



## The New York City Landmarks Preservation Commission

1 Centre Street, 9th Floor North New York NY 10007 (212) 669-7700 Fax (212) 669-7960

<http://nyc.gov/landmarks>



### **Sample Affidavit to Self-Certify**

The document below is an affidavit that is to be used when an architect or engineer is self-certifying a project for new construction, including new buildings and additions, at the Department of Buildings (“DOB”) and filing at the Landmarks Preservation Commission (“LPC”). The affidavit states that the architect or engineer has reviewed the drawings and that the work conforms to the zoning resolution, building code, and all other applicable laws, rules, and regulations. The architect or engineer must reproduce it on their own letterhead, and submit it as a component of their application for a permit or as directed by LPC staff.

Please note that when an applicant submits an affidavit as part of their LPC application, they must self-certify at the Department of Buildings. If, after receiving LPC approval, the applicant files a regular application with DOB and receives an ‘Objections’ sheet and/or is asked for additional approval(s) from the LPC, they may also be required to file a new application with LPC.

**SAMPLE AFFIDAVIT**

Architect/Engineer Letterhead

Landmark Preservationist  
Landmarks Preservation Commission  
1 Centre Street, 9<sup>th</sup> Floor North  
New York, NY 10007

RE: LPC Docket Number \_\_\_\_\_  
DOB Application Number \_\_\_\_\_  
123 Main Street  
New York, NY  
Block \_\_\_\_ Lot \_\_\_\_\_

Dear (Staffperson):

I hereby attest that I am self-certifying at the Department of Buildings the above-referenced project and that I have personally examined the application and plans and any other required documentation relating to the above-referenced proposed work and to the best of my knowledge and belief, find said work to be in compliance with the Zoning Resolution of the City of New York, Titles 26 and 27 of the Administrative Code of the City of New York (Building Code) and all other applicable laws, rules and regulations.

I further state that the proposed work is as-of-right with respect to bulk, lot coverage, height, setbacks, yards and other criteria governing size, bulk and configuration of the proposed structure and requires no reconsideration or variance from the New York City Board of Standards and Appeals.

\_\_\_\_\_  
Name

Seal (R.A. or P.E.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Falsification of any statement is a misdemeanor under Section 25-317 (c) of the Administrative Code and is punishable by a fine or imprisonment or both.

(Revised 2/03)