

Application Checklist for Window Changes

Required application items:

- _____ Review Fee

- _____ **Pictures** of house or outbuilding elevation where proposed window will be installed or changed.

- _____ Provide **Manufacturer spec sheet** with photo of window indicating color, style, size, profile information and indication that the window has either True Divided Lites (TDL) or Simulated Divided Lites (SDL).
*Spec sheet not needed if replacing an existing window to exactly match but provide clear detailed pictures of existing window and confirm in writing that replacements will be TDL or SDL and exactly match existing in design & color.

- _____ If changing a window's size, shape, style, design or if removing or adding a window to a facade, provide **detailed drawings to scale** with measurements for the existing & proposed new elevations. Drawings of the existing & proposed elevations should show relationship to surrounding windows, doors, corners, etc. (Min. Scale 1/4" = 1'-0")