

## ROOFTOP ADDITIONS SUPPLEMENTARY INSTRUCTIONS

These are supplementary instructions to the Commissions “Rules Relative to Proposed Construction of Rooftop Additions”, Title 63, 2-19, Subchapter B

In order to judge the appropriateness of proposed rooftop additions to individual landmarks and buildings in historic districts, the Landmarks Preservation Commission must understand the relationship of the addition to the design of the landmark, the surrounding buildings, and the historic district; as well as the effect of the addition on the significant features of the building. To show this, the applicant should complete these four steps:

### Step 1 – Prepare Photographs of building and blockfront

Provide 8”x10” photographs of the building and overall views of both sides of the street, in order to illustrate the condition of the building, and the pedestrian eye-level view of what is visible on the roof of the building and the adjoining buildings.

### Step 2 – Prepare Drawings of the Building

Provide drawings of the building to show the existing conditions; and the scale, form, details, and materials of the proposed addition. Typical drawings include:

- Floor Plan
- Roof Plan
- Front (street), rear, and side elevations
- Building Section
- Exterior Wall Section

### Step 3 – Prepare a Mock-up

Construct a wood or light-gauge steel frame mock-up, matching the overall size and outline of the proposed addition, and set up a meeting with LPC staff to inspect the mock-up. The mock-up should include any railings which might be required at the roof of the addition, as well as at the perimeter of the building. The applicant should also determine if adjoining chimneys will need to be raised, and if so, include these in the mock-up as well (Please note: the mock-up may need to remain in place for a month or more). Provide 8”x10” photographs of the mock-up taken from the street, *wherever the mock-up can be seen*. Applicants are encouraged to paint the mock-up framing, or use brightly colored construction safety netting, so that it is easy to see in the photographs.



### Step 4 – Prepare a Rendering with the Proposed Addition

Using photographs of the mock-up, illustrate the building and the blockfront with the addition, as they would actually appear to a person on the sidewalk. Computer generated renderings, or rendered photomontages – which are photographs with the addition drawn in – can be used. *Do not re-draw the entire building or surrounding buildings, instead, just draw in or superimpose the addition.* The view points selected will depend on the site conditions for each project, but should typically include at least the following:

- Point at which the addition first becomes visible
- Point at which the addition is most visible

Indicate these viewpoints on a block plan. View points should always be taken from an eye level 6 feet off the ground, as if by a 6’-4” tall person.



#### ***Is a Mock-up Always Necessary?***

*You may be able to skip this step if you are only proposing to install small HVAC units, skylights, or vent; if you are proposing a very large addition – more than 2 or 3 stories, or when directed by the staff.*