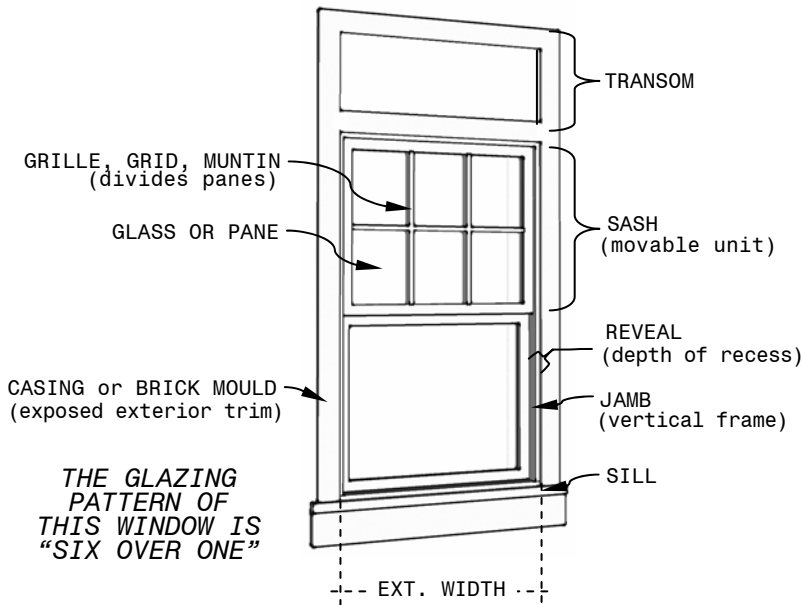


# Certificate of Appropriateness Window Information Sheet

You must complete this form and **attach photos, illustrations, and/or specifications** of existing and replacement windows to streamline your application.

## EXAMPLE DOUBLE-HUNG WINDOW ELEMENTS



Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address for Building Under Review: \_\_\_\_\_

You intend to  replace existing window(s)  
 repair existing window(s)

How many windows do you intend to repair or replace? \_\_\_\_\_

To the best of your knowledge *current* window is  
 original to the structure  
 a replacement of a previous window

Exterior height and width of *current* window \_\_\_\_ x \_\_\_\_

## EXISTING WINDOW(S)

### Primary exterior materials (check):

- Wood
- Aluminum (or other metal)
- Vinyl (or composite plastic)
- Other (describe) \_\_\_\_\_

Is there a transom?  Yes  No

### Window operating type (check)

- Fixed*: window does not open.
- Single-hung*: one sash opens.
- Double-hung*: two sashes that slide up and down.
- Casement*: hinged on the side, opens with cranks.
- Awning*: hinged at the top, opens out.
- Hopper*: hinged at the bottom, opens in.
- Transom*: hinged at the top, opens in.

### Overall condition of the window you want to repair or replace:

- Missing.
- Excellent - fully utilized, no need of repair.
- Good - in a state of good repair, minor repairs/maintenance needed.
- Fair - under maintained, in need of significant repairs/maintenance.
- Poor - in need of major repairs.
- Ruins - in a severe state of deterioration, beyond repair

## REPLACEMENT WINDOW(S)

### Primary exterior materials of new window(s):

- Wood
- Aluminum (or other metal)
- Vinyl (or composite plastic)
- Other (describe) \_\_\_\_\_

Will new window(s) match existing in height and width?

- Yes
- No

Will transom(s) be altered, filled-in, resized, etc.?

- Yes
- No

Will the new window(s) be the same operating type?

- Yes
- No (describe) \_\_\_\_\_

Will the glazing pattern be the same?

- Yes
- No (describe) \_\_\_\_\_

Will character-defining features (e.g., arch tops, jack arches, reveals, muntins, mullions, sills) be retained?

- Yes
- No

YOU MUST ATTACH ILLUSTRATIONS, PHOTOS, AND/OR SPECIFICATIONS FOR CURRENT AND NEW WINDOW(S)  
USE ADDITIONAL SHEET(S) AS NECESSARY