Most exterior modifications/improvements on residential and commercial properties require Architectural Review and/or Planning approval. The application will be reviewed either by staff or the Planning Commission, depending on the type of improvement proposed. **Please check with a planner if you are unsure about any aspect of the application process.**

WINDOW AND DOOR MODIFICATIONS

Submission Checklist

(Bay Windows, Garden Windows, New or Modified Windows/Doors)

☐ **A COMPLETED APPLICATION FORM & APPLICABLE FEE (see Fee Schedule)**

One copy of a signed application, including the property owner's signature or a letter from the property owner authorizing agent's signature.

☐ **BUILDING PERMIT ACKNOWLEDGEMENT FORM**

☐ **LETTER FROM HOMEOWNERS' ASSOCIATION (IF APPLICABLE)**

For houses located within Planned Developments, a letter demonstrating written action by the Homeowners' Association on the proposal shall be obtained prior to submitting plans to the City. The proposed window/patio door modifications shall be in consistent with the Prototypical Design Guidelines for the Association on file with the City.

☐ **MANUFACTURER'S BROCHURE /SPECIFICATIONS**

☐ **WINDOW SCHEDULE**

☐ **NEIGHBOR NOTIFICATION FORMS AND REPORT (IF APPLICABLE)**

If the proposal is for a new door or window opening on the second floor, then an Architectural Review Notification Report is required indicating that an Architectural Review Form and plans have been provided to the affected adjacent property owner(s).

☐ **PLANS/DRAWINGS (BOUND OR STAPLED)**

- ☐ **4** copies of fully dimensioned plans, measuring 8.5" x 11" or 11" x 17"

☐ **ELEVATIONS OR PHOTOGRAPHS**

- ❑ Provide existing and proposed elevations or photographs where changes are proposed. These elevations must show the entire side of the house.
- ❑ Provide dimensions of the windows and/or doors and the operational style. If photographs are used, write the dimensions on the photograph.
- ❑ Colors and Materials
- ❑ Roofing material and height of bay window from grade (if applicable)

Note: Per the City's Window Policy, all windows and/or patio doors on the same elevation shall match in color, style (i.e. slider, hung, fixed etc.), material (including grids or no grids), frame and trim size, material and color.

Exempt from Architectural Review – **Building Permit is required only.**

- Replacement of the same size windows and/or patio doors with or without changes in frame materials, muntins (grids), color, trim and frame size.
- Replacement of the existing first story rear or side yard windows with garden or greenhouse style windows which are setback a minimum of 3 feet from the side yard property line.
- New windows three square feet or less in size located on the first floor on a non-waterfront property, not in a Planned Development (PD) district and not facing a public right-of-way.