

**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:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Attach color photos and plans.** See last page for instructions. Photos and plans MUST be attached.

**SECTION 1:**

**Yes**  **No** **Is the proposed project in a Historic District, or on a Landmark Parcel?**

If checked **YES**, proceed to section 2 below.

If checked **NO**, use form CDD-0187.

**SECTION 2:**

**Yes**  **No** **Does the proposed project ONLY involve work where there are EXISTING windows or doors?**

If checked **YES**, proceed to section 3 below.

If checked **NO**, work requires Preservation Application.

**SECTION 3: Please check appropriate boxes.** Any work that cannot be indicated by checked boxes in Section 3 requires a Preservation application and approval by Preservation Staff before undertaking the work, or, if new windows/doors are being proposed, before applying for a Building Permit. Note: A new egress window from a bedroom must comply with building code for required opening dimensions.

**A. WINDOW SASH TYPE / MATERIAL**

1. The existing window(s) sash is:  single- or double-hung;  casement ;  horizontal slider;  awning type  
 fixed window;  garden window;  other (describe): \_\_\_\_\_
2. The existing window sashes have:  single pane glass with true divided lites;  single pane glass with true divided lights in upper sash only;  single or dual pane glass with no divided lites or grids;  dual pane glass with internal or external grids;  dual pane glass with grids in upper portion only;  no divided lites or grids;  leaded / stained glass;  other (describe): \_\_\_\_\_
3. The existing window sash and frame material is:  wood;  metal, clear;  metal, painted;  metal-clad wood;  fiberglass;  vinyl;  other (describe): \_\_\_\_\_

**B. DOOR TYPE / MATERIAL**

1. The existing door(s) has:  decorative design or panels;  partial glass panel/s;  French door;  all glass door;  coiling/roll-up door;  other (describe) \_\_\_\_\_
2.  The existing door(s) and frame material is:  wood, painted;  wood, varnished;  metal, clear;  metal, painted;  fiberglass;  other (describe) \_\_\_\_\_

**C. NON-CONTRIBUTING STRUCTURE**

The structure is a "Non-Contributing" structure within the Historic District, or is a non-contributing structure on a Landmark parcel, and the work involves replacing windows or doors, and the replacement window(s) or door(s) will:

- match the original window/door material and type on the rest of the structure; **AND,**
- the work involves NO changes to any opening dimensions, trim, or sills (replacement glazing/windows may be dual pane and single-hung, even if existing glazing/windows are single pane and double-hung.)

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**D. LANDMARK OR CONTRIBUTING STRUCTURE – PROPOSED WORK / EXTENT OF REPAIR NEEDED FOR BOTH WINDOWS AND DOORS**

- 1.  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.
  - caulking 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Planner: \_\_\_\_\_

**FOR CITY STAFF USE ONLY** Counter Staff: \_\_\_\_\_

In a Historic District, or is it a Landmark Parcel?  No  Yes (if **NO**, 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 all 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	Type	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