

MADISON LANDMARKS COMMISSION

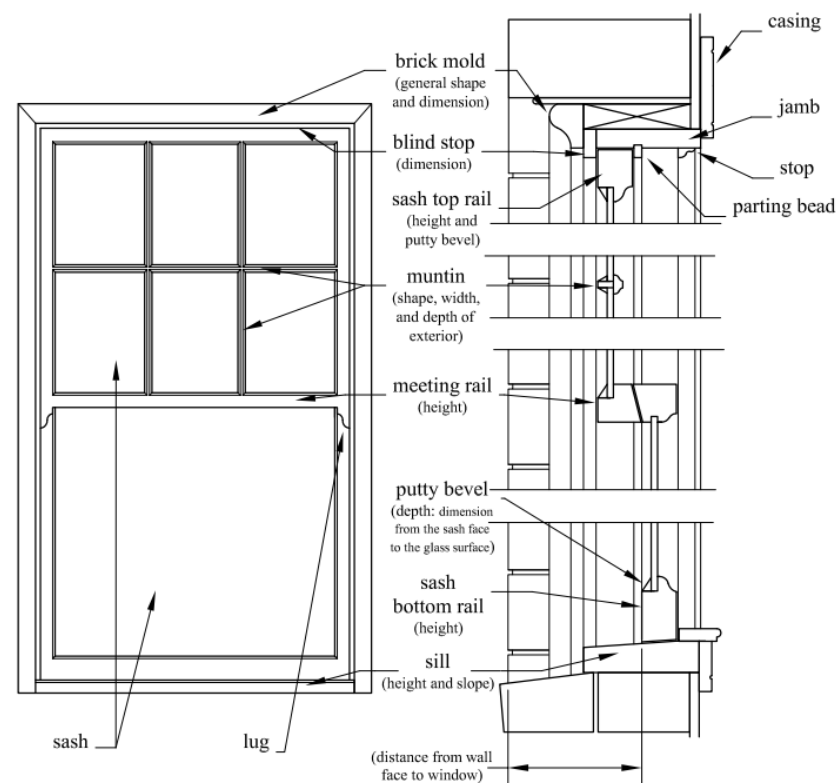
Window Replacement Form

INSTRUCTIONS

1. Review and complete the **Window Submittal Checklist (page 2)**.
2. Compile required materials including completed **Survey Form (page 3+)**.
3. Combine all files into a single document.
4. Email the submittal to landmarkscommission@cityofmadison.com
5. Staff will review your submittal and follow up with questions.
6. If approved, staff will sign off on any required permits and send you a Certificate of Approval for display during construction.

DEFINITIONS

- **Period of Significance:** The years a historic district is associated with events, activities, people, or characteristics which qualify for historic district status. [Find periods for each district.](#)
- **Historic Windows:** Windows that date to the period of significance for the district.
- **Non-Historic Windows:** Replacement windows or windows on non-historic additions or new construction.
- **Brick Mold:** Exterior trim that surrounds the window that projects beyond the siding. It can vary in profile shape.
- **Projecting Sill:** Horizontal shelf at the bottom of a window opening that projects beyond the siding.



STANDARDS – 41.25(5)(c) WINDOWS

1. Original decorative windows shall be repaired and retained.
 2. Only when original windows are too deteriorated or hazardous to repair may they be replaced with new windows that replicate all design details.
 3. Replacement multi-light windows shall use true divided lights or simulated divided lights with window grids on the exterior and interior with spacer bars between the panes of glass.
 4. A historic single-glazed sash may be modified to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter appearance of the window.
 5. Incompatible, non-historic windows may be replaced with new windows compatible with the historic character of the building.
 6. Storm windows shall have a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows and have frames and trim painted or have a non-reflective coating.
- New windows that are compatible with the historic character of the building may be reinstated in openings that had previously been filled in.

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Window Submittal Checklist

SITE ADDRESS		APPLICANT	
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ATTACHED	REQUIREMENT
<input type="checkbox"/>	1. Photos or drawings of each side of the structure with each window numbered. Number all windows, even those you are not replacing.
<input type="checkbox"/>	2. Completed Survey Form (page 3+) numbered to match item 1.
<input type="checkbox"/>	3. Add a photo of each window you propose to replace on the Survey Form . Add close-up photos of problem areas to the final page or to a separate document.
<input type="checkbox"/>	4. List of replacement windows, including dimensions, design (double-hung, etc.), pattern (1 over 1, etc.), & material (wood, composite, etc.). An order quote may suffice. Number the windows on the order quote to match item 1.

HISTORIC WINDOW REPLACEMENTS ONLY – Provide either:

<input type="checkbox"/>	5. 3rd party assessment of each historic window and how it is beyond repair. Must come from an experienced window repair contractor, such as a carpenter, painter, or general contractor.
<input type="checkbox"/>	6. A positive lead test result for each window. This can be a lab report or a photo of a home lead test. DHS 163.03(61) defines “lead-based” as containing more than 0.5% lead by weight or more than 1 milligram of lead per square centimeter in the dried film of paint. Replacing a window because of lead may not be eligible for state preservation tax credits .

Window Inventory

	Total number of window openings		Number of historic windows
	Number of windows to be replaced		Number of non-historic windows

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Window Survey Form

SITE ADDRESS

APPLICANT

The window number must match item 1 of the checklist. Add a photo that shows the entire window in the photo column. Attach additional photos to the last page and number to match item 1 of the checklist. *If you are proposing a window that does not match the existing window, explain the change and how it is compatible with the structure.*

Window #	Photo	Existing Window Details			
		Dimensions	Design	Pattern	Material
Historic					
<input type="checkbox"/>		Condition:			
Non-Historic		Proposed Window Details			
<input type="checkbox"/>		Dimensions	Design	Pattern	Material
Lead Positive					
<input type="checkbox"/>	Explain Changes:				
Window #	Photo	Existing Window Details			
		Dimensions	Design	Pattern	Material
Historic					
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<input type="checkbox"/>		Dimensions	Design	Pattern	Material
Lead Positive					
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Lead Positive					
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Additional Window Photos

Add additional photos to show damage below. Number each set of photos to match the window number from item 1 of the checklist.

Window #		Window #	
Window #		Window #	

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