



WINDOW REPLACEMENT SUBMITTAL REQUIREMENTS

HISTORICAL ARCHITECTURAL REVIEW BOARD

BOROUGH OF BELLEFONTE

OFFICE OF COMMUNITY AFFAIRS

236 West Lamb Street

Bellefonte, Pennsylvania 16823

814-355-1501

www.bellefonte.net/historic-preservation

WINDOW REPLACEMENT REVIEW: Windows are one of the most character defining features of a historic building. Similarly, they affect the overall feel of a street and district as they contribute to the rhythm of the building and street. The HARB board promotes repair over replacement. However, they recognize that replacement is necessary in specific cases. A replacement window should take into consideration the integrity of the proposed material, the existing lite pattern (1/1, 2/2, etc), and should exactly match the size and shape of the original window.

SUBMITTAL CHECK LIST: An application for window replacements is considered complete when accompanied by all of the following information

- Completed application form
- The following materials in digital format via email to gtompson@bellefontepa.gov or on a flash drive
 - Current (taken within the last 6 months) photographs of:
 - Existing structure or site from all public rights-of-way
 - Photographs of the site's surroundings sufficient to explain context. This includes, but is not limited to buildings, signs, blocks, and site features.
 - Existing conditions for all windows being replaced
 - Color renderings and/or three-dimensional drawings (for significant projects and as requested)
 - Material and color selections, including:
 - Samples, brochures, and/or photos of all exterior materials, finishes, windows, and fixtures
 - Samples are primarily required for atypical materials and not for wood, etc (unless otherwise specified by staff or the board)
 - Physical paint chips/swatches, if applicable
 - Color schedule, if applicable
- Window inventory worksheet completed for each window proposing to be replaced