

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

**Project Address:** \_\_\_\_\_

**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: 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. Number of new windows to be added, changed, modified, or removed: \_\_\_\_\_
3.  The new window(s), being new openings or within existing openings, will match the existing windows, with no modifications to opening size, window design or style, trim and sill, or window material.
4.  Existing window material will not change and matches the window material of the majority of the existing windows (i.e., wood, vinyl, etc.).
5.  Change out of ALL street facing facade aluminum windows with new wood, composite, fiberglass, or vinyl windows retaining operation style, if determined aluminum slider was the original window style and not single or double hung.
6.  Existing window opening changed to a door, with minor changes to size allowed, if not visible from street views, and matches existing. Infill areas shall match existing siding.
7.  Change out all wood casement or single/double hung windows to new composite, paintable fiberglass, and/or vinyl to casement or single/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.
8.  Change of windows not visible from any street views with similar design and size.

**B. WINDOW TRIM / GLASS TYPE**

1.  The existing windows have divided lites,  internal or external grids,  grids in upper portion only,  no divided lites or grids.
2. The existing windows currently have trim and sill that matches all treatment on the project and no changes are proposed to design, window trim and sill material. Retaining existing grid pattern on a case by case basis.

**C. DOOR TYPE / MATERIAL / TRIM**

1. Number of new doors to be added, changed, modified, or removed: \_\_\_\_\_
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 maintaining the trim, 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 man door to sliding door with doorway expansion with similar material/trim/style as existing and located at side or rear.

**D. COMMERCIAL STOREFRONT SYSTEMS**

1.  New storefront door matches existing storefront system.
2.  Minor modification to existing storefront system to match existing system.

**E. MINOR CHANGE**

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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 Applicant (Print Name): \_\_\_\_\_

**FOR CITY STAFF USE ONLY** Counter Staff (Print Name): \_\_\_\_\_

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

1. A complete plot plan 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**). Merge your photos into 1 PDF document.
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.

**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**

