

CITY OF PIEDMONT
120 VISTA AVENUE
PIEDMONT, CA 94611
TEL: (510) 420-3050
FAX: (510) 658-3167

RECEIVED BY _____
FEE PAID _____
DATE FILED _____
NUMBER _____
PLANNER _____
(For staff use only)

APPLICATION FOR WINDOW & DOOR DESIGN REVIEW PERMIT

Projects eligible pursuant to 17.66.040.B.3

Property Owner Information

Name(s) of Property Owner(s) _____

Address of Property _____ Zip Code: _____

Mailing Address of Property Owner(s) (if different from above) _____
City, State, Zip Code: _____

Telephone Number _____ Email _____

Design Professional/Agent of Property Owner Information

Name of Design Professional/Agent _____

Address of Design Professional/Agent _____

City, State, Zip Code: _____

Telephone Number _____ Email: _____

Professional License Number _____ Expiration Date _____

Piedmont Business License Number _____ Expiration Date _____
(required for all design professionals/contractors/engineers)
(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Agent Authorization

(optional if the applicant is the property owner, required if the applicant is the property owner's agent.)

This authorization permits City staff to contact your agent if necessary.

I authorize _____ to act as my agent (architect, contractor, engineer, etc.) in the processing of all matters pertaining to this application.

➤ SIGNATURE OF PROPERTY OWNER _____ Date _____

APPLICATION FEE (includes a \$28 records management fee)

_____ \$280 for window replacements
_____ \$383 for modifications to a prior approval

INSTRUCTIONS

Submit this application form, along with the fee, and all required plans and documents listed on the attached **Window & Door Design Review Submittal Checklist**. Planning staff may waive certain application materials from the Checklist if it is deemed that the materials will not provide information that is necessary for the review of your particular application. If your proposed project, or a part of your project, is eligible under the list of projects eligible for Expedited Design Review Permit pursuant to 17.66.040.B.3, *Projects Requiring Adjacent Affected Neighbor Sign-Off*, you must have the property owners of all adjacent affected properties sign, date and list their address on the plans that show the proposed construction. If your plans change during the design review process, you may need to have the property owners of all adjacent affected properties sign the updated plans. An adjacent affected property is any property that is contiguous to your property, and is physically or visually adjacent to the portion of your property that proposes construction, as defined under Section 17.90.010 of the City Code. Staff will help you determine which neighbors are affected, based on your proposed project. If you are not able to obtain adjacent affected property owner sign-off, or at the discretion of the Director of Public Works, this application shall be deferred to the Director Design Review Permit process under 17.66.040.B.

APPLICATION ELIGIBILITY (To be completed by the applicant)

Only projects specifically listed pursuant to 17.66.020.B of the City Code are eligible for Expedited Design Review. The project will be approved or approved with conditions only if the Planning Director finds that all of the following are met: (1) the proposed project is one of the projects listed below; (2) the change in design is so insubstantial that there is no foreseeable effect on the public welfare; (3) findings can be made for each of the three standards of Section 17.66.060; and (4) the project is in compliance with the Residential Design Review Guidelines and approved city policies. Any action of the Planning Director may be appealed as provided in Section 17.78. *All design review applications will require a [building permit](#) application if approved.*

Please provide a short description of your project including all proposed exterior changes:

Does this application propose retrofit windows? _____ **YES** _____ **NO**

The standard installation of “retrofit” windows results in a glass surface that is smaller than the original window with the recess reduced or eliminated. The *recess* is the visible dimension between the outer wall surface and the window frame and glass surface. Please note that if you are proposing retrofit window(s) on the same façade as existing non-retrofit windows, you may need to submit additional documents that show frame dimensions and the recess are consistent between the existing and proposed windows. *Some window replacements are exempt from design review. Please check the list of exceptions in the Piedmont Design Guidelines ([section 2.05](#)).*

Does this application propose changes to a previously approved application that does not yet have a building permit that has received final inspection? _____ **YES** _____ **NO**

If YES, please proceed to section 17.66.040.B.3.

Prior Design Review Application Number: # _____ (For staff use only)

Please initial, confirming that you have read and understand the window replacement policy and design review guidelines beginning on page 8 of this application) _____

Please indicate all categories below that your project meets:

PROJECTS NOT REQUIRING ADJACENT NEIGHBOR SIGN-OFF

- _____ (i) The removal of a window or door, or the reduction in size of a window or door within the existing opening, provided that the wall is patched and painted to match the surrounding wall;

- _____ (v) The replacement of an existing feature not involving a change in size or location, such as a window, door, and garage door replacement, and the installation of a new garage door for a garage that does not currently have one;

PROJECTS REQUIRING ADJACENT AFFECTED NEIGHBOR SIGN-OFF

- _____ (xi) The replacement of an existing window, door, or garage door involving a change in size or location; and the installation of any new windows or doors;

Any project not eligible for Window & Door Design Review or not listed as exempt from design review under Section 17.66.030.B is subject to a different level of design review. Please contact the Planning Department at 510-420-3050 for assistance.

Authorization of Design Review Submittal

My signature below signifies that I:

- am aware that I may replace existing original windows with new windows that exactly match the existing original (with no changes in design, size, materials, location, etc...), and I will only need to obtain a building permit (no design review process is required);
- have read the background information and have provided all applicable information per the attached Window and Door Design Review Submittal Checklist;
- believe the information provided in this application is accurate to the best of my knowledge;
- am aware that City staff will be on my property to view proposed construction. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*)

_____;

- understand that if this application is approved, a building permit is required for construction and that no construction may commence prior to the issuance of the building permit. No changes may be made without City approval, and changes will likely require a new design review application;
- understand that a building permit must be issued prior to the expiration of my Window and Door Design Review approval. I also understand that I should submit the building permit application several weeks prior to the expiration of my Window and Door Design Review approval to ensure an adequate amount of time to make corrections if necessary; and
- understand that I may appeal the Window and Door Design Review decision on my application within 10 calendar days of the decision. I also understand that pursuant to Division 17.78 of the City Code, I may apply for a building permit during the 10-day appeal period, and if the building permit is issued prior to the expiration of the 10-day appeal period, I shall have no further right of appeal.
- understand that if there is a third party administrative, legal or equitable action challenging the project approvals, including CEQA issues, that I, the Property Owner, shall defend and indemnify the City against any liability, fees and costs arising out of the defense, including the costs of City's own counsel. If such an action is filed, the Property Owner and City shall then enter into an agreement regarding selection of counsel and other provisions related to the defense. For this purpose, "City" includes the City and its elected and appointed officials, agents, officers and employees.

➤ **SIGNATURE(S) OF PROPERTY OWNER** _____ **Date** _____

PROPERTY OWNER _____ **Date** _____

Please provide the following information on the proposed replacement window(s):
For help with definitions, please refer to the illustrations provided with this application.

1. Are one or all of the proposed replacement windows a different size than the originals:
- No (Please go to question #2)
 - Yes (Please answer the following question)
The replacement window(s) that is/are changing in size is/are proposed to be smaller than the original:
 - Yes
 - No (*Affected neighbor sign-off is required*)

2. One or all of the new replacement window(s) is/are in a different location than the original(s):
- No
 - Yes (*Affected neighbor sign-off is required*)

3. The building material of the *proposed* new window(s) is/are (check all that apply):
- | | |
|---|---|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Fiberglass- Clad Wood |
| <input type="checkbox"/> Aluminum-Clad Wood | <input type="checkbox"/> Composite |
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Vinyl (See note below) |
| <input type="checkbox"/> Steel | <input type="checkbox"/> Vinyl-Clad Wood (See note below) |
| <input type="checkbox"/> Fiberglass | <input type="checkbox"/> Other (please list) _____ |

Note: Please note that the City’s Design Review Guidelines “prohibits the use of vinyl window products unless they are paintable.” Please submit manufacturer’s specifications or a letter from the vendor that specifically states that the proposed vinyl windows are paintable on site once installed, without voiding the manufacturer’s warranty.

4. The new window(s) is/are proposed to have (check all that apply):
- No divided light grilles
 - True divided lights with solid muntins/mullions
 - Two-dimensional simulated divided light grilles
 - Three-dimensional simulated divided light grilles

5. The new window(s) is/are proposed to be (check all that apply):
- | | |
|---|--|
| <input type="checkbox"/> Double-Hung or Single-Hung windows | <input type="checkbox"/> Awning or Hopper windows |
| <input type="checkbox"/> Casement windows | <input type="checkbox"/> Jalousie windows |
| <input type="checkbox"/> Horizontal Sliding windows | <input type="checkbox"/> Glass block windows |
| <input type="checkbox"/> Fixed windows | <input type="checkbox"/> Other (please list) _____ |

6. Are you changing all of your windows?
- No
 - Yes

7. Are the *proposed* windows to be installed as “retrofit” windows?
- No
 - Yes (Please answer the following question)

8. Will your replacement window(s) have the same frame dimensions and recess as the existing windows?
- No
 - Yes

The standard installation of “retrofit” windows results in a glass surface that is smaller than the original window with the recess reduced or eliminated. The *recess* is the visible dimension between the outer wall surface and the window frame and glass surface. Please note that if you are proposing retrofit window(s) on the same façade as existing non-retrofit windows, you may need to submit additional documents that show frame dimensions and the recess are consistent between the existing and proposed windows.

Please provide the following information regarding the original (when house was originally constructed) windows of the residence:

8. The building material of the *original* windows on my residence are/were:

- | | |
|---|--|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Composite |
| <input type="checkbox"/> Aluminum-Clad Wood | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Vinyl-Clad Wood |
| <input type="checkbox"/> Steel | <input type="checkbox"/> Other (please list) _____ |
| <input type="checkbox"/> Fiberglass | |

9. The *original* windows on my residence have/had (check all that apply):

- No divided light grilles
- True divided light grilles
- Two-dimensional simulated divided light grilles
- Three-dimensional simulated divided light grilles

10. The *original* windows on my residence are/were (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Double-Hung or Single-Hung windows | <input type="checkbox"/> Awning windows |
| <input type="checkbox"/> Casement windows | <input type="checkbox"/> Jalousie windows |
| <input type="checkbox"/> Horizontal Sliding windows | <input type="checkbox"/> Glass block windows |
| <input type="checkbox"/> Fixed windows | <input type="checkbox"/> Other (please list) _____ |

If different than the original windows, please provide the following information regarding the existing windows of the residence:

11. The existing windows on my residence are:

- All replacement windows installed after the residence's original construction
- A combination of original and replacement windows

12. The building material of the existing windows on my residence are (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Fiberglass |
| <input type="checkbox"/> Aluminum-Clad Wood | <input type="checkbox"/> Composite |
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Steel | <input type="checkbox"/> Other (please list) _____ |

13. The existing windows on my residence have (check all that apply):

- No divided light grilles
- True divided light grilles
- Two-dimensional simulated divided light grilles
- Three-dimensional simulated divided light grilles

14. The existing windows on my residence are (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Double-Hung or Single-Hung windows | <input type="checkbox"/> Awning windows |
| <input type="checkbox"/> Casement windows | <input type="checkbox"/> Jalousie windows |
| <input type="checkbox"/> Horizontal Sliding windows | <input type="checkbox"/> Glass block windows |
| <input type="checkbox"/> Fixed windows | <input type="checkbox"/> Other (please list) _____ |

15. The existing non-original windows on my residence were installed legally with a building permit:

- Yes (building permit number or approximate date _____)
- No
- I don't know

WINDOW & DOOR DESIGN REVIEW PERMIT SUBMITTAL CHECKLIST

- ___ Application form signed by property owner(s) with included window survey (one copy)
- ___ Fee (check or online by credit card)

Digital copies of plans and application materials must be submitted to ondutyplanner@piedmont.ca.gov. A hard copy of plans (no larger than 24"x 36") may be submitted to City hall using the scales listed below. In general, the following materials are required for Expedited Design Review Permit applications unless specifically waived by Planning Department staff. Your application may not need all of the materials listed below. Please contact the Planning Department and staff will assist you with application submittal requirements.

Please label all drawings and supporting documents with the property's address.

- ___ **Site Plan** (preferred scale 1/4" or 1/8")
Please indicate the location of all existing primary, accessory, and secondary structures. Please show a North arrow, label adjacent streets, and call out the location of the proposed modification.
- ___ **Floor Plans** (preferred scale 1/4")
Please provide plans for all floor levels that propose window or door changes including basements and attics, and indicate room functions, window and door locations and ceiling heights. Label each window with a number/letter to correspond with the window number/letter shown on the elevations, photographs, and window and door schedule. Please show a North arrow, label the floor level, and call out proposed modifications.
- ___ **Photographs or Existing Elevations** (preferred scale 1/4")
Please provide photos or elevations of any exterior wall proposed to be changed or affected by window and door replacement. For all windows and doors, both those to remain and those proposed to be replaced, please indicate the existing window and door materials. Please also indicate the operational characteristics of all windows. For any existing window or door with divided light grilles, please indicate the divided light characteristics (true, two-dimensional simulated, or three-dimensional simulated). Please do not abbreviate architectural terms. If you are proposing changes to a previously approved application that is still under construction, please clearly label the photos or elevations as "previously approved." Label each elevation as "existing" and indicate the direction of view (i.e. north, south, east, west or front, rear, left side, or right side).
- ___ **Proposed Elevations or Photo Montages** (preferred scale 1/4")
Please provide elevations or photo montages for any exterior wall proposed to be changed or affected by window and door replacement. Please indicate all proposed materials, operational characteristics, and divided light characteristics of any new window and door. Please do not abbreviate architectural terms. If you are proposing changes to a previously approved application that is still under construction, please cloud elements of the elevation that are proposed to change, and label the elevations or photo montages "proposed." Label each elevation as "proposed" and indicate the direction of view (i.e. north, south, east, west or front, rear, left side, or right side).
- ___ **Window Schedule**
If your proposed project includes window and/or door modifications, please submit a window and door schedule which notes existing and proposed window size, material, operation, sash (stile and rail) dimension, recess dimension, and divided lite type (i.e. true divided lites or three-dimensional simulated divided lites).
- ___ **Existing and Proposed Window Sections**
Please submit existing and proposed window sections specific to the residence, that provide a dimension for the recess. Please include the exterior wall and trim in the window section.

— **Manufacturer’s Specification Sheets**

Please submit manufacturer’s specification sheets that provide information on any proposed new windows or doors, such as exterior window material, operation, opening size, and type of divided light grilles, and sash (stile and rail) and recess dimensions.

— **Reach Code Compliance**

If your proposed project has a stated value cost of over \$25,000, expands the roof area by at least 30%, affects the electrical panel, or alters the kitchen or laundry room; you may be affected by building code requirements for energy efficiency. Please visit the webpage below and click on “Checklist for requirements” to see if your project is affected:

Webpage: (https://piedmont.ca.gov/services_departments/planning_building/about_building)

Or **PDF:**

(https://piedmont.ca.gov/UserFiles/Servers/Server_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf).

If you believe that any of the above requirements do not pertain to your project, please call the Department of Public Works at 510-420-3050 and make an appointment to meet with a planner.