

Window Replacement Requests

For window replacement applications, applicants shall provide information on whether the windows proposed for replacement are original to the structure or date to the period of significance for the landmark or historic district. If the windows are historic, the applicant must provide a 3rd party assessment of whether the windows are physically beyond repair and/or are not economically feasible to repair. This assessment must come from a contractor who completes window repair, such as a carpenter, painter, or general contractor.

An application will evaluate each window individually and provide a description of the window and window component dimensions of the existing window and the proposed replacement windows.

The Commission shall take one of the following actions:

- Determine if the proposed window is physically beyond repair and/or is not economically feasible to repair.
- If it is feasible and practical to repair the windows, then they must be repaired.
- If the window requires replacement, approve replacement products that are similar in design, color, scale, architectural appearance, and other visual qualities. The window size and component dimensions should be comparable.

This is excerpted from the *Landmarks Commission Policy Manual*.