



**City of Dayton
Landmark Commission
APPLICATION FOR REPLACEMENT OF HISTORIC WINDOWS**

Property owners undertaking historic rehabilitation projects are encouraged to repair and retain existing historic windows. Repairing window frames and sash can be done by patching, splicing, consolidating or otherwise reinforcing. If conservation of energy is a concern, storm windows can be installed. The energy savings these provide enable the economical retention of original decorative windows.

In some cases, replacement windows may be justified. For review of replacement windows for conformance with the Secretary of the Interior's Standards for Rehabilitation the following minimum information should be provided.

Instructions: Please complete this application and return with a description of the replacement windows. This should include manufacture's literature, name of the style of window replacement selected, a picture of the exterior view of the style of window installed including trim and a description from the installer on how the window will be installed. The window installer should complete page two (2) of this application, which requires his or her signature.

Property Address _____

Property Owner _____

Owner Address _____

Telephone Number _____

Applicant _____

Applicant Address _____

Telephone _____

Signature of Applicant _____

Date

Return to: City of Dayton – Department of Planning and Community Development
101 West Third Street – Dayton, Ohio 45402

(See Definitions, Page 4)



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- 1) *In any replacement window installation, the setback of the new window must match the original window plane. Windows set into original frames must be installed behind original window stops.*
- 2) *In any replacement window installation, the new window and frame are set back behind the original trim.*
- 3) *In any replacement window installation, the window stiles/rails must appear to be as wide or wider than the frame.*
- 4) *The muntin profile must match the original light configuration. Muntin width can be no greater than 1”*
- 5) *Trim or brick mold replacement must match original.*

TYPE OF REPLACEMENT (CIRCLE)

- A) Insert (sash package configuration designed to fit within existing frame)
- B) Complete Frame and Sash Replacement

All or Partial Window (s) replacement _____All _____Partial (#of Windows)

Name and Style of Window _____

Name of Window Installer _____

Address of Window Installer _____

Telephone of Installer _____

I do hereby agree to install the window(s) at _____ in a manner as prescribed above and according to the U.S. Departments of the Interior, The Secretary of the Interior’s Standard for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Signature of Window Installer

Date



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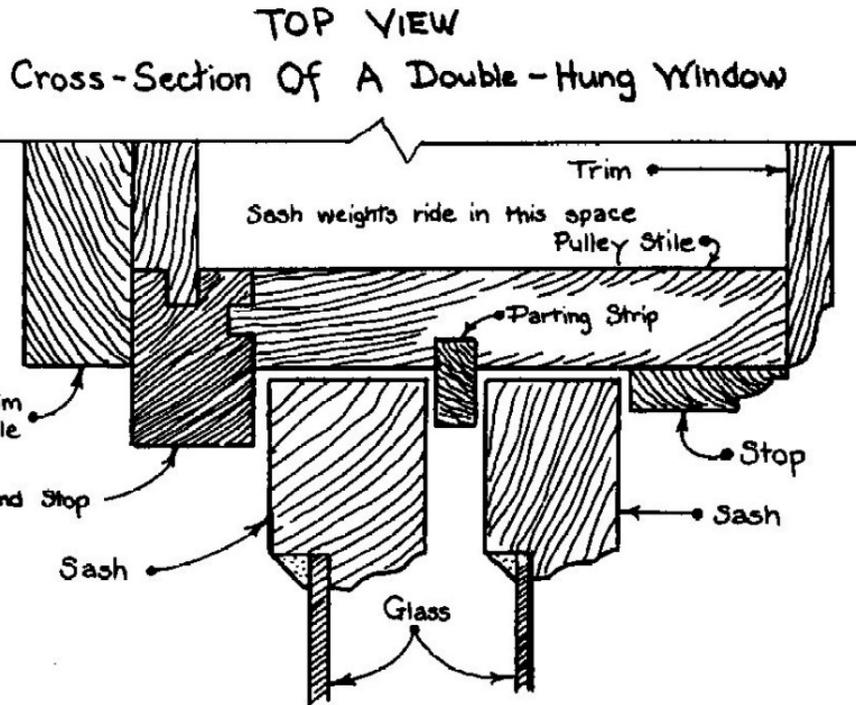


Figure 1

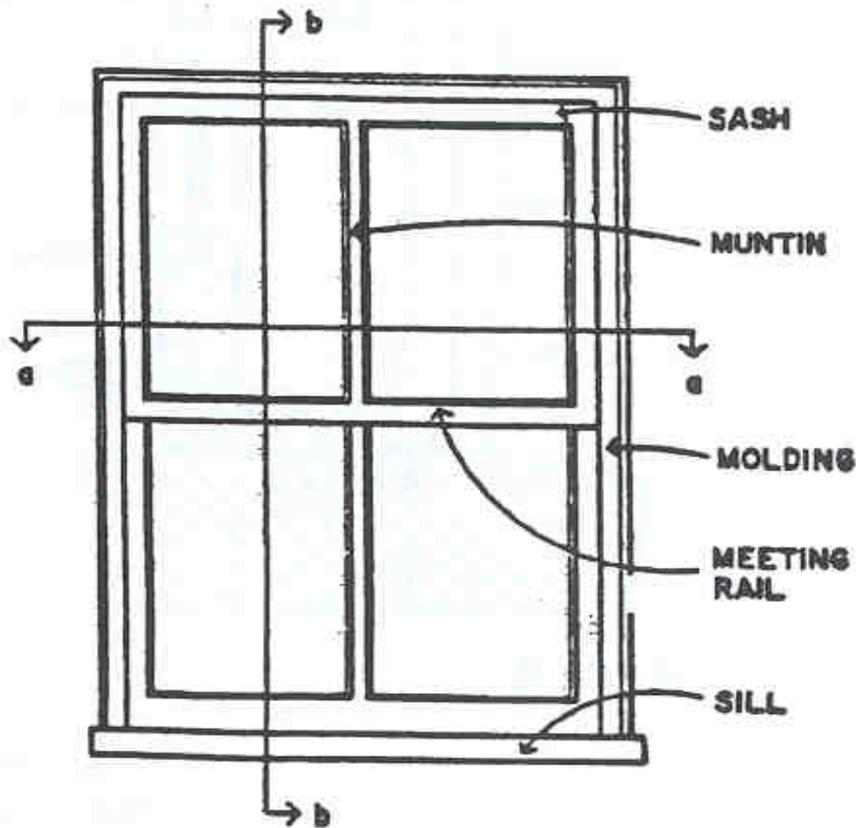


Figure 2



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Definitions

STOP: A trim member attached to the window frame to stop the sash of a projecting window when closed from swinging through the opening. It also covers the perimeter crack between the sash and the window frame in double hung and sliding windows and prevents the sash from coming out of the frame. Stops used at the top or bottom of the balance channel prevent the sash in hung windows from hitting when opened.

FRAME: The enclosure in which window sash or door panels are mounted. The fixed frame of a window holds the sash as well as the operating hardware for the window. These parts "frame" the sash in an operating window and form an immediate boundary for the glass in a direct fixed unit.

RAIL: The top and bottom horizontal members of the framework of a window sash.

STILE: The main vertical members of the framework of a sash.

SASH: The part of the window, which contains the glass

SILL: The horizontal member, which forms the bottom of a window frame.

MUNTIN BAR Any small bar that divides a window glass. Also called a grille or windowpane divider.

MUNTIN GRILLS: Wood, plastic, or metal grids designed for a single-light sash to give the appearance of muntins in a multilight sash, but removable for ease in cleaning the window.

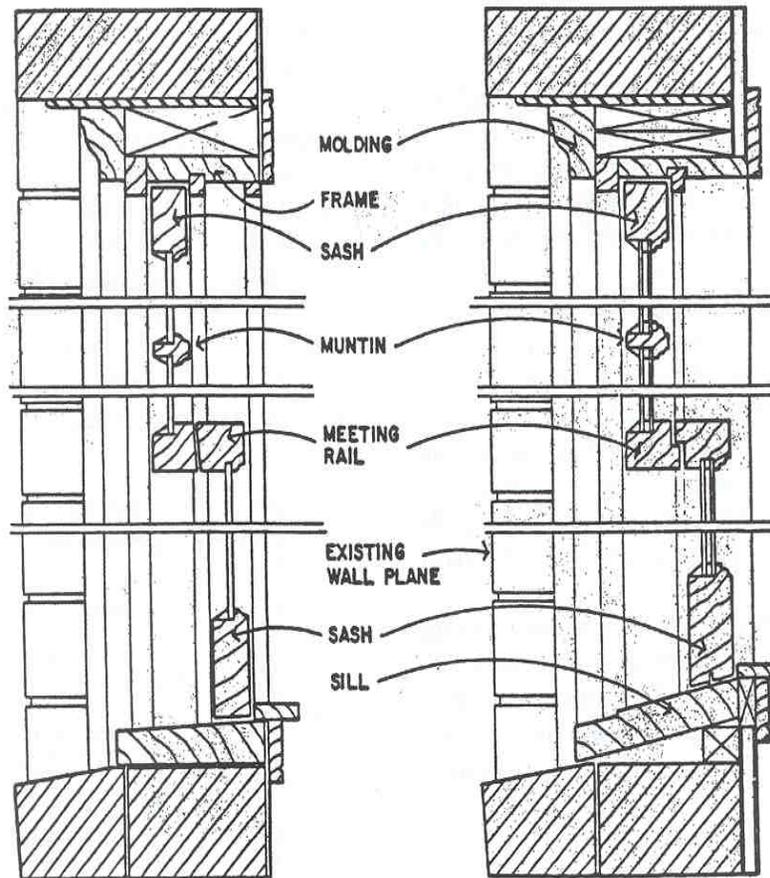


Figure 3