

300 Richards Blvd., 3<sup>rd</sup> Floor Sacramento, CA 95811

Help Line: (916) 264-5011 planning@cityofsacramento.org

# WINDOWS / DOORS: REPAIRS / CHANGES

HISTORIC PROPERTIES

# Projects Exempt from "Site Plan & Design Review" Requirements

Note: Proposals to replace (vs. repair or retrofit) existing, original windows on a historic Landmark structure or a Contributing structure requires a Preservation Application

Applicant's Name:		Phone:		
Project Address:		nail:		
Attach	n color photos and plans. See last page for instructions. Photos and	d plans MUST be attached.		
	No <u>Is the proposed project in a Historic District, or on a Landn</u> If checked YES, proceed to section 2 below.  If checked NO, use form CDD-0187.	nark Parcel?		
SECTION 2	2:  No  Does the proposed project ONLY involve work where there  If checked YES, proceed to section 3 below.  If checked NO, work requires Preservation Application.	e are EXISTING windows or doors?		
requires a F windows/do	<b>3: Please check appropriate boxes.</b> Any work that cannot be indiced Preservation application and approval by Preservation Staff before ultroors are being proposed, before applying for a Building Permit. Note by with building code for required opening dimensions.	indertaking the work, or, if new		
	DOW SASH TYPE / MATERIAL  The existing window(s) <u>sash</u> is: ☐ single- or double-hung; ☐ casem ☐ fixed window; ☐ garden window; ☐ other (describe):			
2.	true divided lights in upper sash only; ☐ single pane glass with true of pane glass with internal or external grids; ☐ dual pane glass with lites or grids; ☐ leaded / stained glass; ☐ other (describe):	s with no divided lites or grids; ☐ dual h grids in upper portion only; ☐ no divided		
3.	t. The existing window sash and frame <u>material</u> is: ☐ wood; ☐ m clad wood; ☐ fiberglass; ☐ vinyl; ☐other (describe):	etal, clear;  metal, painted; metal-		
	R TYPE / MATERIAL  The existing door(s) has: ☐ decorative design or panels; ☐ partial door; ☐ coiling/roll-up door; ☐ other (describe)			
2.	<ul> <li>The existing door(s) and frame <u>material</u> is: ☐ wood, painted; ☐ painted; ☐ fiberglass; ☐ other (describe)</li> </ul>			
C. NON-C	The structure is a "Non-Contributing" structure within the Historic I a Landmark parcel, and the work involves replacing windows or dodor(s) will:  match the original window/door material and type on the res the work involves NO changes to any opening dimensions, the may be dual pane and single-hung, even if existing glazing/win	oors, and the replacement window(s) or to the structure; <b>AND</b> , trim, or sills (replacement glazing/windows		

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D. LANDMARK OR CONTRIBUTING STRUCTURE – PROPOSED WORK / EXTENT OF REPAIR NEEDED FOR BOTH WINDOWS AND DOORS
The existing windows/doors currently have trim and sills that match all treatment on the structure and no work is proposed to any trim or sills.
2. The existing window/door opening dimensions will not be enlarged or reduced.
3. The proposed work involves ONLY:
replacing only missing or non-original window(s)/door(s) with new window(s)/door(s) to match in-kind* the original historic window(s)/door(s); Note: new window glazing may be dual pane even if the original windows were single pane; and the new window sashes may be single-hung even if the original windows were double-hung. Attach brochure or cut-sheet of proposed new windows or doors.
adding clear insulating film to existing glass;
replacing clear glass within the original sashes with new clear glass. Glass can be replaced with single pane, or retrofitted with insulated glass, or dual pane glass if the existing sashes are wide enough.
adding interior "storm" window system.
repairing only damaged, or replacing missing: cords/weights, hinges or hardware, and hardware will match in-kind* original hardware. Attach brochure or cut-sheet of proposed new exterior hardware.
aulking and weatherstripping existing windows/doors.
☐ patching/repainting existing windows/doors.
E. MINOR CHANGE  Minor change reviewed and approved by Manager and determined to be exempt from site plan and design review.  Comment:
(Requires manager review and approval. Manager initials:)
* "Match in-kind" means matching design, dimensions, placement, materials and finishes.
By signing below, the applicant certifies that this form accurately describes the proposed work.  Applicant's Signature:  Name of Planner:  Date:
FOR CITY STAFF USE ONLY  Counter Staff:
In a Historic District, or is it a Landmark Parcel? No Yes (if <b>NO</b> , use form CDD-0187)

See next page for ATTACHMENTS instructions.

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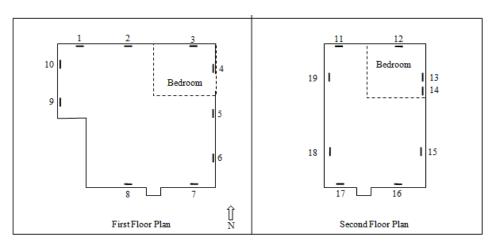
## ATTACH the following as a supplement to Section 2 for review by staff:

- 1. A complete "Key" plan of the building footprint, showing location of all existing windows/doors. Mark the specific EXISTING windows/doors where work is proposed. See below for sample. (Note: new openings require Preservation Application.)
- 2. Color photographs of the building on the property (show <u>all</u> sides of the building, and include photos showing all windows/doors, numbered per Key Plan.) Merge your photos into 1 PDF document.
- 3. Attach a brochure or cut sheet of any proposed replacement windows/doors/hardware.
- 4. Window or Door Schedule specifying the window/door number, existing size, proposed size, existing material, proposed material, window type, type of glazing, and whether the window is in a bedroom. See SAMPLE Window Schedule below.

## SAMPLE Window "Key Plan"—Provide the following information on the "Key" Plan:

- 1. Locate and number all the existing windows on the drawing.
- 2. Include the "Key" plan numbers of each window where work is proposed and complete the Window Schedule.

## Sample: Window Key Plan - Work to be done on Windows 1,2, and 3, only.



### Sample: Window Schedule (Indicate specific information for ALL windows where work proposed)

Window Number	Existing Width x Height	Proposed Width x Height	Existing Material	Proposed Material	Туре	Bedroom (Yes/No)?
1	3 x 5	3 x 5	Wood	Wood	Double-hung dual glazed	No
2	1 x 3	1 x 3	Wood	Wood	Casement	No
3	4 x 6	4 x 6	Wood	Wood	Single-hung dual glazed	Yes