



WINDOW AND DOOR REPLACEMENT APPLICATION

Windows and doors are very often character-defining features of a historic building, therefore applicants are encouraged to repair rather than replace historic windows and doors. However, if the condition of the feature is determined to be deteriorated beyond repair, it is important that the replacement feature is compatible with the style and character of the building.

A Landmark Alteration Certificate is required for the replacement of historic windows and doors on buildings located in a historic district and for individual landmarks. Review by the Landmarks Design Review Committee is required for window and door replacement and the project may be referred to the full Landmarks Board for review if the committee considers the replacement is inconsistent with the guidelines and may be to the detriment of the property and/or the historic district. The condition and location of the windows or doors proposed for replacement must first be identified before submitting the replacement product information. Part I will be reviewed by staff and may be reviewed by the LDRC; if window(s) and/or door(s) are appropriate candidates for replacement, a second application must then be submitted identifying the proposed replacement windows or doors. The complete application will then be reviewed by the LDRC and may be referred to the full Landmarks Board for review. For more information about windows and doors on landmarked buildings and in historic districts and the process for assessing their historic significance, please consult sections 3.7 and 3.8 of the *General Design Guidelines for Boulder's Historic Districts and Individual Landmarks* available on line at: <http://www.bouldercolorado.gov/files/PDS/historicpres/pdfs/draftgenguidelines.pdf> or by calling 303.441.1880.

Part I: Identify existing location and condition of window(s) or door(s) proposed for replacement. The following materials are required as Part I of this application; see below for more information.

- Completed Landmark Alteration Certificate Application,
Available through the Planning Department, 1739 Broadway or online at boulderhistoricpreservation.net
- Context photograph of the subject building, with labeled location of each windows or doors proposed for replacement.
Photograph(s) of the building as viewed from public right-of-ways; if the building is located on a corner or is visible from an alley, multiple photographs should be taken. Windows or doors proposed for replacement should be labeled as "A1, A2, B1, B2..." depending on the location and number of the windows. A= primary elevation (if the building is located on a corner, two elevations may be considered primary), B= secondary (side) elevation, C= tertiary (typically the rear) elevation. If only one window or door is proposed for replacement, the photograph may simply be labeled 'door' or 'window'.
- Photographs of each window or door proposed for replacement, showing the condition of the window or door.
A minimum of three photographs of each window or door proposed for replacement is required as follows:
 1. A photograph of the window or door from the exterior, showing the molding or other decorative features surrounding the window or door.
 2. Close-up photograph of the window or door from the exterior,

showing the condition of the frame, sash, pane(s), and muntins (if applicable).

3. Close-up photograph of the window or door from the interior, showing the condition of the frame, sash, pane(s), and muntins (if applicable).

- A short description of the condition of each window or door proposed for replacement.

A written description for each window or door proposed for replacement should include the following:

1. Description of the location of the window (e.g. "Window A1 is located on the second story on the north side of the house, which faces Dewey Avenue")

2. The type of window or door (i.e. screen door, multi-paneled door, French door, or double-hung, leaded glass, divided-light, casement, hopper, or transom window) as well as the materiality (i.e. wood, aluminum, glass) and operation of the window, if applicable (i.e. double-hung vs. casement window).

Description of the condition of the window or door, including the operability and condition of the frame, sash, sill, pane(s), muntins (if applicable) and casing condition (i.e. "Window A1 is a wooden, 4-over-1 double-hung window. The sash and sill are in a deteriorated state; the wood has rotted and there is an 1/8" gap when the window is fully closed. The muntins and pane are intact. Overall, the window is difficult to operate.")

Please submit a completed Landmark Alteration Certificate application and required information to a historic preservation planner for review. The project will be reviewed within 14 days, and if the proposed replacement of windows or doors is determined to be appropriate, Part II of the application shall be submitted and reviewed within 14 days by the design review committee and may be referred to the full Landmarks Board.

Part II: Comparison of Existing Window(s) or Door(s) and Proposed Window(s) or Door(s). The following materials are required for Part II of this application:

- Completed Landmark Alteration Certificate Application

- Completed Part I of this application

- Information regarding the proposed window(s) or door(s)

Windows and doors are character-defining features of a historic building, therefore applicants are encouraged to repair rather than replace historic windows and doors. However, if the condition of the feature is determined to be deteriorated beyond repair, it is important that the replacement feature is compatible with the historic windows and the historic character of the building. Detailed photographs or drawings, including dimensions, or a spec sheet is required for review of the proposed replacement window or door.

- Completed 'Window or Door Replacement Application-Existing and Proposed Comparison' form.

The attached form allows a side-by-side comparison of the existing and proposed window or door. It is important that following characteristics are maintained:

- 1) the pattern and size of the openings
- 2) proportions of the frame and sash;

- 3) configuration of window panes;
- 4) muntin profiles;
- 5) type of wood;
- 6) paint color;
- 7) characteristics of the glass
- 8) associated details such as arched tops, hoods, or other decorative elements.

The National Park Service Preservation Brief 9: The Repair of Historic Wooden Windows offers further guidance on repairing or choosing replacement windows. This brief is available at www.nps.gov.

For more information on the appropriateness of window and door replacement, please refer to the General Design Guidelines, available online at: <http://www.bouldercolorado.gov/files/PDS/historicpres/pdfs/draftgenguidelines.pdf> or through the Long Range Planning office 303.441.1881.