

WINDOW / DOOR CHANGES
RESIDENTIAL / COMMERCIAL STRUCTURES
Projects Exempt from Site Plan and Design Review Requirements

Applicant's Name: _____ **Phone:** _____
Project Address: _____ **Email:** _____

SECTION 1:

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

If checked **NO**, proceed to section 2 below.

If checked **YES**, project must be reviewed by Preservation Staff to determine if proposed work is exempt from Site Plan and Design review.

SECTION 2:

Yes No **Applicant certifies that work shall comply with the Planning and Development Code and the current Building Code. Egress Windows from bedrooms must comply with building code for required opening sizes.**

SECTION 3: Please check appropriate boxes, see page 2 for photo and illustrations to identify door/window locations.

A. WINDOW TYPE / MATERIAL

1. The existing window(s) is: single or double hung horizontal slider awning type casement type
 fixed window bay window garden window
2. The new window(s) will match the existing window, with no modifications to opening size, window design or style, trim and sill, or window material.
3. Existing window material will not change and matches the window material of over 50% of the existing windows (i.e., wood, vinyl, etc.).
4. Change out of ALL existing aluminum sliding windows with new wood, composite, fiberglass, or vinyl sliding windows, if determined aluminum slider was the original window style and not single or double hung.
5. Change out ALL aluminum single hung, double hung, with new wood, composite, fiberglass, or vinyl single or double hung.
6. Change out ALL aluminum casement windows with new wood, composite, fiberglass, or vinyl sliders with same design/ trim.
7. Existing door or window opening changed to a window or door, with minor changes to size allowed, if not visible from street views, and matches existing. Infill areas shall match existing siding.
8. Change out all wood single or double hung windows to new composite and/or paintable fiberglass single or double hung windows in same size, style, and locations. Retain existing smooth wood trim and sills. Minor size changes for egress compliance in same style allowed.
9. Change of windows not visible from any street views with similar design and size.

B. WINDOW TRIM / GLASS TYPE

1. The existing windows currently have trim and sill that matches all treatment on the project and no changes are proposed to window trim and sill material or design.
2. The existing windows have divided lites, internal or external grids, grids in upper portion only, no divided lites or grids.
3. New windows will match existing window design and material, glass design, grid pattern (if any), etc. with no modifications.

C. DOOR TYPE / MATERIAL / TRIM

1. The existing door(s) currently have trim that matches all other trim on rest of the building and no change is proposed to trim material or design.
2. The existing door(s) has decorative design or panels.
3. New door(s) will match existing or be a similar door design and material, with only minor modification.
4. Change of doors not visible from any street view with similar design and size.
5. Existing window opening changed to a door, with some expansion of opening allowed, if not visible from street views, and matches existing.
6. Change main door to sliding door with similar material/trim/style as existing, and located at side or rear.

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D. COMMERCIAL STOREFRONT SYSTEMS

1. New storefront door matches existing storefront system.
2. Minor modification to existing storefront system to match existing system (no expansion of existing storefront).

E. MINOR CHANGE

1. Minor change reviewed and approved by staff and determined to be exempt from site plan and design review. Comment:

(Requires manager review and approval. Manager initial :_____).

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: _____

Applicant shall provide the following as a supplement to Section 2 for review by staff:

1. A complete plot plan (minimum size 8 ½ in. x 11 in.) of the property, showing location of all windows. Indicate which windows are new and existing,
2. Color photographs of the building on the property (**all sides of each building including all windows**). Printed photos preferred, but clear photos on electronic devices may be sufficient. .
3. What the "new" windows will look like (either a brochure or photos of proposed new windows, or drawings).
4. Window Schedule (specifying the window 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.

Window change-out—Provide the following information on the Plot Plan:

1. Locate and number the windows to be replaced, and those remaining, on the drawing.
2. Key the numbers on the plot plan to the Window Schedule.

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Sample: Window Schedule (Indicate specific information for ALL windows)

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

Sample: Window Schedule Key Plan

