

Property Address:  
Applicant Name:



Assessment Date:  
Assessed by:

## Window Assessment Form

For Historic Preservation Division - Planning & Building Department/  
Historic Architectural Review Board Review

Submitted

Basic Requirements for Review

<input type="checkbox"/>	1. Photographs or drawing of each overall elevation (side) of the exterior, with all the window openings on each elevation numbered.
<input type="checkbox"/>	2. Photographs of each window opening numbered corresponding to submittal under #1.
<input type="checkbox"/>	3. Condition Evaluation of each window (see page 2).
<input type="checkbox"/>	4. Proposed window design (casement, fixed, etc.), pattern (3/1, 6/6, 1/1, etc.) , materials (wood, vinyl, clad, etc.), size, etc. If different for certain openings, specify these details for each kind.
<input type="checkbox"/>	5. Proposed window product brochure/information that includes the company's depiction or photograph (not installation or wind load information sheets) of actual windows. We need to know what they look like on the exterior.
<input type="checkbox"/>	6. Elevation drawings that show proposed alterations to window openings (if applicable)
	7. Photos detailing window frame and face and side of trim
<input type="checkbox"/>	May include additional documentation as needed for your report: Other _____

**ALL** window openings on the structure should be assigned a **number** and **described** under the same number on page 2 of this sheet, and a **numbered photo of each** provided. Even windows not being replaced should be assigned a number. Please note which windows are not being proposed for replacement by its corresponding window number on the second page.

Windows in **pairs or groupings** should be assigned **separate** numbers. Windows in dormers and small fixed windows **should** also be included. Denote if numbered windows are door sidelights or transoms associated with a door.

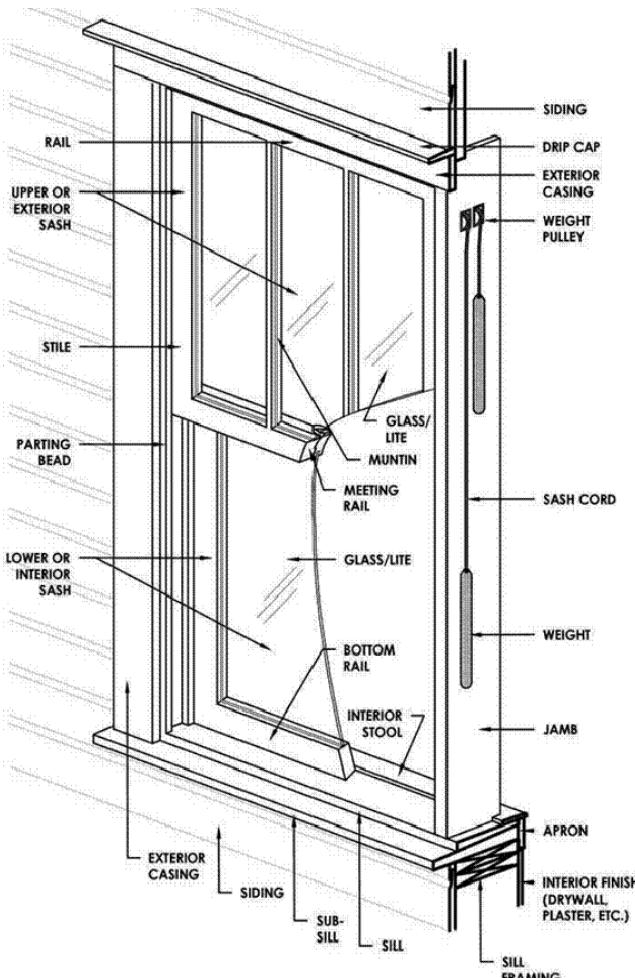
For each window numbered on page 2, describe the window type, material, and include the different issues/conditions of **each** in detail, referring to the specific parts of the window (see diagram to the left).

Photographs should be provided of each overall elevation/side of the building and each overall window from the exterior. Interior views of windows may also be provided. *Additional close-up photographs*, showing visible evidence of the window's condition, **MUST** be provided to better document problem areas. **Photos should be numbered and labeled**.

The review and recommendation is based on deterioration or damage to the window unit and associated trim. Broken glass or windows that are painted shut are not necessarily grounds for approving replacement.

Depending on the significance of the building and the existing windows, additional information may be required to prove that the windows need to be replaced and that the proposed windows are compatible.

Total Number of Window Openings on the Structure	
Number of Historic Windows on the Structure	
Number of Existing Replacement/Non-Historic Windows	
Number of Windows Completely Missing	
Total Number of Windows to be Replaced	



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## Window Assessment - Window Condition Report

Window #	List and Describe Window Condition
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
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14	
15	
16	
17	
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20	

Window #	List and Describe Window Condition
21	
22	
23	
24	
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34	
35	
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