

Window Replacement Request Instructions

For window replacement requests, applicants shall provide the following information:

1. The age of the windows proposed for replacement, noting whether they are original to the structure or date to the period of significance for the landmark or historic district.
2. Photos of each window proposed for replacement.
3. Documentation of the proposed replacement feature, which includes a cut sheet or shop drawing of the proposed replacement feature, and a detailed description of the profile, dimensions, configuration, material, finish, etc. Replacement products must be similar in design, color, scale, architectural appearance, and other visual qualities to existing windows. Replacement multi-light windows must be true divided lights or simulated divided lights with window grids on the exterior and interior with spacer bars between the panes of glass.

If the windows are NOT HISTORIC, this application information will be a complete submittal.

If the windows ARE HISTORIC, replacement can be approved if the windows are deemed physically beyond repair, not economically feasible to repair, OR if they test positive for lead. The applicant must then also provide the following based on their reason for replacement. If it is feasible and practical to repair historic windows, they must be repaired.

Physically beyond repair:

1. 3rd party assessment evaluating each window individually and providing a description of the window, component dimensions,* and the reason it is beyond repair. This assessment must come from a contractor who completes window repair, such as a carpenter, painter, or general contractor. A sample assessment can be found here: www.cityofmadison.com/dpced/planning/documents/SampleWindowsAssessment.pdf

Not economically feasible to repair:

1. 3rd party assessment evaluating each window individually and providing a description of the window, component dimensions,* and the estimated cost of repair for each window. This assessment must come from a contractor who completes window repair, such as a carpenter, painter, or general contractor. A sample assessment can be found here:
2. A quote from a window replacement contractor noting the proposed replacement window model, dimensions, and cost of replacement (including installation) for each window.

Tests positive for lead:

1. A test result that demonstrates that a feature has tested positive for lead.
2. Documentation of the existing original feature, including profiles, component dimensions,* configuration, etc. along with drawings, photographs, and any other relevant documentation.

Note: Window replacement due to lead may not be eligible for state preservation tax credits.

All materials should be emailed to landmarkscommission@cityofmadison.com and include the project address in the subject of the email.

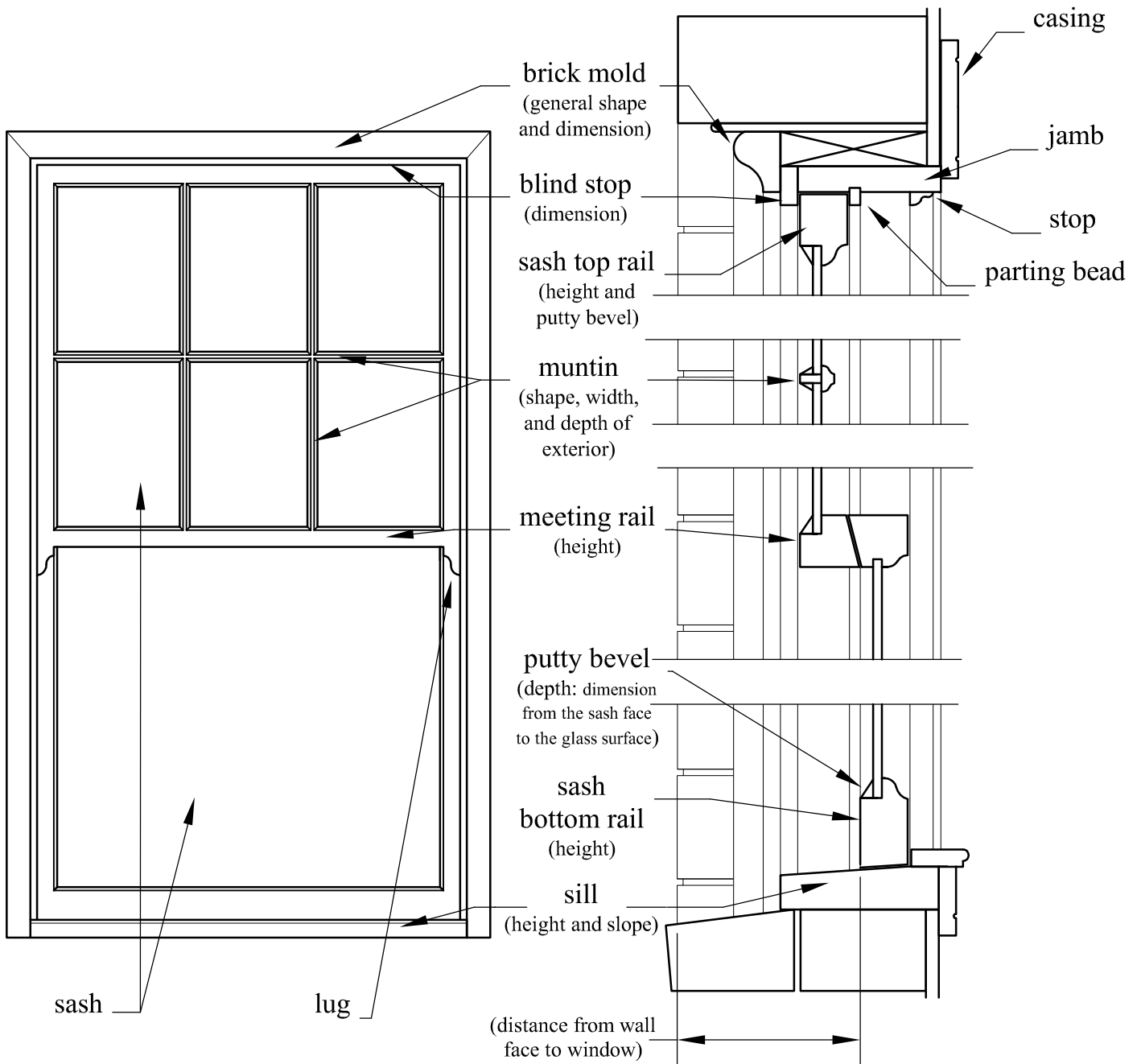
The Preservation Planner shall:

- Determine if the proposed request for window replacement meets the ordinance standards.
- Determine if the replacement windows are similar in design, color, scale, architectural appearance, and other visual qualities.
- Issue a Certificate of Appropriateness administratively, or add the project to an upcoming Landmarks Commission agenda if it cannot be approved administratively.

*See attached illustrations for how to document window components.

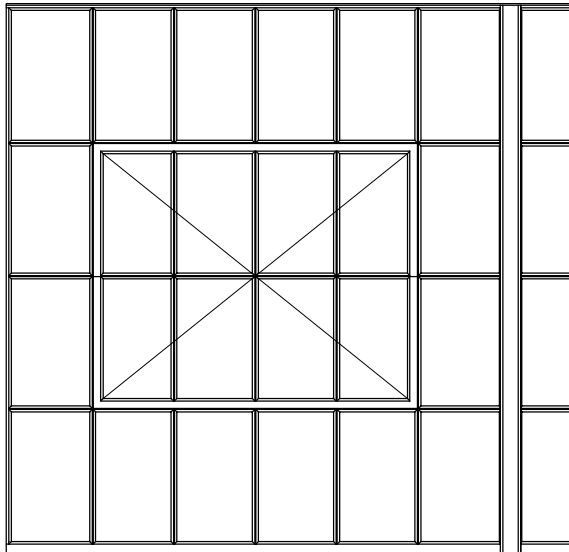
Wood Windows

The drawings below show the details required to document existing historic windows and any replacement windows. The specific information needed about each element is noted in parentheses. Note that the section drawing on the right shows the relationship of the window sash to the exterior wall plane.



Industrial Steel Windows

These drawings show the details required to document existing historic windows and any replacement windows. The specific information needed about each element is noted in parentheses. For replacement windows, be sure to show not only the typical muntin dimensions, but also any variations within the unit, such as wider pieces that support the operable sash.



Elevation

perimeter frame
(width)

top frame of
operating sash
(profile and width)

muntin
(shape, width, and
depth of exterior)

bottom frame of
operating sash
(profile and width)

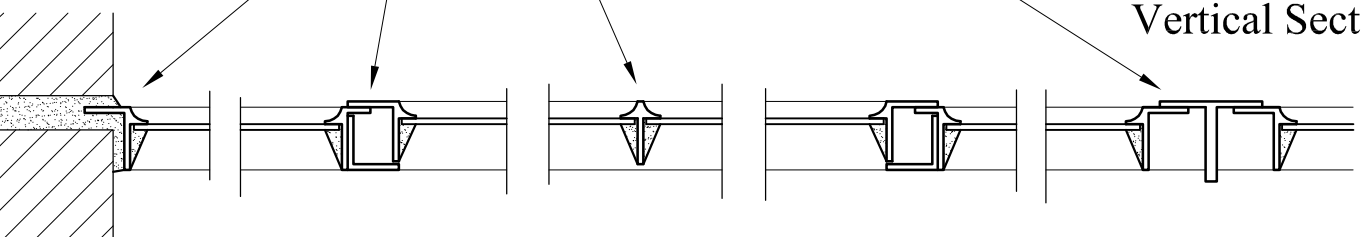
(distance from wall
face to window)

mullion
(profile & width)

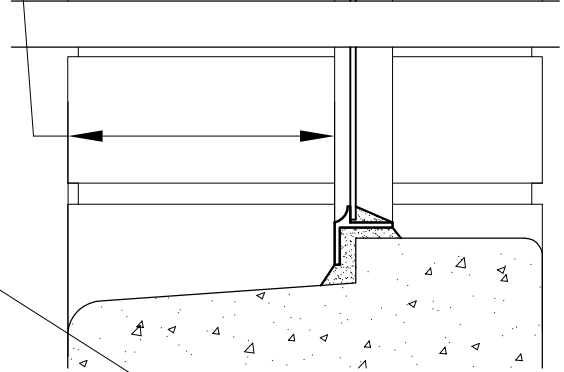
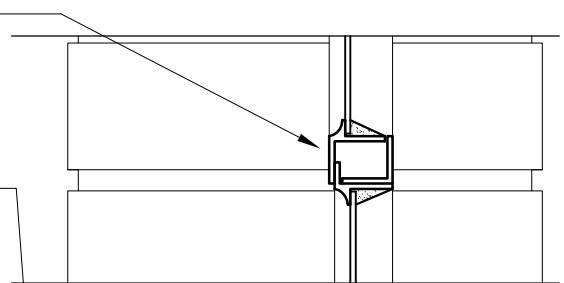
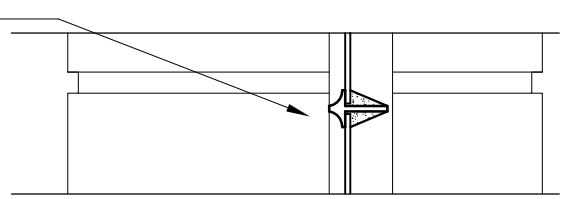
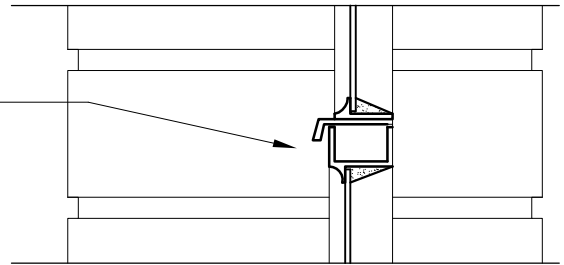
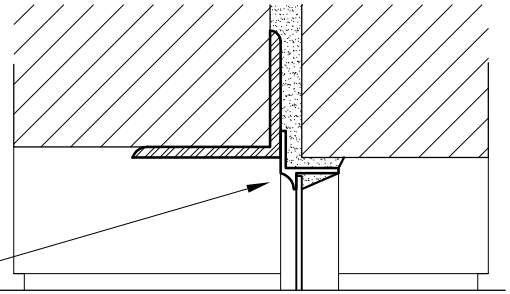
muntin
(shape, width, and depth of exterior)

operating sash & frame
(profile and width)

perimeter frame
(width)



Horizontal Section



Vertical Section