Window Replacement Application Guide

Use this guide for the replacement of windows on a locally designated landmark structure or any structure in a locally designated historic district.

Original windows are one of the most important aspects of historic buildings. Windows give architectural detail to the building and are a major architectural component to the facade of most buildings. Windows should be considered significant if they:

1) Are original to the structure;
2) Reflect the original design intent for the building;
3) Are examples of exceptional craftsmanship or design;
4) Have architectural or historic significance.

Amendments to the Building Code for the City and County of Denver 105.1 #21, 22. Replacement of windows with no structural alterations and no change in size of opening in one and two family dwellings and townhomes. When structure is a designated structure for preservation or is located in a district designated for preservation pursuant to Chapter 30, Denver Revised Municipal Code, a building permit and approval from the Landmark Preservation Commission or Lower Downtown Design Review Board shall be required.

Applications submitted for review must be accompanied with specific information which adequately describes and studies the proposal. To comply with the required submittal standards of Denver Landmark Preservation, submitted documentation shall clearly illustrate the existing conditions as well as any proposed work.

Denver City Council enacted the Denver Landmark ordinance (DRMC Chapter 30) in 1967 to foster the protection, enhancement, perpetuation and use of structures and districts of historical, architectural and/or geographical importance. For structures located within locally designated historic districts any exterior work that requires a building or zoning permit (including window replacement) will require prior review from Denver Landmark Preservation.

To facilitate the mission of the Denver Landmark Preservation Commission (LPC) to preserve and protect the integrity of Denver’s historical and architectural structures, the LPC has developed the Design Guidelines for Denver Landmark Structures & Districts which serve as the basis for decisions by the Landmark Preservation Commission and Landmark staff. The guidelines follow the Secretary of Interior’s Standards for the Treatment of Historic Properties. Consult the design guidelines to ascertain if your project meets the guidelines.
Submit Application

1. If proposal includes demolition or Zone Lot Amendments (ZLA) please submit those applications prior to this application. These requests require action prior to consideration of any other proposal. This may add extra meetings to the process.

2. Submit a completed application and the required components found on the submittal checklist. Review does not begin until a complete submittal is received. Please complete all fields on the checklist and application. Applications may be submitted by email, by mail, or in person. Incomplete applications delay the design review process.

   **By Email:** Send to landmark@denvergov.org.
   Electronic submission should include two attachments: one PDF with the completed form (“youraddress-app.pdf”) and one PDF that combines all supporting materials (“youraddress-app-materials.pdf”). File size should not exceed more than 25 MB combined.

   **By Mail:** Send to Landmark Preservation, 201 W. Colfax Ave., Dept. 205, Denver, CO 80202
   **In person:** Records Desk, 2nd floor, Webb Municipal Building, 201 West Colfax Ave. 8a.m.- 4 p.m., Monday – Friday

3. Landmark Preservation staff will evaluate the completeness of an application, and perform a preliminary design guideline evaluation.

Your application can go one of two approval process paths:

Type A. Windows not original to the structure:
   - Administrative Review

or

Type B. Windows that are original to the structure or considered historic:
   - Landmark Preservation Commission Meeting Review

**Type A. Administrative Review**

Windows that are not original to the structure. If the windows proposed for replacement are clearly not original to the structure and the proposal is found to meet the applicable design guidelines and standards, the application can (upon the discretion of staff) be administratively reviewed.

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<th>Sunday</th>
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<td></td>
<td>Submittal Deadline</td>
<td>Staff Initial Review</td>
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<td>Staff Communicates with Applicant</td>
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<td>Staff issues Certificate*</td>
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</table>

4a. Staff will issue a Certificate of Appropriateness (COA) within 10 business days of review.

5a. Present the COA and Landmark stamped plans plans to the Development Services Permit Counter for building and zoning permit review.

* If window replacement is part of a larger proposal set, then once the proposal review is complete a COA will be issued.
Type B. Landmark Preservation Commission Meeting Review
If upon review by Landmark staff of the window assessment, it may be determined that the windows are original to the structure or considered historic. Then the window replacement application will require review by the Landmark Preservation Commission (LPC). The filing deadline for the Landmark Preservation Commission is a minimum of four (4) weeks prior to each meeting. The LPC meets the 1st and 3rd Tuesday of each month. One set of the application and submittal documentation is all that is required at the initial filing deadline.

Once the application is determined complete and is cleared by Landmark staff to move on to a Commission meeting, the applicants are responsible for providing 15 color copies of the final submittal for the Commission at a maximum 11” X 17” size (simple stapled/no covers or binding) a minimum 7 business days prior to the meeting. A digital submission to staff is also required for posting on the City website. If the documentation set is not received within 7 business days of the meeting the application is removed from the LPC agenda.

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<th>Sunday</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Staff Communicates with Applicant/Resubmittal Review</td>
<td>Staff Initial Review</td>
<td>15 copies of revised submittal due by 9am • Packets sent to Commissioners</td>
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<td></td>
<td></td>
<td>Staff Communicates with Applicant/Resubmittal Review</td>
<td>Staff Report is prepared</td>
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<td>No new information may be submitted prior to the Meeting</td>
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<td>LPC Meeting 1:00pm</td>
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Standard LPC meeting schedule:
Meeting 1a. If applicable; demolition application.
Meeting 1b. If applicable; Zone Lot Amendment (ZLA) or Site Development Plan (SDP) Review of the division or combining of lots
Meeting 1c. If requested, concept plan review or discussion item at LPC.
Meeting 2. Design Review meeting to ensure that the proposed project is compatible with the historic structure, historic district and relates to the historic context
Meeting 3. If applicable, final review of resubmittal updated with any conditions required by the Commission*.

*For items approved with conditions or continuances, all re-submittals must clearly demonstrate in writing and on submitted drawings how the conditions/items are met. If conditions/required items are not provided, the submittal will be considered incomplete.

[Continued from item 1-3 on page 2]

4b. Once a project has LPC approval, staff will review the final drawings for conformance with this approval. Please coordinate with Landmark Preservation staff on any changes to determine if additional LPC review is required.
5b. Staff will issue a Certificate of Appropriateness (COA) within 10 business days of approval.
6b. Present the COA to the Development Services Permit Counter for building and zoning permit review.

* If window replacement is part of a larger proposal set, then once the proposal review is complete a COA will be issued.
The Landmark Preservation Commission
The Landmark Preservation Commission (LPC) is a nine member commission appointed by the Denver Mayor.

At the LPC meeting, Landmark staff will introduce the application then a representative for the application is given the opportunity to address the Commission for a maximum of 10 minutes. Staff can add slides to the PowerPoint presentation for applicants, but these need to be items that are part of the final submittal packet. Any PowerPoint presentations need to be submitted to staff by the Monday one week prior to the LPC meeting. (City policy does not allow thumb drives, CDs, or laptops to interface with City equipment.)

The Commission typically does not want the entire submittal packet on the PowerPoint presentation unless there is a particular area that requires a detailed discussion. Changes or alterations to submitted plans are not allowed to be submitted at the Commission meeting. Changes will result in the application being deferred until staff can review changes. The Commission will deliberate on the application and make a motion for approval, approval with conditions, continuation, or denial. Although the Commission endeavors to be brief in their application review, please be aware that some applications may have a lengthy deliberation.

Standards that apply and are used for review

- Design Guidelines for Landmark Structures and Districts (2014)
- Revised Municipal Code of the City and County of Denver, Colorado; Chapter 30 Landmark Preservation
- Secretary of the Interior’s Standards for Rehabilitation
- Amendments to the Building Code for the City and County of Denver; 105.1 #21, 22

A Certificate of Appropriateness (COA) is a document that states that Landmark design review has been accomplished and the work meets the applicable design guidelines for properties located within a locally designated historic district or which is a landmark structure. The Certificate of Appropriates is valid for three years from the date issued.
Window Replacement Submittal Checklist
Submit this form, completed, with the required submittal documentation.

Project Address: ___________________________________________________________________________________________

REQUIRED for Review:

Note: All drawings must have a scale  
Plan set sheets should be no larger than 11" X 17".  
All plans must be clearly labeled with titles.  
It is the applicant’s responsibility to accurately represent the existing conditions of the property and the proposed conditions. Any known inaccuracies must be reported to Landmark staff.

☐ 1. Complete Window Replacement Application and checklist
☐ 2. Site plan with scale (1" = 40’ or larger if possible). Notate windows proposed for replacement on the plan.
☐ 3. Color photos of existing facades and close-up detail shots of each window to be replaced, clearly labeled showing proposed window replacement and surroundings.
☐ 4. Elevation key showing windows to be replaced and any proposed size alterations clearly noted. Clearly label all windows on the elevation as to replacement or remaining. Provide at least 1” = 30’ scale.
☐ 5. Information on proposed replacement windows. Provide all of the following:
   a. Material and finish information and/or samples.
   b. Provide manufacturer cut sheets.
   c. For glass, provide visible transparency ratings of glass (clear glass with a .7 or higher visible transmittance rating with low exterior reflectance under 20% is preferred, particularly on the first floor), number of panes (i.e. dual pane), specifications, and information on any proposed color tinting or coatings.
☐ 6. Other _______________________________________________________
   Additional information-unique circumstances of your project.

If it can be clearly documented that the windows are not original to the structure, no other documents are needed.

If windows are original to the structure or considered historic:

☐ 7. Professionally completed window assessment evaluation matrix form
   - Must be completed by professional who would not benefit financially from proposal
   - Include detailed explanation as to why existing windows cannot be repaired

☐ 8. Existing / replacement window comparison form for each window
   - Notated measurements (in inches) of existing and proposed windows

Review is based on a comparison of the proposal and the Secretary of the Interior’s Standards, Design Guidelines for Landmark Structures and Districts, Landmark Preservation Ordinance; Chapter 30 Revised Municipal Code and other applicable adopted guidelines. Landmark staff is not responsible for building or zoning review. Please submit plans to those agencies for comment.
Companies that can perform residential window evaluations

The commission requires that there is demonstrated need to replace any historic windows. For replacement of original windows or windows that could be considered historic a window evaluation assessment is required. This evaluation must be completed by someone who is qualified with regard to historic window repair and will not benefit financially from the determination.

Companies in Denver that can perform a window evaluation or repair assessment:
Note: The City of Denver and the Landmark Preservation Commission does not endorse any company or contractors. This list is for information purposes only. Anyone that can demonstrate to the LPC knowledge concerning historic window repair may perform the assessment.

Heritage Window Restoration
www.heritagewindowrestoration.com
(303) 746-1602
phil@heritagewindowrestoration.com

Phoenix Window Restoration
www.phoenixwindow.net
(303) 816-5500
info@phoenixwindow.net

Lyons Historic Window
www.lyonswindow.com
(303) 820-2320
nancy@lyonswindow.com

When possible, historic windows be retained and repaired rather than replaced.

“Owners should not replace older windows only to improve energy efficiency. Replacing single pane glass with double pane glass does not achieve a significant increase in energy efficiency. The most significant energy savings come from eliminating gaps in existing windows that allow cold air to move through the window assembly. Re-glazing, caulking, adding weather stripping, and installing storm windows will significantly improve energy conservation.”

www.denvergov.org/preservation
LANDMARK CERTIFICATE OF APPROPRIATENESS
for Window Replacement – Application

Design review for this project will not begin until a complete application is received. Landmark Preservation reserves the right to delay consideration and/or action on a submittal in the event that information is missing and/or changed at the time of the scheduled design review or public hearing. Please use the appropriate project checklist for guidance (available at denvergov.org/preservation).

### SUBJECT PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Property Type/Use</th>
<th>Historic District (if known - or name if individually designated)</th>
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<tr>
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<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Name:</th>
<th>Street:</th>
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<tbody>
<tr>
<td>Phone:</td>
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<tr>
<th>Property Owner Email</th>
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### APPLICANT INFORMATION (IF NOT PROPERTY OWNER)

<table>
<thead>
<tr>
<th>Title or Interest in Property and/or Building (circle one)</th>
<th>Property Owner Name:</th>
<th>Future Buyer Company:</th>
<th>Lessee Agent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Name:</td>
<td>Street:</td>
<td>Phone:</td>
<td></td>
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</table>

| Applicant Name: | Company: | Street: | Phone: |

### PROPOSAL

<table>
<thead>
<tr>
<th>Are windows to be replaced original to the structure?</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>if 'NO' when were windows replaced?</td>
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<tr>
<th>Request</th>
<th></th>
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<tbody>
<tr>
<td>Sash Replacement</td>
<td></td>
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<tr>
<td>Sash &amp; Frame Replacement</td>
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</table>

Number of Windows to Be Replaced:
(each framed window counts as one for calculation)

<table>
<thead>
<tr>
<th>Existing Material:</th>
<th>Proposed Material:</th>
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<tbody>
<tr>
<td>Will replacement window/sash mount within the existing opening without infill or resizing?</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Design Review Deadline:

The filing deadline is 4 weeks prior to scheduled Landmark Preservation Commission (LPC) meetings, and 23 days (3 weeks and 2 days) prior to the first Thursday of each month for the Lower Downtown Design Review Board (LDDRB). A complete application, including full supporting documentation, is due in the Landmark Preservation office by 12:00pm (noon) on the filing deadline. Landmark staff will determine whether LPC or LDDRB review is required based on adopted design guidelines. Staff will contact the applicant regarding staff comments, meeting dates (if applicable) and any additional materials that may be required.

#### To submit electronically:

Email this form and supporting materials to landmark@denvergov.org. Electronic submission should include two attachments: one pdf with the completed form ("yourname-app.pdf") and one pdf that combines all supporting materials ("yourname-app-materials.pdf"). File size should not exceed 25MB combined. Contact us if you are having trouble with your electronic submission.

#### To submit in person:

Submit this form and supporting materials to the Records Counter weekdays between 7:30am and 4:30pm on the 2nd floor of the Webb Municipal Building, 201 W. Colfax Ave.

201 W. Colfax Ave., Dept. 205
Denver, CO 80202
720.865.2709 or landmark@denvergov.org
Landmark Preservation Documentation

Window Assessment Evaluation Matrix

This document is to determine the need to replace original existing windows in commercial or multi-unit structures or if more than three (3) replacements are proposed. This form is also used for any potential front façade or windows of a significant character.

Demonstrated need is shown in the form of a window assessment. The assessment needs to correspond to photos of each window to be replaced. Items such as window glazing, glass or finishes (paint) are typically easily repairable and as such are not considered conditions that warrant window replacement. Lintel and sill condition is a structural issue and would warrant window replacement.

Address ______________________________________________________________________________________________________________

Instructions
Please make sure completed form is legible. Forms that are not legible will be returned and the review of the application could be put on hold. Using one line per window, evaluate each window proposed for replacement. Evaluate each window based on the overall condition and not just one part of the overall component. (Window repair does not require permit approval.)


Frame and Sash section value explanations
Repair class 1: Window component needs only normal routine maintenance to upgrade a window to “like new” condition. This normally includes: 1) some degree of interior and exterior paint removal, 2) removal and repair of sash (including reglazing where necessary), 3) simple repairs to the frame, 4) weather stripping and reinstallation of the sash, and 5) repainting. These types of repairs would be classified as a number 1.
Repair class 2: Window component is operationally sound, but shows some additional degree of physical deterioration than repair type 1. Component can be repaired using simple processes, such as patching or consolidated and then painted to achieve a sound condition, good appearance, and greatly extended life. These types of repairs would be classified as a number 2.
Repair class 3: When components are so badly deteriorated that they cannot be stabilized. Repair would involve replacing the deteriorated parts with new matching pieces, or splicing new wood into existing members. Most cases could involve removal of the sash and/or the affected parts of the frame and have a carpenter or woodworking mill reproduce the damaged or missing parts. These types of repairs would be classified as a number 3.

Name of person completing form: ______________________________________________________________________________________

Company: _________________________________________________________________________________________________________

Address:  __________________________________________________________________________________________________________

E-Mail: ____________________________________________________________________________________________________________

Phone: ____________________________________________________

Years of Experience in regard to Historic Window Repair: ______________

Notable historic projects you have been associated with in Denver: ______________________________________________________________________

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<tbody>
<tr>
<td>3a</td>
<td>Double Hung 1:1</td>
<td>36&quot; x 78&quot;</td>
<td>wood</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>2</td>
<td>2</td>
<td>no</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>10</td>
<td>Replace deteriorated bottom rail, use epoxy repair on rotten sill and jambs, repair glazing and add weather stripping</td>
</tr>
</tbody>
</table>
**Frame and Sash Comparison** - Single and Double Hung Windows

Instructions: To compare the replacement windows to the original, it is important to understand the compatibility between the original and the replacement. Please fill in each value, in inches. Feel free to note any other measurements that you feel is important to the replacement discussion.

<table>
<thead>
<tr>
<th></th>
<th>Existing Frame and Sash Exterior Material</th>
<th>Proposed Frame and Sash Exterior Material</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Upper Sash Measurement from exterior façade to glass (Shadow Profile)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Lower Sash Measurement from exterior façade to glass (Shadow Profile)</td>
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<tr>
<td>3.</td>
<td>Side trim Measurement</td>
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<tr>
<td>4.</td>
<td>Top/bottom Measurement</td>
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<tr>
<td>5.</td>
<td>Stile Measurement</td>
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<tr>
<td>6.</td>
<td>Rail Measurement</td>
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<tr>
<td>7.</td>
<td>Meeting Rail Measurement</td>
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<td>8.</td>
<td>Muntin Measurement</td>
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<tr>
<td>9.</td>
<td>Glass Height upper</td>
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<td>10.</td>
<td>Glass Width lower</td>
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<tr>
<td>11.</td>
<td>Glass Height lower</td>
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</tr>
<tr>
<td>12.</td>
<td>Glass Width lower</td>
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<tr>
<td>13.</td>
<td>Overall Sash height</td>
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</tr>
<tr>
<td>14.</td>
<td>Overall Sash width</td>
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</table>