

Application Checklist for Window Changes

Required application items:

_____ Review Fee

_____ **Pictures** of house or outbuilding elevations where the proposed new window(s) you want to install/change. Label the house elevation of the pictures & clearly identify or mark on the pictures which window(s) you want to replace or change.

_____ 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).

*If replacing a window to exactly match the existing window, provide clear detailed pictures of existing windows and confirm in writing that the new replacement windows will be TDL or SDL, have 7/8" muntins, and that the grid pattern, window color & window glass tint will exactly match that of the existing windows. Note: The glass tint of all windows on the house must exactly match.

_____ 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")

Note: The glass tint of all the windows on The property should be consistent and exactly match.