

WINDOW DIAGRAM

Part 1. Existing Window Diagram								
Window	Material	Lite Pattern	Style	Dimensions	Mounting Profile	Original/ Replacement	Existing To Remain?	Other
Ex. A	Wood	1/1	DH	32 X 66	Recessed	Original	No	
A								
B								
C								
D								
E								
F								
G								
H								
I								
J								

Part 2. Damage to Existing Windows

Window	Broken Glass?	Painted Shut?	Inoperable/ Cut Sash Cords/ Weights?	Rotten Rails/ Stiles?	Rotten Sill?	Rotten/ Broken Frame?	Other Damage/ Description
Ex. A	Yes	Yes	Yes	No	Yes	No	Missing Parts
A							
B							
C							
D							
E							
F							
G							
H							
I							
J							

Part 3. Proposed Window Diagram

Window	Material	Lite Pattern	Style	Dimensions	Mounting Profile	Brand or Equivalent	Existing To Remain?	Other
Ex. A	Wood	1/1	DH	32 X 66	Recessed	Window Company	No	
A								
B								
C								
D								
E								
F								
G								
H								
I								
J								

Part 4. Submittal Requirement Checklist

	Required Documents	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
	A. Required for All Proposed Window Alterations/Repairs		
<input type="checkbox"/>	Color Photographs of all windows and indicated damage	1	Photos
<input type="checkbox"/>	Specification Sheet and Manufacturer’s Details for all proposed new windows	1	Specifications & Details
<input type="checkbox"/>	Site Plan or Drawing keyed to location of each window and/or door, drawn to scale	1	Site Plan or Drawing

Electronic document submissions shall be sent via email to hrc@albanyny.gov, USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are not accepted.