

Borough of Columbia

Application for Window Replacement

Check List: Items required to complete your application:

- Manufacturers brochure
- Exterior Photographs
- Building drawing or photo specifying location of window(s) to be replaced
- New window specifications

_____ **Date of Application**

Property owners are encouraged, whenever possible, to retain and repair original architectural features such as windows. If windows cannot be repaired, they should be replaced with in-kind materials (e.g. wood for wood). If this is not possible, the new replacement windows should match the style, size, shape and appearance of the original windows. These characteristics help to determine a building's personality and appearance.

The Borough's Financial Assistance Program, funded by the Richard C. von Hess Foundation, provides grants to help defray the cost of wood window repair and in-kind replacement. Vinyl replacement windows are not covered by the grant program.

1. **Owner's Name:** _____

If applicant is not the equitable owner of the property, indicate:

- Owner's Agent/Representative Other _____

Street Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Phone (daytime): _____

2. **Street Address of Property to be Altered** (if different): _____

3. **Contractor's Name:** _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone (daytime): _____

Required information on existing windows and the proposed replacement windows

4. **Scope of Alteration**

Explain whether the replacement windows will be installed within the existing framing, or alteration of the size of the window opening(s) or rough framing will be necessary.

- () Sash replacement: New sash only will be installed within the existing frame
- () Pocket replacement: New window unit -- with sash and new frame -- will be inserted within the existing frame
- () Complete replacement: Entire window will be removed and new window unit installed in rough opening


Explain:

5. **Window Components**

What part of the existing windows do you intend to replace:

- Sash only Sash and frame Sills Surrounding window trim or casing

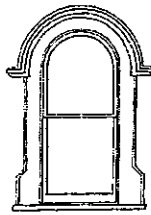
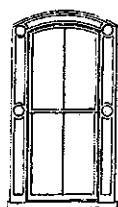
- Attach a manufacturers brochure or cut sheet with component specifications for the replacement windows

 Applicant, complete back

6. Window Shape

What shape or form are the existing windows?

Flat-headed Arched Half-round Other (sketch or describe)

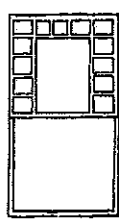
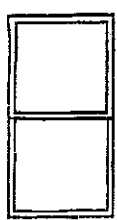
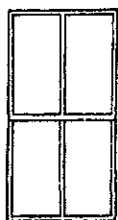
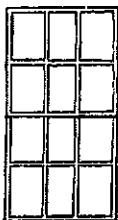


Attach manufacturers photo or drawing showing the shape or form of the replacement windows.

7. Number and arrangement of glass panes

What is the configuration of the panes on the existing windows?

6 over 6 2 over 2 1 over 1 Other (sketch or describe)



Attach manufacturers photo or drawing showing the arrangement of panes on the replacement windows.

8. Photographic Record

For the Borough's archives, submit color photographs of each window to be replaced. These photos will provide a historical record of your building's original features prior to removal.

9. Salvage

Would you be willing to save the wood windows that are removed from your building and store them on-site in a dry location (such as an attic, basement or garage)? YES NO

Retaining the windows with the building will allow future property owners to repair or replicate the wood windows and reinstall them on the building.

If you do not have storage space, would you be willing to donate the removed windows to an architectural salvage warehouse? YES NO

10. Signature of applicant: _____ **Date:** _____

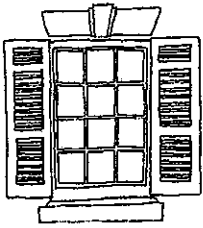
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11. Determination of Building Official:

HARB review required No HARB review necessary; permit issued _____

12. Signature of Building Official: _____ **Date:** _____

GUIDELINES for the Replacement of Windows



Windows provide light and ventilation to a building. Windows also help to define a structure's architectural style through details such as the size, style, rhythm and proportion of the windows. A building may have windows that are all the same size, or have a variety of types and sizes that give emphasis to certain parts of the building. Windows on the front façade may be more decorative than more utilitarian windows that might appear on side or rear elevations.

Windows are extremely vulnerable to weather because of their exposed location and moving parts, and need to be maintained. To preserve wood windows -- and the historic character and value of your property -- it is recommended that original windows be retained and repaired. (Ask for a copy of the Borough's free brochure "Caring for Wood Windows.")

If original windows are replaced, the following guidelines should be followed to avoid changing the physical and visual characteristics of the windows and the overall appearance of a property:

SIZE

- Avoid altering the existing size of the window opening. Do not decrease or enlarge the opening to accommodate a different size window.
- Do not install replacement sash that does not fit the window opening or frame (requiring infill material at the top or bottom of the frame).
- Do not replace historic windows with modern features such as wide picture windows.

SHAPE and OPERATION

- Avoid changing the overall shape of the window frame (whether flat-headed, arched or half-round).
- Avoid changing the operation or movement of the original sash (whether double-hung or casement, for example).

ARRANGEMENT of PANES

- Replacement windows should replicate historic windows in the number and arrangement of panes (whether one-over-one, six-over-six, six-over-one, etc.) and approximate muntin profile.

If your proposed window replacement deviates from these guidelines, review of your proposal by the HARB may be required.