

Application #: _____
 Applicant Name: _____

Address: _____
 Date Received: _____

Window Survey Form

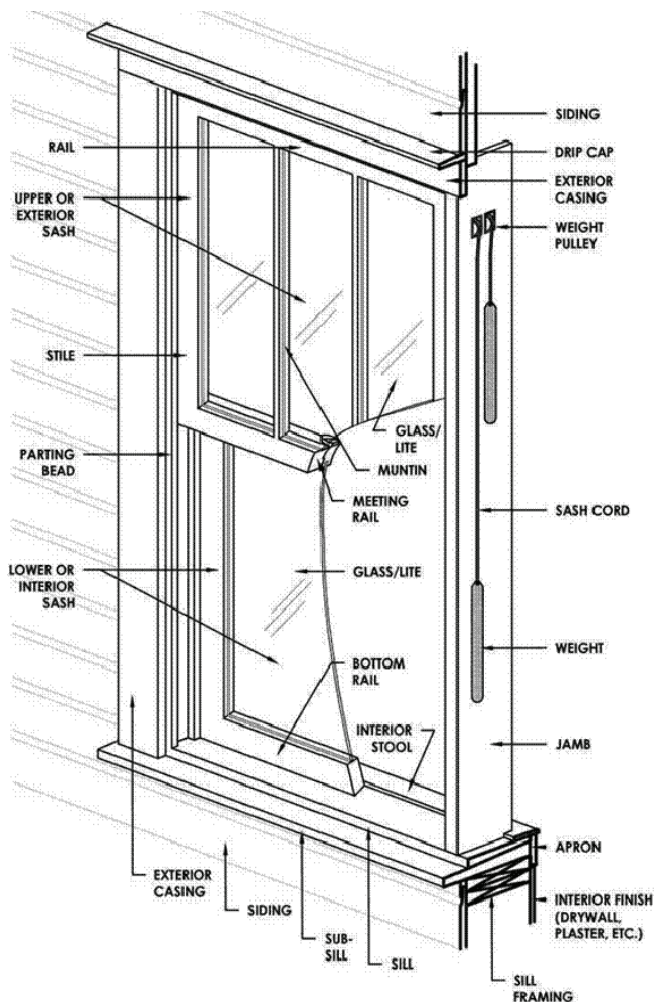
Have?

Basic Requirements

- Photographs or drawings of each elevation of the structure, with all window openings on each elevation numbered
- Photographs of each numbered window opening proposed for replacement
- Condition evaluation of each windows (see reverse)
- Proposed window design (sash, casement, fixed, etc.), pattern (1-over-1, 2-over-1, etc.), materials (wood, vinyl, clad, etc.), etc. *Specify if different for certain openings.*
- Proposed product information that includes company's depiction or photograph of actual proposed product
- Other _____

IF REPAIRING WINDOWS, YOU DO NOT NEED TO COMPLETE THIS FORM.

1. Using photographs or elevation drawings, assign a number to **ALL WINDOW OPENINGS** on the structure. If using photos, they need to show the **ENTIRE** elevation. Windows in pairs or groupings should be assigned *separate* numbers. Windows in dormers and small fixed windows should also be included, but not door sidelights or transoms associated with a door.
2. Describe condition of window under the same number on the back of this sheet. Describe the specific issues and conditions of **EACH** window in detail, referring to the specific parts (see diagram below). Additional close-up photographs showing evidence of the window condition **MUST** be provided to better document problem areas.



The Commission's evaluation and recommendation is based on deterioration/damage to the window unit, and associated trim.

PLEASE NOTE: Broken glass, windows with broken sash cords, windows that do not open, energy efficiency, draftiness, noise intrusion, and windows that are painted or screwed shut are *NOT* grounds for approving replacement. These can all be addressed through repair and/or the addition of a storm window.

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	
Totally number of windows proposed for replacement	

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Window Survey Form

Window #	Condition Notes
1	
2	
3	
4	
5	
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Window #	Condition Notes
22	
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