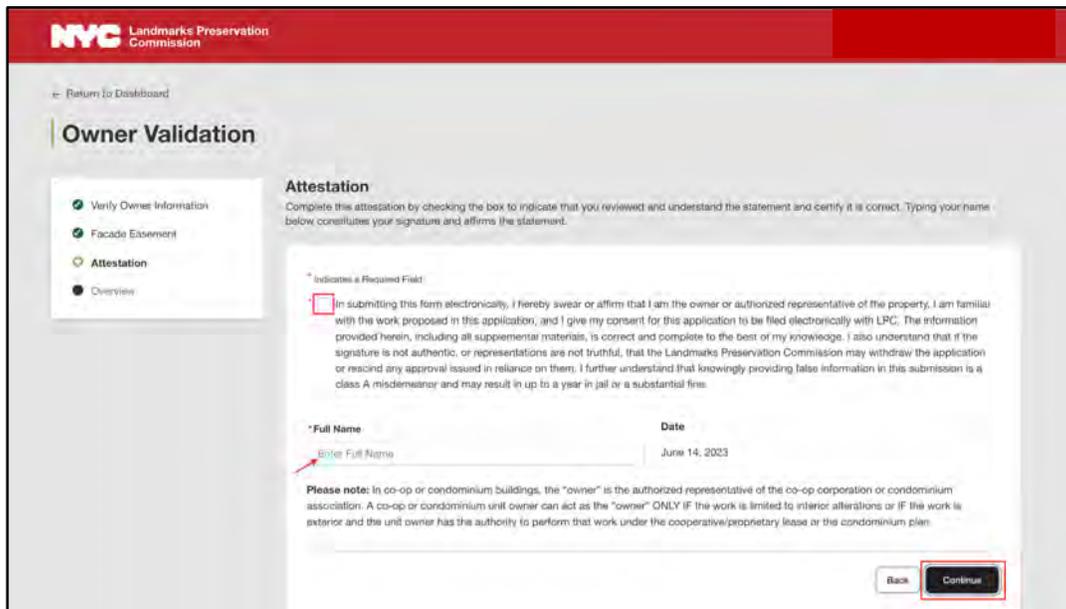
16. If you are the Owner, the New Application Overview page will display the Sign Attestation button instead of Submit to Owner. After reviewing the information provided in all of the previous steps of the application process, click Sign Attestation to navigate to the Owner Validation page.



17. On the Owner Validation page, indicate whether or not another entity holds a Façade Easement on the subject property (most people will answer No to this question) and click Continue. (Steps for answering Yes to the Façade Easement question are explained in Appendix D.)



- To complete the Owner Validation Attestation, read the statement fully, then confirm your understanding by selecting the checkbox and entering your Full Name. Click Continue to navigate to the Owner Validation Overview page.



- On the Owner Validation Overview page, review the information provided in the previous sections. To make changes to any of the information, use the Edit link in the appropriate section of the Owner Validation Overview page. When ready, click Submit to LPC.

Note: If you do not approve of the application as submitted to you, the Owner, for any reason, you may Disapprove the application. For more

information on Disapproving an application as the Owner, see Appendix D.

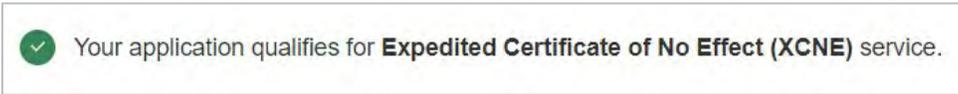
The screenshot shows the 'Owner Validation' form. On the left, a sidebar contains a navigation menu with four items: 'Verify Owner Information', 'Facade Easement', 'Attestation', and 'Overview'. The 'Overview' item is selected. The main content area is titled 'Owner Validation' and includes an 'Overview' section with a sub-header 'Review your entries in each section for accuracy before submitting the application to the Landmarks Preservation Commission.' Below this, there are three main sections: 'Owner Information', 'Facade Easement', and 'Attestation'. The 'Owner Information' section contains fields for 'Owner Name' (with sub-fields for First Name, Middle Name, and Last Name), 'Contact Details and Location' (with sub-fields for Mobile, Phone, and Phone Ext), 'Address' (with sub-fields for City, State, and Zip Code), and 'Email Address'. The 'Facade Easement' section has a question 'Is there a facade easement on the property?' with a 'No' response. The 'Attestation' section contains a legal disclaimer and a signature line with 'Full Name: Chicago' and 'Date: June 11, 2022'. At the bottom right, there is a 'Back' button and a 'Submit to LPC' button, which is highlighted with a red box.

20. The application has now been submitted to the Landmarks Preservation Commission. Click the Return to Dashboard button to see the application status on your Dashboard.

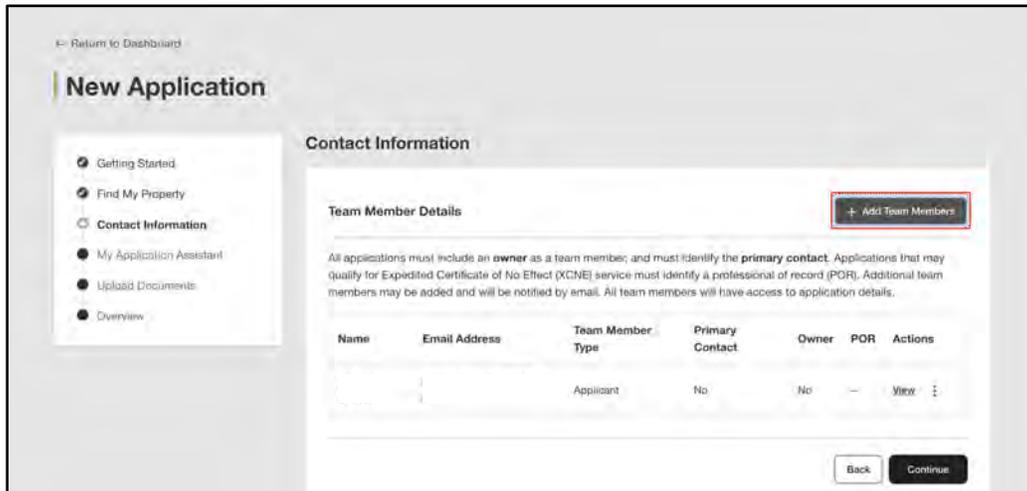
The screenshot shows the confirmation screen after the application has been submitted. The page title is 'Return to Dashboard' and the main heading is 'Owner Validation'. On the left, the same navigation menu is present, but now 'Verify Owner Information', 'Facade Easement', and 'Attestation' are marked with green checkmarks, while 'Overview' is unselected. The main content area features a large green checkmark icon inside a circular seal. Below the icon, the text reads: 'Your application has been submitted to the Landmarks Preservation Commission.' Underneath this, a smaller line of text says: 'Track the progress of your application under My Applications'. At the bottom right, there is a 'Return to Dashboard' button, which is highlighted with a red box.

**Appendix A: Applications Qualifying for Expedited Certificate of No Effect (XCNE)**

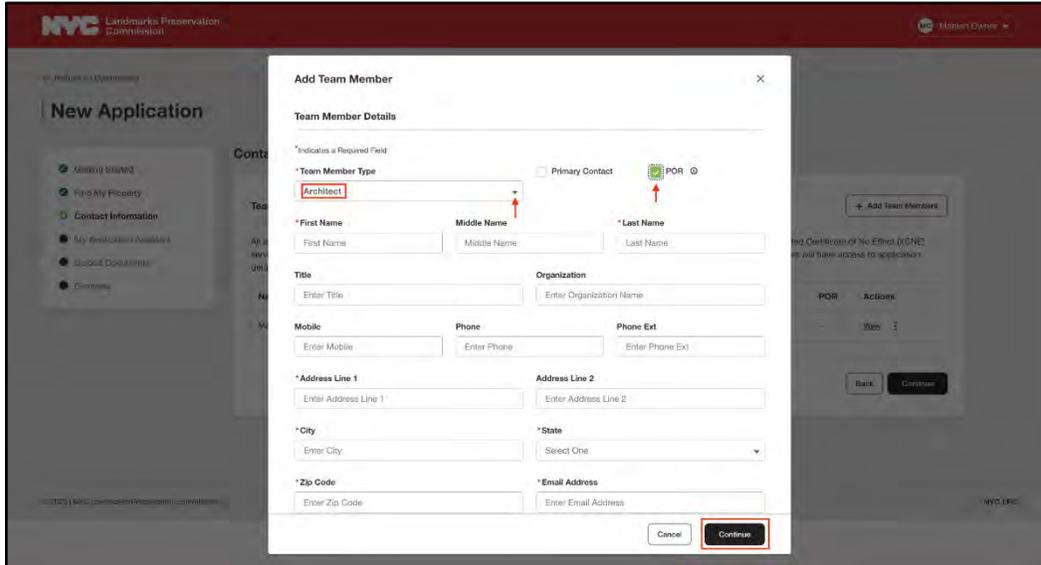
Applications that qualify for LPC’s Expedited Certificate of No Effect (XCNE) service require some additional information as part of the application process. On the My Application Assistant page, your responses to the questions about your Proposed Work will determine if your application qualifies for the XCNE service.



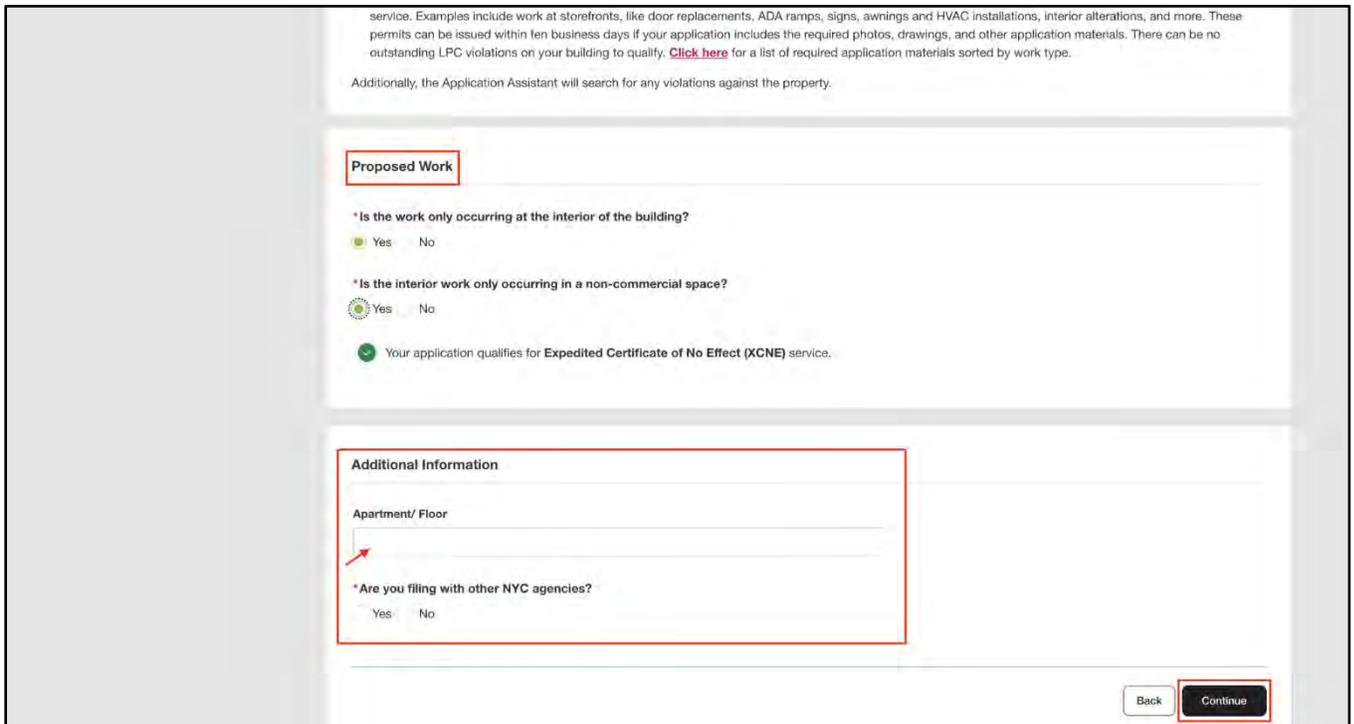
1. If your application qualifies for XCNE service, you must go back to the Contact Information page to add a POR (Professional of Record) as a Team Member, if you did not do so initially. The POR will either be your architect or engineer, who will be contacted to complete a self-certification attestation. As a reminder, you can return to the Contact Information page using the Back button, and then clicking the Add Team Members button.



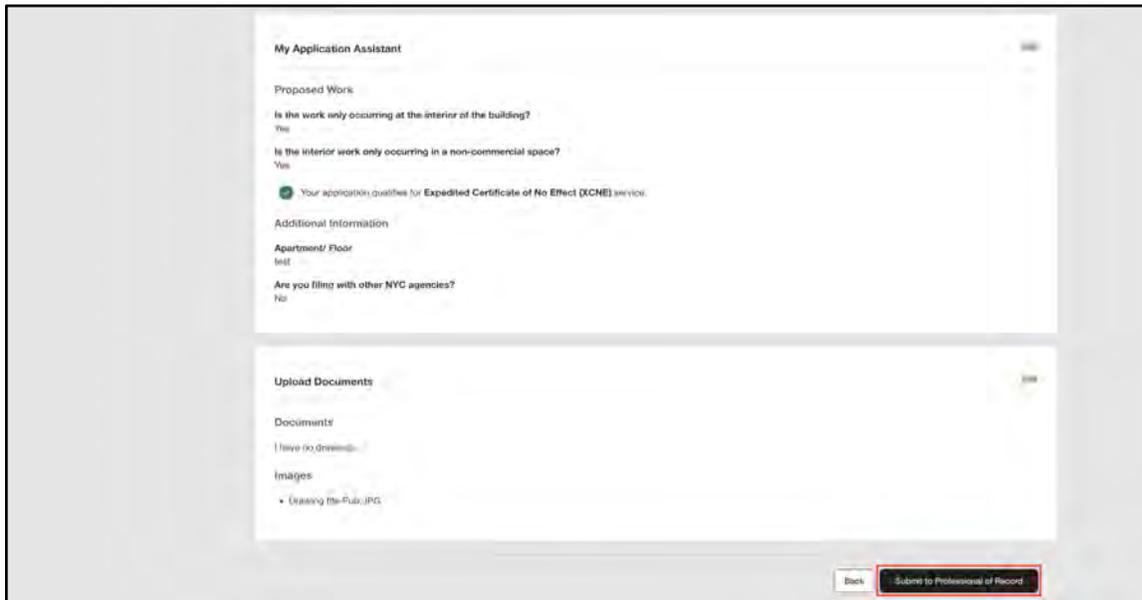
2. On the Add Team Member pop-up window, select the Team Member Type Architect or Engineer from the drop-down menu, select the checkbox for POR, enter the rest of the required details, and click Continue.



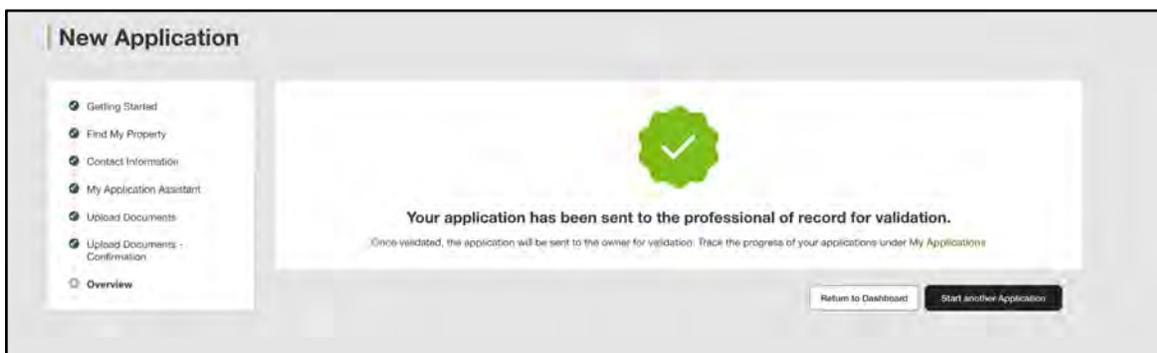
3. You'll now be returned to the My Application Contact Assistant page. Answer the question in the Additional Information section at the bottom of the page and click Continue.



3. All other steps in the application process are the same as described the first section (Start and Application) until you reach the New Application Overview page, where applications qualifying for XCNE service must first be sent to the POR for approval (see Appendix B for further instructions on POR validation and attestation).
4. At the bottom of the New Application Overview page, review all information to ensure it is complete and correct, then click Submit to Professional of Record.



5. The application will be sent to the Professional of Record for validation.



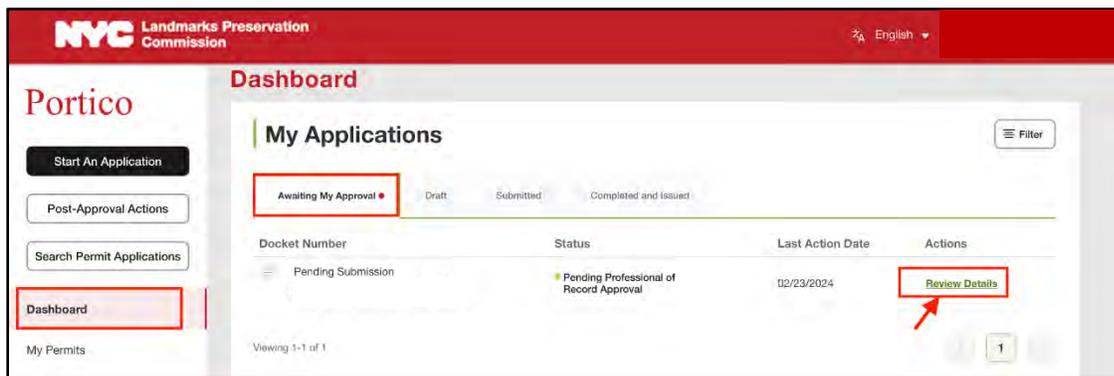
Notes: When the applicant and POR are the same person, on the New Application Overview page there will be a Sign Attestation button (see Appendix B for further instructions on POR validation and attestation). After completing the Attestation as the POR, you will be prompted to

submit the application to the Owner for them to sign their own Attestation (see Appendix D for instructions on Owner validation and attestation).

## Appendix B: Professional of Record (POR) Validation and Attestation

For applications qualifying for XCNE service, the Professional of Record (POR) will follow the steps below to validate the application and sign their attestation.

1. When the Applicant submits an application to the POR via Portico, the POR will receive an email notifying them that an action is required on an application. The POR will log into Portico and click the Awaiting My Approval tab on their Dashboard to view the list of applications awaiting their approval. To review the application, click on Review Details in the Actions column for the application you wish to review.



Note: If the POR is also the Applicant, the Sign Attestation button will have appeared on the New Application Overview page after entering all of the application information, prompting you sign the attestation before sending the application to the Owner.

2. Review the information on the Professional of Record Validation - New Application Overview page, then click Continue to Approval.

**My Application Assistant**

**Proposed Work**

Is the work only occurring at the interior of the building?  
Yes

Is the interior work only occurring in a non-commercial space?  
Yes

• Your application qualifies for Expedited Certificate of No Effect (XCNE) service

**Additional Information**

Are you filing with other NYC agencies?  
No

**Upload Documents**

**Documents**

1 New documents...

**Images**

• Drawing (10/1/20)

Disapprove Continue To Approve

Note: If the information is incorrect, you can deny the application by clicking the Disapprove button. You'll be asked to enter the reason for disapproval. The applicant will receive an email notifying them that the application was disapproved, and any reason(s) provided. Once disapproved, this action cannot be undone.

I hereby state that (YOU MUST CHECK ALL):

**Disapprove this Application**

Are you sure you want to disapprove this application?  
**Please Note:** Once disapproved, this action cannot be undone.

Please enter the reason for disapproval.

Cancel Yes, Disapprove

3. Verify your Professional Information on the Professional of Record Validation page, then click Continue.

Notes: The information on this page will be auto-populated and you can make changes to all of the existing information except the email address, which must be the same email address you used to register for Portico.

- Affirm the acknowledgment statements on the Attestation page by clicking all of the checkboxes, enter your Full Name and New York State License Number, then click Continue.

- Review the information on the Professional of Record Validation Overview page. If needed, you can edit the information using the Edit links in each section. When you have confirmed all of the information is correct and complete, click Submit to the Owner in the bottom righthand corner of the page.

← Return to Dashboard

**Professional of Record Validation**

- Verify Professional Information
- Attestation
- Overview

**Overview**

**Professional Information** Edit

Professional Name

First Name Middle Name Last Name

Contact Details and Location

Mobile Phone Phone Ext

Address

City State

Zip Code Email Address

**Attestation** Edit

As the architect or engineer of the above-referenced property which is the subject of the application, I am submitting signed and sealed DOB filing drawings to the LPC that demonstrate (YOU MUST CHECK ALL):

The proposed work

**The proposed work**

- Is interior only;
- Will be performed only at or above the third full story or in the cellar or basement, or at or below the second full story in a building where there is no commercial use on the ground floor;
- Will not be performed on any portion of a space designated as an interior landmark;
- Will not involve excavation, except for minimal excavation related to elevator or mechanical work, or any change to, replacement of, or penetration of a window, skylight, exterior wall or roof or any portion thereof; and
- For floors 1 through 6, will not involve a dropped ceiling greater than one foot (1'-0") below the head of a window, a perpendicular partition abutting a window, or a parallel partition blocking more than one foot (1'-0") of a window, any of which is less than a minimum of one foot (1'-0") back from the interior window sill or frame, whichever is further from the glass.

In addition, I hereby state that (YOU MUST CHECK ALL):

My associates, if any, likewise join in the request for an expedited review of the application;

I and my associates, if any, are aware that LPC will rely on the truth and accuracy of the statements contained in the application and in any amendments we make to the application, to determine our compliance with the provisions of the Landmarks Law and the rules for expedited review of certain Certificates of No Effect; and

I and my associates, if any, have not been excluded by the LPC Chair from the procedures for expedited review pursuant to Title 63, Section 2-34 of the Rules of the City of New York ("RCNY"); or excluded by the DOB Commissioner from the procedures for limited supervisory check of applications and plans pursuant to Title 1, Section 21-02 of the RCNY.

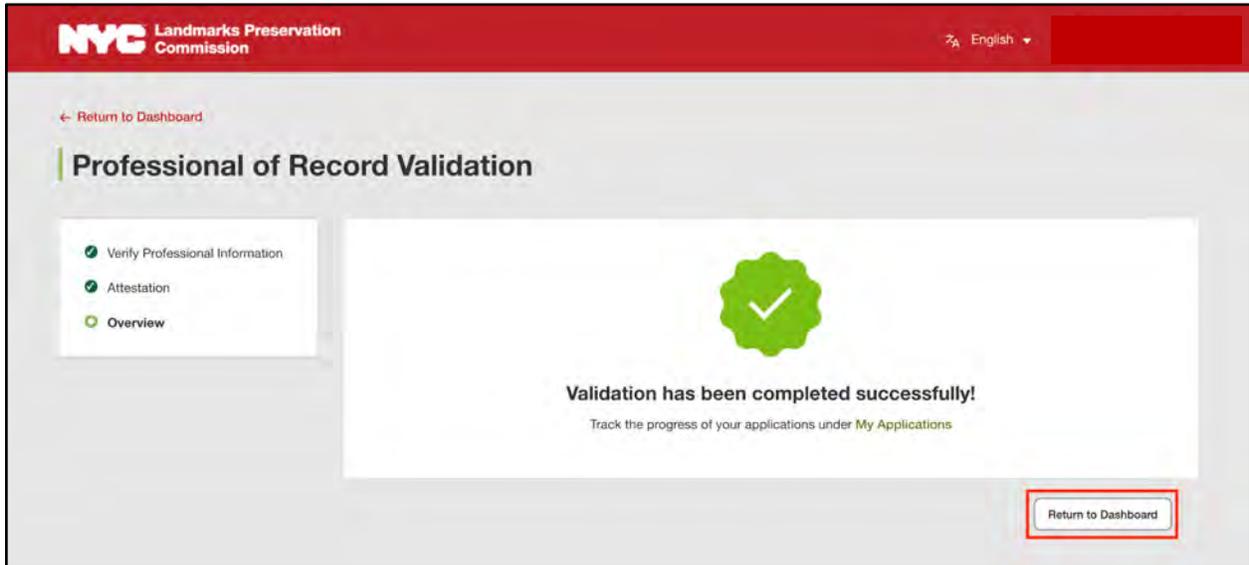
Full Name: Harsh KM Date: February 23, 2024

New York State License Number: 123457

Back Submit to Owner

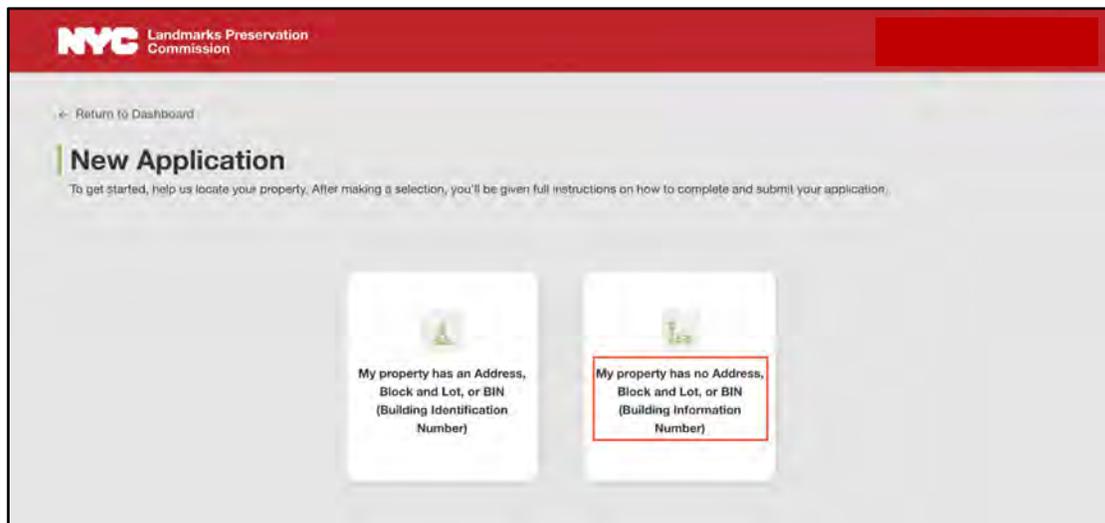
6. Upon successful validation by the POR, a confirmation message will display on the screen. The application will now be submitted to the Owner for review, and to sign their own Attestation (see Appendix D for more information on Owner validation and

attestation). Click Return to Dashboard to check the application status on the Dashboard.

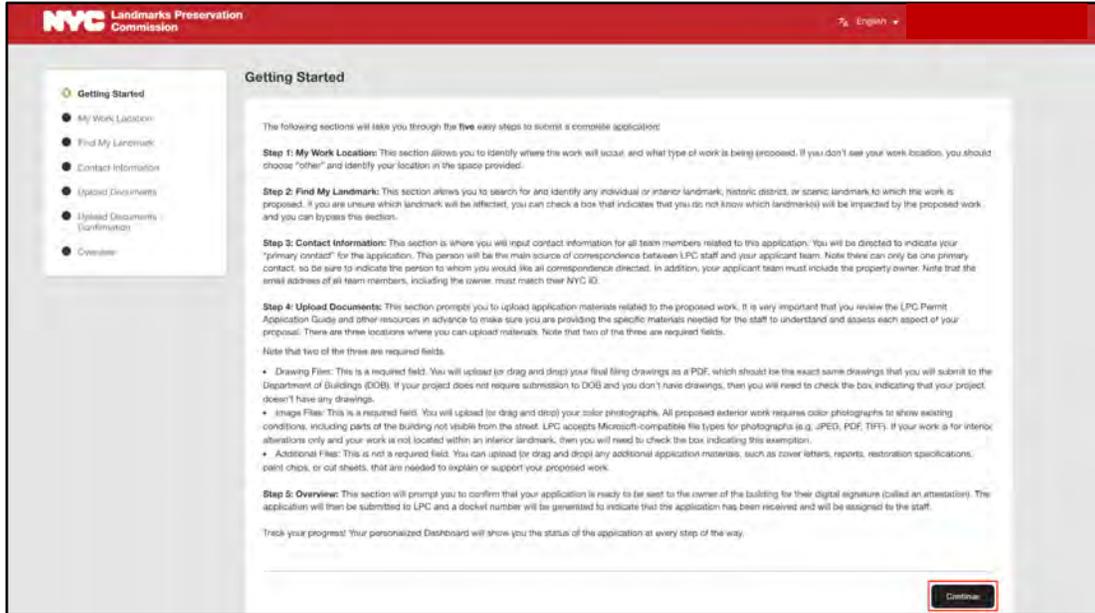


## Appendix C: Starting an Application: Properties Without an Address, Block and Lot, or BIN

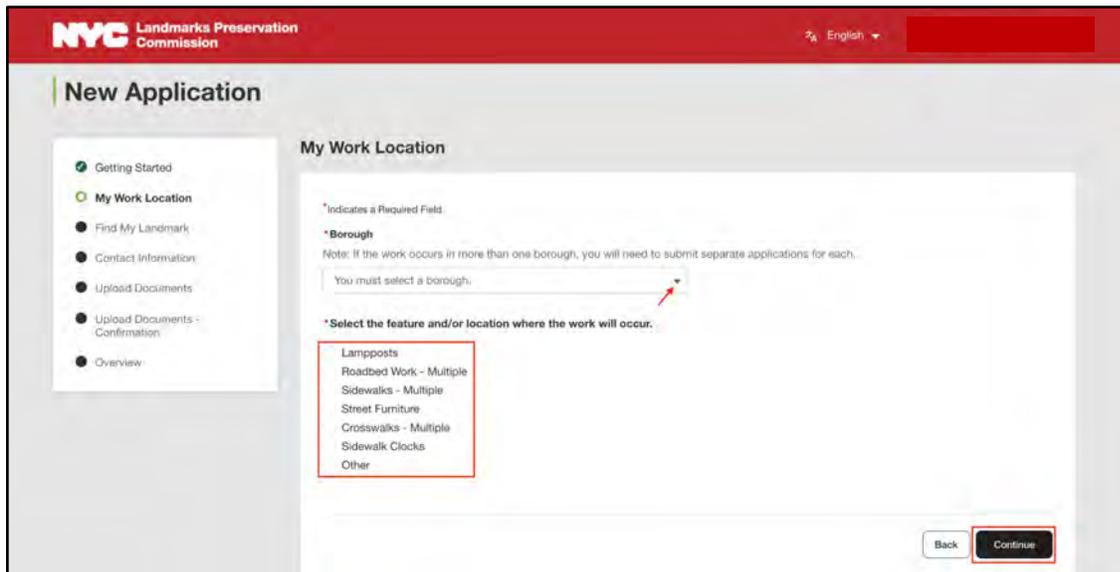
1. To start an application for a property that does not have an Address, Block and Lot, or BIN (lampposts, parkways, parks, etc), click the My property has no Address, Block and Lot or BIN button on the New Application page.



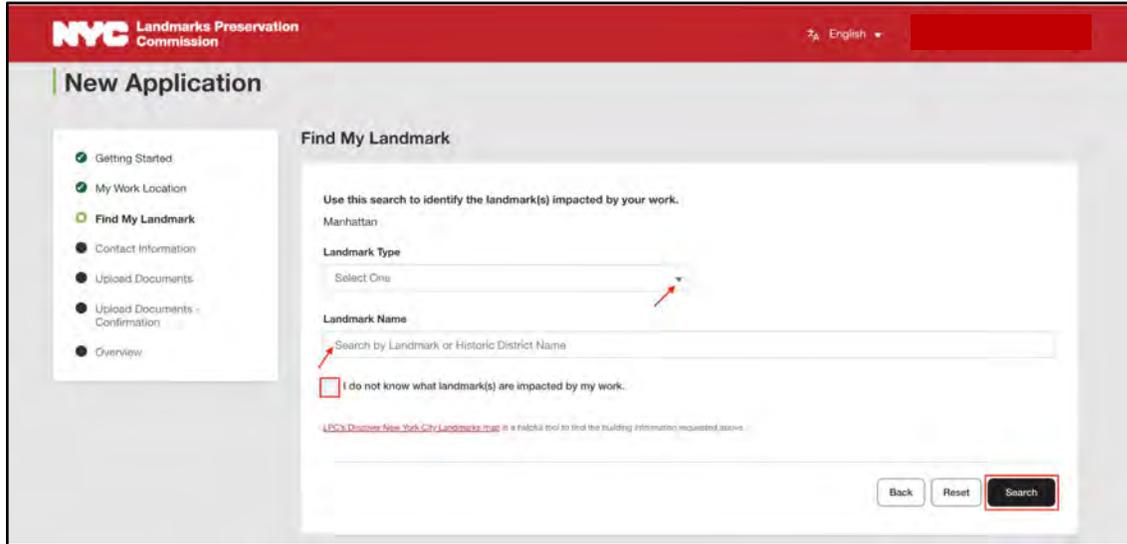
2. On the New Application page, you'll see the six easy steps to submitting a complete application. Please read them over carefully and then click Continue.



- On the My Work Location page, select the Borough from the drop-down menu, and select the feature and/or location where the work will occur. Then click Continue to navigate to Find My Landmark page.

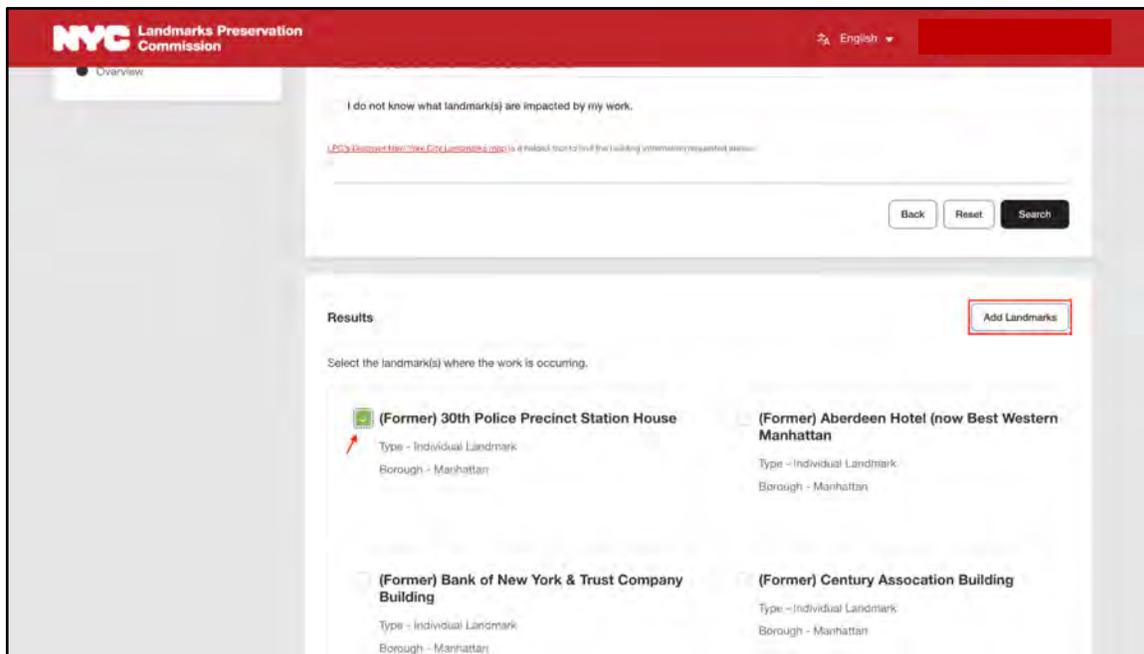


- On the Find My Landmark page, you can identify where the work will be occurring by selecting the Landmark Type from the drop-down menu, and/or entering the Landmark Name. Then, click Search to view the search results.

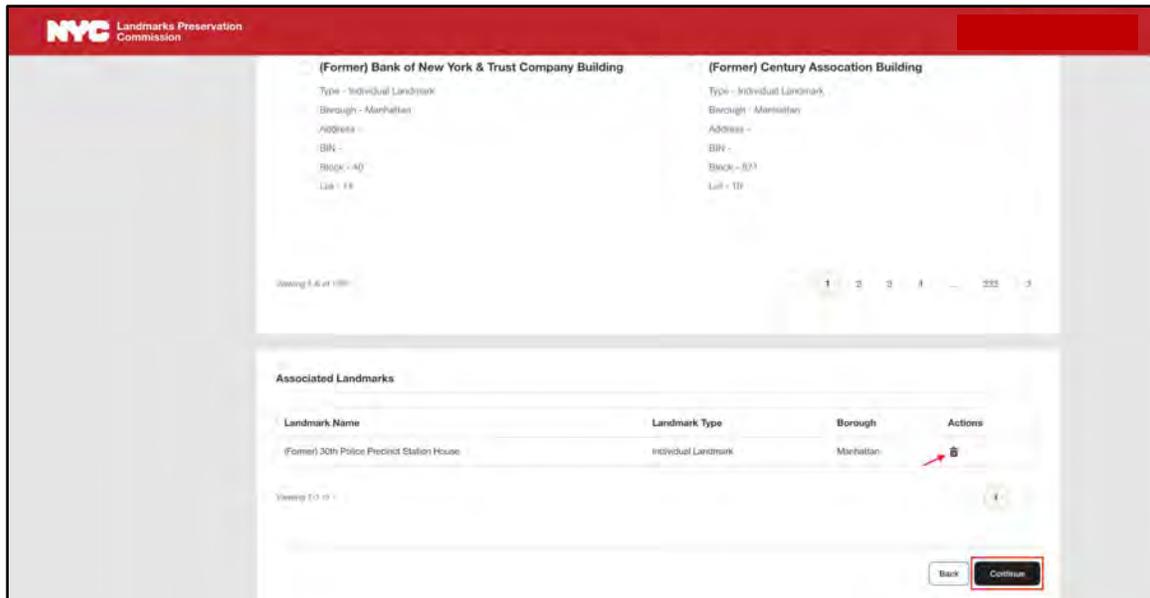


Notes:

- Select the checkbox if you don't have information about the landmark, and then click Continue to navigate to the Contact Information page.
  - You can use the Back button to navigate to the previous page and the Reset button to reset the data entered for the landmark.
5. Select the appropriate landmark from the search results and click Add Landmarks.



6. Scroll down the page to view the Associated Landmarks and click Continue to navigate to the Contact Information page.



Notes:

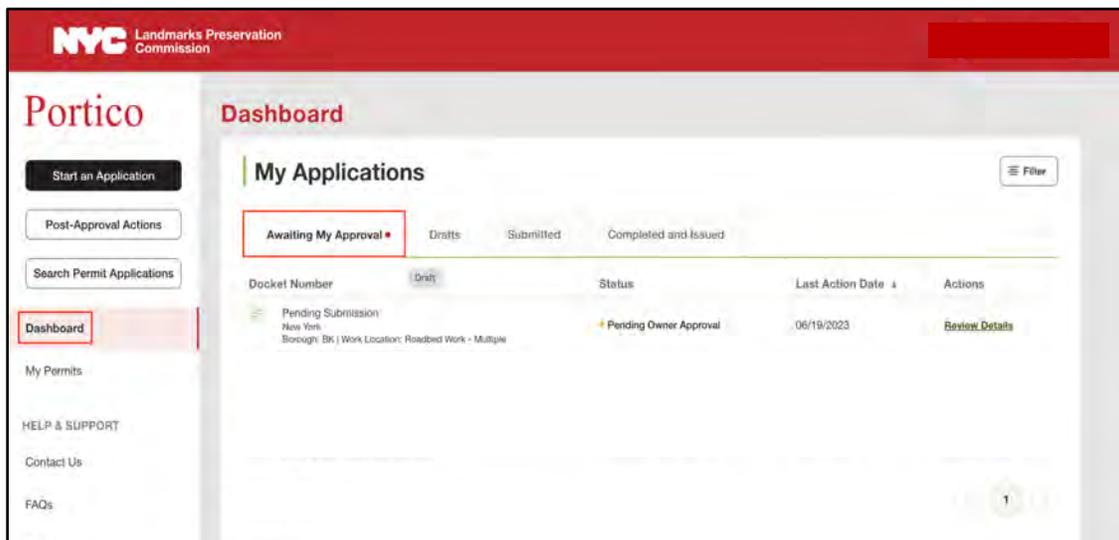
- You can add more than one landmark to Associated Landmarks.
- You also Delete a landmark from the Associated Landmarks using the Delete icon.

## Appendix D: Owner Validation, Facade Easements, Attestation, and Disapproval

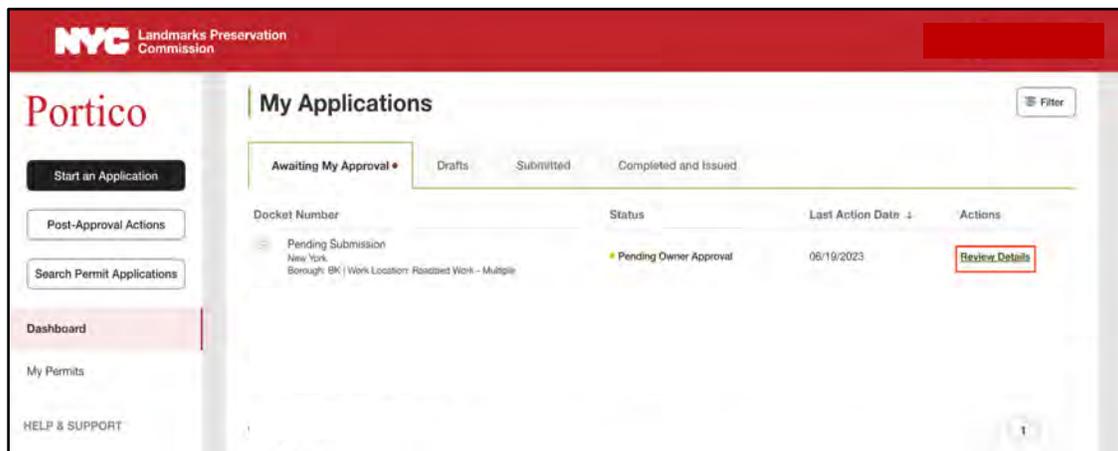
Once an application is submitted to the Owner by either the Applicant or Professional of Record (POR), the Owner will receive an email prompting them to log into Portico to validate and approve the application and submit it to LPC.

The steps required for the Owner to validate the application and sign the attestation are outlined below:

1. After logging into Portico, click the Awaiting My Approval tab to view the list of applications awaiting your approval.



2. Click the Review Details link in the Actions column for the application you wish to review.

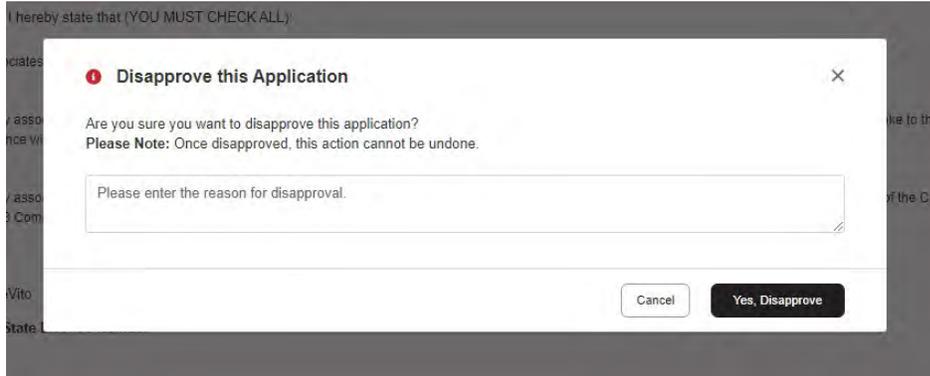


3. On the Owner Validation – New Application Overview page, review the details and click Continue to Approval.

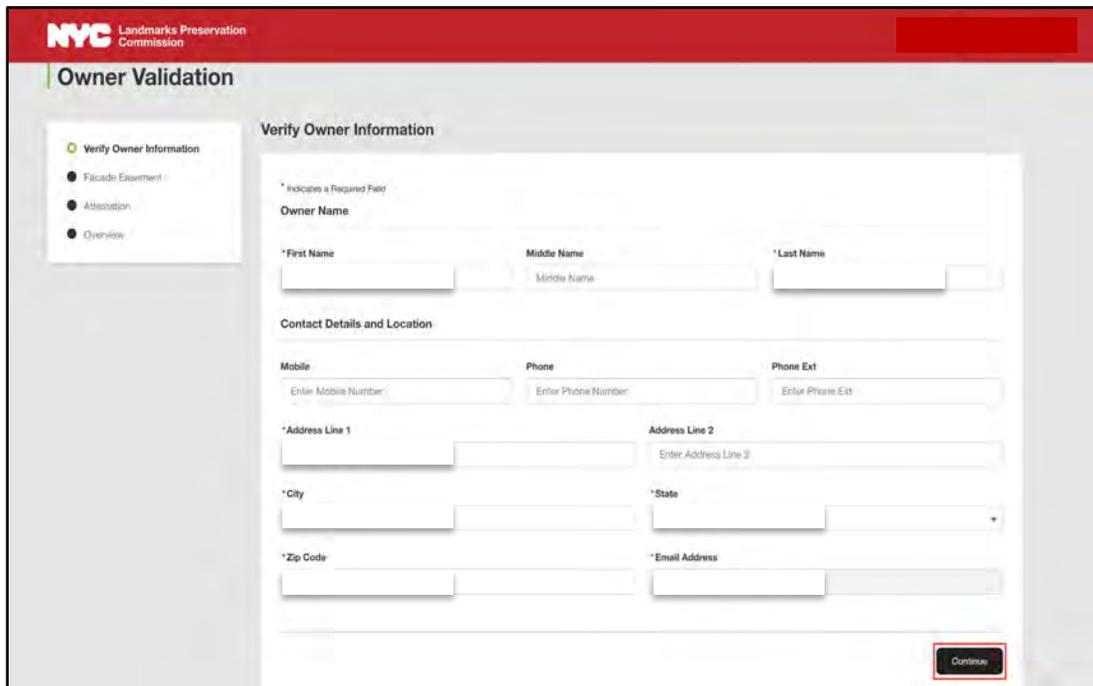
The screenshot displays the 'Owner Validation' page. On the left is a sidebar with a navigation menu containing: 'Go My Status', 'Find My Property', 'Contact Information', 'My Application Number', 'Current Licenses', and 'Overview'. The main content area is titled 'Owner Validation' and includes a sub-header 'Overview'. Below this are four main sections, each with an 'Edit' link on the right side: 'Find My Property' (with a sub-field 'Selected Property Address'), 'Contact Information', 'My Application Assistant' (with sub-fields 'Proposed Work', 'Is the work only occurring at the exterior of the building?', 'Additional Information', and 'Are you filing with other NYC agencies?'), and 'Upload Documents' (with sub-fields 'Drawing Files', 'I have no drawings', 'Image Files', 'I have no image files', 'Additional Attachments', and 'I have no additional attachments'). At the bottom right of the page, there are two buttons: 'Disapprove' and 'Continue to Approval'.

Notes:

- You can edit the information using the Edit links in each section.
- You can also disapprove the application using the Disapprove button. You'll be asked to enter the reason for disapproval. The applicant will receive an email notifying them that the application was disapproved, and any reason(s) provided. Once disapproved, this action cannot be undone.
- An application submitted to the POR or Owner will be deleted if no action is taken by the POR or Owner within 30 days of submission.

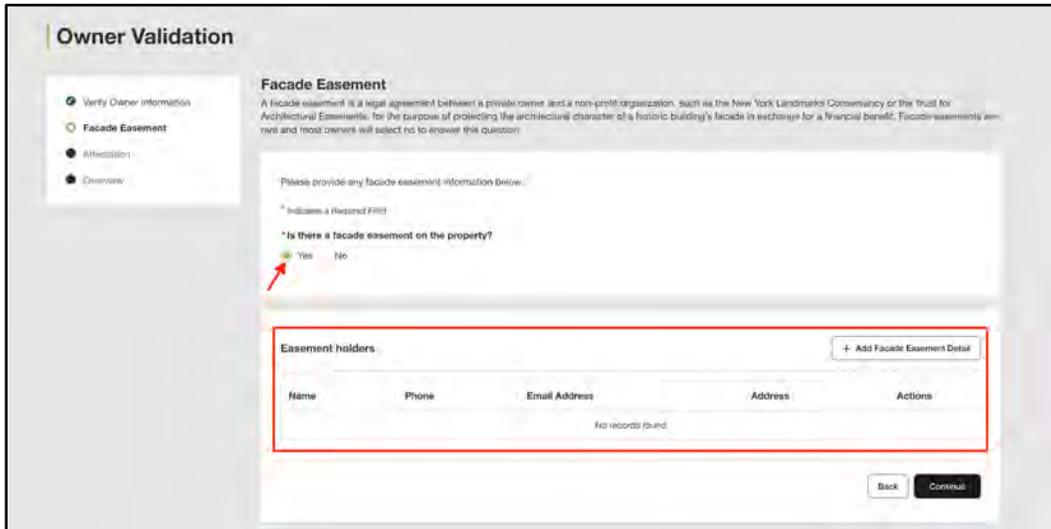


4. On the Verify Owner Information page, verify the information, then click Continue.

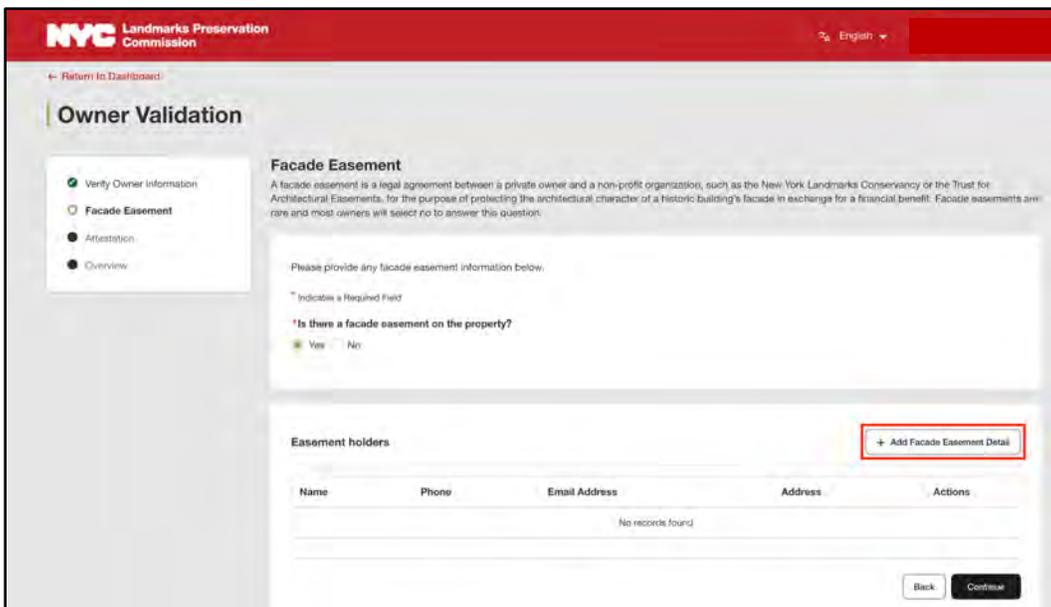


Notes: The Owner information will be auto-populated and you can make changes to the existing information except the email address, which must be the same email address you used to register for Portico.

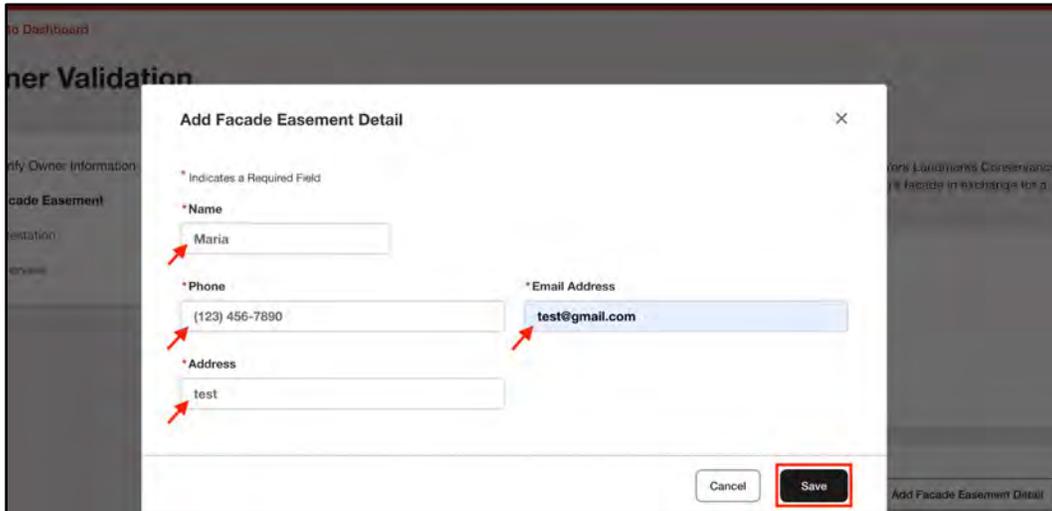
7. On the Facade Easement page, select the appropriate answer for the facade easement question.
  - a. If you select Yes for 'Is there a facade easement on the property?' you will be prompted to add the Facade Easement details.



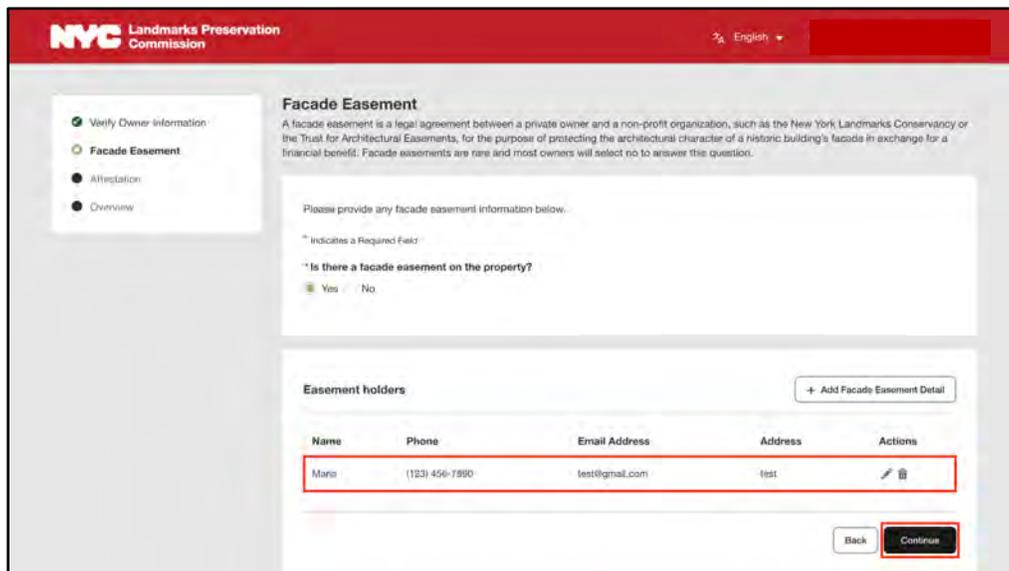
- b. Click the Add Facade Easement Detail button. The Add Facade Easement Detail pop-up window will appear.



- c. On the Add Facade Easement Detail pop-up window, enter the details including Name, Phone, Email Address, and Address and click Save.



- d. Once the details are saved, a confirmation message will be displayed on the screen and the facade easement details will be displayed under the Easement holders section. Click Continue to navigate to the Attestation page.



Note: You can Edit or Delete the Facade Easement details using the edit and delete icons under the Actions column in the Easement Holders section.

- If you select No for 'Is there a facade easement on the property?', click Continue to navigate to the Owner Validation Attestation page.

- On the Owner Validation Attestation page, read the statement fully, then confirm your understanding by selecting the checkbox, then entering your Full Name, and clicking Continue.

- On the Owner Validation Overview page, review all of the information and click Submit to LPC to submit the application to LPC.

The screenshot shows the 'Attestation' step of the application process. The left sidebar has 'Attestation' selected and 'Overview' below it. The main content area is divided into three sections: 'Owner Information', 'Facade Easement', and 'Attestation'. The 'Owner Information' section contains fields for First Name, Middle Name, Last Name, Mobile, Address, City, Zip Code, Phone, Phone Ext, State, and Email Address. The 'Facade Easement' section has a question 'Is there a facade easement on the property?' with a 'No' response. The 'Attestation' section contains a legal disclaimer and a signature field with the name 'Full Name' and date 'Date June 18, 2023'. At the bottom right, there are 'Back' and 'Submit to LPC' buttons, with the latter highlighted by a red box.

11. The application has now been submitted to the Landmarks Preservation Commission. Click the Return to Dashboard button to see the application status on the Dashboard.

The screenshot shows the 'Owner Validation' dashboard. At the top left is a 'Return to Dashboard' link. Below it is a sidebar with a list of steps: 'Verify Owner Information', 'Facade Easement', 'Attestation', and 'Overview'. The 'Overview' step is currently selected. The main content area features a large green checkmark icon inside a circular seal, with the text 'Your application has been submitted to the Landmarks Preservation Commission.' and a link to 'Track the progress of your application under My Applications'. At the bottom right, there is a 'Return to Dashboard' button highlighted with a red box.

## Still need help?

We're here to help with any questions you may have. Click on the [Contact Us](#) page on our website for more information on how to reach out for more assistance.