



## Window Change Out

### Staff Procedure

All proposed window replacements are subject to Design Review Board review and approval unless:

- 1) The applicant proposes to replace existing windows with similar windows (i e: wood multi-pane windows with wood multi-pane windows)

or

- 2) The applicant proposes to replace existing windows with windows in a material more appropriate to the architectural style of the house (ie: replacement of vinyl windows with wood windows on a Mediterranean or Craftsman style house)

or

- 3) The applicant proposes vinyl- or aluminum clad-wood windows, where wood is the traditional window material to the architectural style. This is not an acceptable approach unless the applicant is able to demonstrate it is appropriate to the house or the area.

In cases where no permit has been issued, but replacement windows have been installed, applicants are required to retrofit the windows visible from the street (typically the street-facing elevations and first side-elevation window) to the above standards, unless the applicant is able to demonstrate the alternative is appropriate to the house or the area. Applicants may also be required to get DRB review and approval for work done to date.

In all cases, the existing window frame and detailing must be maintained or replaced with similar materials in matching dimensions.

Reviewed and endorsed at Joint Design Review Board Study Session, 30 March 2006.

### Applicants shall provide the following:

1. A complete plot plan (minimum size 8 ½ in. x 11 in.) of the property, showing location where the windows will be replaced (or have already been replaced).
2. Photographs of the buildings on the property (all sides of each building) where windows will be changed. **Not Polaroid pictures.**
3. What the "new" windows will look like (either a brochure for proposed new windows, or photographs of already replaced windows).
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

Sample Window Schedule

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	Slider – dual glazed	No	

**Plot Plan**

