



Application Requirements for Window Replacement

***Please submit completed checklist along with HPC Submittal Form and Building Permit Application**

Documenting Existing Conditions

*Only needed for windows visible from Right of Way (Street)

- Reason for request (non-operational, damaged/deteriorated, energy efficiency, etc)
- Detailed photos and written descriptions of any deteriorated area.
- An interior & exterior photo of each applicable* window scheduled for replacement.
- A historic photo/photos of the building with the windows visible. Resources: Geneva History Museum, aerial photos, family photos, etc.
- Written description of each existing window including material, operation type (fixed, casement, double-hung, etc.); number of panes or lites per sash; original or replacement; approximate age; and details of the historic trim (exterior & interior). See example on following page
- Dimensions of each existing window including overall dimensions; sash dimensions (vertical stiles, horizontal rails); glass area of each sash.
- Identify any specialty glass feature (stained/art glass, beveled glass, patterned glass)
- Original hardware

New Windows

- Image of each proposed replacement window
- Description of each proposed window including material; operation type (fixed, casement, double-hung, etc.); number of panes or lites per sash; and details of trim (exterior & interior)
- Dimensions of proposed windows including overall dimensions; sash dimensions (vertical stiles, horizontal rails); glass area of each sash.
- Any special characteristic of the proposed windows or glazing
- Proposed hardware
- Cost estimate for the repair of each window (lump sum estimates for entire project not accepted)
- Itemized estimate for the replacement costs per window including the costs to remove and dispose of the existing windows, costs of new unit & delivery to jobsite; and the costs to install & trim replacement windows.

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder.

Wood Window Basics

Using this 12-over-12, double-hung wood window as our example, here are the basic terms used for wood window parts. This window is called 12-over-12 because there are 12 panes of glass in each sash. Both sashes are moveable so it is called double-hung. If only the bottom sash moves, it is called single-hung.

Jamb (the wood that frames the window opening)

Top Sash (upper section of window, may slide down to open)

Meeting Rail or Check Rail (the rail where the two sash come together)

Bottom Sash (lower section of window, typically slides up to open)

Sill (exterior, horizontal piece at the bottom of the window frame, commonly wood, stone, or brick)

Stool (interior shelf-like board at the bottom of a window against which the bottom rail of the sash rests)



Rail (horizontal part of sash)

Stile (vertical part of sash)

Muntin (horizontal, vertical, diagonal, or curved pieces that frame and provide mounting surface for the lights) The shape, or profile, of the muntin provides a clue to the window's age.¹

Light/lite/pane (glass, held in place by glazing putty and metal glazing points)

A c. 1846 wood window in the former Robbins and Lawrence Armory, now the American Precision Museum in Windsor, VT.

¹ Garvin (2002).