

Required Documents

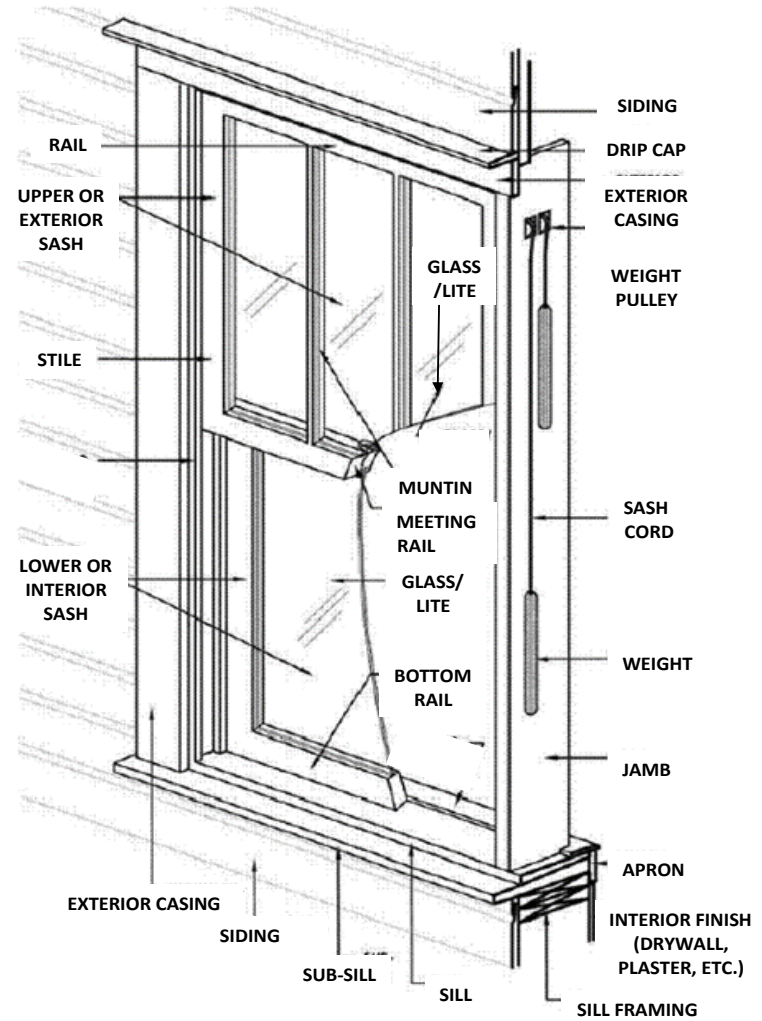
- Completed window survey form list to include **ALL** windows on the structure (often requires multiple pages)
- Photographs or drawings of each side of the structure with all windows numbered to correspond with the "Window #" in the survey form list
- Close-up detailed numbered photos showing all damage identified in the window survey form list
- Proposed replacement window product material (wood, vinyl, clad, etc.) and exterior grid pattern (3/1, 4/4, 6/6, 1/1, etc)

** Please note that if one of the required documents is not submitted with the application, it will cause a delay in the review/process time.*

Project Information

Total number of window openings	<ul style="list-style-type: none"> Historic Windows: Windows that have been on the structure for 50 or more years. Non-Historic Windows: Replacement windows that have been on the structure for less than 50 years Original: Windows that were installed when the structure was originally constructed. Sill Depth: How deep into the wall plane a window is recessed
Number of windows that will be replaced	
Number of historic/original windows	
Number of non-historic windows	
Exterior window sill depth in inches (Window Recession)	

Definitions



Authorization

I hereby certify that I have read and understand the information contained in the Window Survey Form and the [HPS Window Supplement](#), that I am the owner or authorized agent for the owner with authority to complete this Form, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Owner

Applicant or Agent (if different than owner)

Print name: _____

Print name: _____

Signature: _____

Signature: _____

COJ Window Survey Form – Page # ____ out of ____

Window #	Existing (Example)					Proposed (Example)			
	Material:	Dimensions:	Pattern:	Condition:	Damage:	Scope of Work	Material:	Dimensions:	Pattern:
Additional Info:									
Window #	Existing					Proposed			
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