



Example of a window plot plan

Window Number	Existing Width x Height	Proposed Width x Height	Existing Material & Type	Proposed Material & Type	Bedroom (Y/N)
1	1 x 3	1 x 3	Wood Casement	Wood Casement	No
2	4 x 6	4 x 6	Aluminum Slider	Vinyl Single Hung	Yes
3	3 x 4	3 x 5	Wood Double Hung	Wood Single Hung	Yes

Example of a window schedule

City of Ontario  
Planning Department

303 East B Street  
Ontario, CA 91764  
Phone: (909) 395-2036  
www.ontarioca.gov



Example of an appropriate window alteration



Example of an inappropriate bathroom alteration

# WINDOW REPLACEMENT DESIGN REVIEW & PROCESS



## Informational Resources:

National Trust for Historic Preservation

[www.preservationnation.org/information-center/sustainable-communities/](http://www.preservationnation.org/information-center/sustainable-communities/)

National Park Service

Secretary of Interior Standards for the Treatment of Historic Properties

[www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)

Office of Historic Preservation

<http://ohp.parks.ca.gov/>



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Ontario  
Planning  
Department

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# WINDOW REPLACEMENT REVIEW & PROCESS

Windows are an essential element in terms of architectural characteristic and craftsmanship of a historic building. They are also an important aspect when determining a building's historic significance. Repairing and retaining original windows are usually desired, however, replacement is necessary in some cases. A Certificate of Appropriateness or a Waiver will be required even if no other permits (including Building Permits) are required. In an effort to streamline this process for those who are conducting only minor changes to their windows, the Planning Department has prepared this brochure in order to explain the process.

## Repairing Historic Windows



Many people believe that replacement windows are more energy efficient, and environmentally responsible alternative choice for historic homes. In most cases, however,, repairs are all that are necessary, especially if the window was built before 1940. Repairing historic windows helps maintain the authenticity of a building's architectural style. There are a number of additional reasons to restore historic windows:

- The majority of heat loss is typically due to roof and un-insulated walls.
- Studies have shown that almost 30% of the time, a replacement window will

need to be replaced sooner than anticipated despite manufacturers' lifetime warranties.

- Replacement windows that contain vinyl or PVC are toxic to produce and create toxic byproducts. Installing these in your house is not a "green" approach.
- Window materials that are 60 years or older are usually denser and more durable than new wood windows. They are also generally more rot- and warp- resistant compared to modern wood.

For more case studies and research on retaining historic wood windows and achieving energy efficiency please see the National Trust for Historic Preservation and the California Office of Historic Preservation websites listed on the back of this brochure.

## Retrofitting Historic Windows



Retrofitting historic windows can be done, so long as the replacement windows comply with the design and style of the original windows. The alteration should look as seamless as possible. A good alteration can make a multitude of difference to the value of a home and its historic significance.

## Staff Review

All proposed window replacements for historic buildings are subject to Planning Department review and approval. Staff can issue an approval through a Waiver if the proposed window replacements meet the following criteria:

1. The applicant proposes to replace existing windows with similar windows (i.e. wood multi-pane windows with wood multi-pane windows).
2. The applicant proposes to replace existing windows with windows in a material and/or type appropriate to the architectural style of the house (i.e. replacement of aluminum slider windows with single hung, wood windows on a Mediterranean or Craftsman style house).
3. The applicant proposes vinyl- or aluminum clad-wood windows where wood is the traditional window material to the architecture style (i.e. replacement of a double hung, wood window with a single hung, vinyl window).

In all cases, the existing window frame and detailing must be maintained or replaced with similar materials in matching dimensions.

## Requirements for Review

1. A complete plot plan of the property prepared in 8 1/2" x 11" format showing locations where the window(s) will be replaced (or have been replaced).
2. Photographs of the building where windows will be changed.
3. Submittal of brochure and/or photographs of proposed replacement windows.
4. Window Schedule (specifying the window number, existing size, proposed size, existing material, proposed material, window type, and whether the window is in a bedroom).