

**Ann Arbor Historic District Commission:
Application Checklist for Replacement of Historic (pre-1945) Windows**

The following information is required for applications for the replacement of windows installed before 1945. Additional information may also be submitted by the applicant or required by staff or the commission. Staff will use this list at the presubmission meeting and when evaluating the application for completeness. Only complete applications will be scheduled for an HDC agenda.

Site address: _____

Applicant (or representative): _____

Today's date: _____

Staff: _____

All drawings must be drawn to scale on 8 ½" x 11" sheets.

- Key to window location(s) on the building. This may be via elevation drawings, exterior photographs, or floorplans.
- Keyed photos that show
 - A front elevation of the house
 - Each elevation with one or more windows proposed to be replaced
 - Each existing window proposed to be replaced, interior and exterior
 - Closeups of any visible deterioration
- Window Specifications Worksheet(s): One for each unique window size/style (e.g. if you have four matching wood double-hung windows, fill out one worksheet for those four windows). Include the key on the worksheet.
- A detailed written account of the condition of the windows' deteriorated components
- Drawings, profiles, materials, and manufacturer's information (if applicable) for proposed replacement windows
- Note any other related exterior work, such as replacement of rotted trim, on the drawings

For design assistance, please see the *Ann Arbor Historic District Design Guidelines* at www.a2gov.org/hdc