

Project Name & Address (if applicable): _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant E-mail: _____

Property Owner (if different): _____

Property Owner Address: _____

Phone: _____ E-mail: _____

Property Owner Signature: _____

Brief project description/scope:

Type of Application (*check all that apply*):

- | | |
|--|--|
| <input type="checkbox"/> New Construction, Additions & | <input type="checkbox"/> Landscaping |
| Substantial Renovations | <input type="checkbox"/> Windows & Doors |
| <input type="checkbox"/> Sign, Canopy & Outdoor Dining | <input type="checkbox"/> Discussion |

BEFORE you submit (*check all that apply*):

Have you met with your respective Civic League or homeowner's association for approval and comments?

If you are encroaching into the public right-of-way have you met with the respective City agencies?

Agency/Contact: _____ Date: _____

Agency/Contact: _____ Date: _____

Agency/Contact: _____ Date: _____

Submit two (2) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.

City of Norfolk Architectural Review Board (ARB)

Application for

WINDOW & DOOR REPLACEMENT APPLICATION

Windows and doors are a contributing feature to your historic property. As such, the replacement of historic windows and doors should be considered a LAST resort. Most windows and doors can be rehabilitated to operate and look like new. If weatherization is a concern the ARB recommends either interior or exterior storm windows. Before this type of application is submitted it is recommended that the applicant review the *City of Norfolk Historic District Design Guidelines; A Pattern Book for Norfolk Neighborhoods; Downtown Norfolk Pattern Book* and contact the historic preservation staff person to assist you (links are listed below).

Contact Susan M. McBride at 757/823-1451 to request a discussion review. An application for discussion reviews should include as much information as possible so that the ARB has sufficient detail to provide meaningful feedback:

- Photographs (you may schedule a time for staff to take photos if you are unable):
 - Full elevation where the window(s) or door(s) appear
 - Interior photo of each window(s) or door(s)
 - Exterior photo of each window(s) or door(s)
- Specifications of proposed replacement window or doors:
 - Cut-through drawings that represent the window profile
 - Muntin specifications with profiles if applicable:
 - a. True-divided lites
 - b. Simulated divided lites (SDL)
 - c. Applied muntins
 - Window installation information
 - Materials (bring sample and specification sheet)
- Treatment of exterior trim and moldings around the window (vinyl/aluminum wrap will not be considered)

Storm Windows & Doors (*Interior* storms do not need ARB review)

- Photograph of the entire elevation that you are proposing to install the storm window(s)/door(s)
- Specification sheets for the proposed storm window/door
- Material/window sample
- Meeting rails should align with your existing window configuration

- Any other information that would be of value to the ARB in reviewing the project
- Other materials as requested by planning staff

Submit five (2) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.

City of Norfolk Architectural Review Board (ARB)

Application for

WINDOW & DOOR REPLACEMENT APPLICATION

Useful links to resources

City of Norfolk:

<http://www.norfolk.gov/DocumentCenter/View/1801>

http://www.norfolkva.gov/communityenrichment/norfolk_pattern_book/index.html

National Park Service Preservation & Weatherization Links:

<https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

<https://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm>

<https://www.nps.gov/tps/how-to-preserve/briefs/33-stained-leaded-glass.htm>

<https://www.nps.gov/tps/sustainability/energy-efficiency/weatherization/windows-doors.htm>

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Submit five (2) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.