



810 Union Street, Suite 508
Norfolk, VA 23510
757/823-1451 Phone
susan.mcbride@norfolk.gov
sophia.latz@norfolk.gov

Project Name & Address (if applicable): _____

Applicant Name: _____

Applicant Address (zip): _____

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

BEFORE you submit:

____ Are comments from your respective Civic League or homeowner’s association included? These documents must be attached for a **complete** application. Comments are not required for discussion items.

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

Agency/Contact: _____ Date: _____

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Submit two (2) collated hard copies and one (1) digital copy with the application. **Digital copy must have all the pages in the direction that they will be read (Not separate individual scanned pages/files).** 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

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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>

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Updated 7/26/2019