



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Window Installation/Addition/Replacement**

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_ Phase # \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This application is presented to the Muirfield Design Control Committee (MDCC) to request approval for proposed changes to my home. I understand that the Committee meets regularly, that they may take up to 30 days to respond to this request and will respond sooner, if possible. To expedite the process, please find enclosed 2 copies of this application, all relevant details and the design review fee. One copy of this application will be kept on file at the Association office and the other will be returned to me. I understand that approval is granted on a case-by-case basis.

Pertinent parts of this application include:

**EITHER:**

ALL WINDOWS ON HOME WILL BE REPLACED AT SAME TIME (PROVIDE PHOTOS OF ALL ELEVATIONS; IDENTIFY ALL WINDOWS/DOORS TO BE REPLACED)

**OR:**

IF ALL WINDOWS ARE NOT REPLACED AT THE SAME TIME, AT LEAST ALL WINDOWS ON AN ELEVATION MUST BE REPLACED AT THE SAME TIME (PROVIDE PHOTOS OF ALL ELEVATIONS; IDENTIFY ALL WINDOWS/DOORS TO BE REPLACED)

- Provide photos of all elevations, identifying all windows/doors to be replaced
- Installation Method (must be full-frame tear-out) \_\_\_\_\_
- Manufacturer \_\_\_\_\_ Series \_\_\_\_\_
- Casement/Double-hung/Stationary/Other \_\_\_\_\_
- Exterior Color \_\_\_\_\_ Exterior Material \_\_\_\_\_ Interior Material \_\_\_\_\_
- Window Accessory Details (grids, in-window blinds, etc.?) \_\_\_\_\_
- Photos of all elevations where windows are to be replaced; show full elevation
- Provide photo of window color chip against the existing window to demonstrate color match
- Provide written description of scope of project
- Design Review fee payment of \$35.00
- Estimated completion date: \_\_\_\_\_

My signature below certifies my commitment to comply with all the requirements as outlined in the Design Standards and Guidelines.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GUIDELINES FOR WINDOW REPLACEMENT

Windows are vital elements that link the private and public areas. It is vital that windows are appropriately sized for the scale and architectural style of the home. Windows should create a consistent and cohesive fenestration pattern. All new and replacement windows (whether replacing only a one elevation or all windows in the home) must be approved by the MDCC before installation can begin. It is best to check with the Association office early in the planning stage for assistance with any type of window installation or replacement.

When meeting with a window contractor, it is necessary to get specific details how the installation will be done. Ask about replacement details, the amount of glass exposure and the exterior profile the replacement window affords.

There are many factors involved in meeting the design standards for replacement windows. The goal is to replicate the look of a wood window. In order to replicate as closely as possible the original window appearance, the typical approved window replacement involves complete frame replacement with the original trim removed, existing window replaced with new, and then the trim replaced. On most homes, wide board trim should be used on windows to provide adequate detail and to better integrate with the siding.



Casement, double-hung, stationary and sliding windows may be acceptable provided they have been carefully selected and proportioned to enhance the elevations in which they are placed. Replace windows with the same style windows as existing.

Certain vinyl windows are prohibited due to the large bulky frame, exterior profile, reduced glass exposure, poor trim replacement and inability to replicate the look of a wood window.

Unacceptable examples include:

- The use of incompatible window types and shapes on the same elevation
- Blackened out windows, obscure glass or any other use of material that achieves that effect
- Boarded up windows (except during construction or during a reasonable repair period or subsequent to a weather advisory)
- Walls without windows along street frontages
- White window exteriors
- Unpainted aluminum windows

### **Other Window Options:**

**Egress windows** are a way to add living space to homes without changing the size or footprint of the house. Basements are being transformed into recreation rooms, bedrooms and offices. As these types of living spaces are considered, homeowners must be aware that emergency exits must be provided in below-ground spaces. Egress windows are easy-to-open windows that serve as below ground emergency exits and are required by law. They provide fresh air circulation throughout the basement and allow sunlight in. The size must be considered for need and purpose and it must be aesthetically pleasing. When looking out the window from inside, consider the view; for example, color, texture and interest can be added with flower pots or plantings on tiered timber steps.

The MDCC will look to see that the egress windows are designed to be as unobtrusive as possible and match the home with regard to material, design and color. They should not be visible from the street. The material can be made of concrete block, tiered wooden timbers, prefabricated composites or fiberglass. Some of these systems are well-designed and can be an asset to the property while others are only utilitarian. Contractors must follow local building codes for proper egress window installation.

Above-grade appearance, landscape materials for screening, finish edging and distance from property lines are important components to include in the application.

Skylights are a great feature to fill the home with natural light and fresh air. They can transform conventional rooms into spaces that add value and quality to a home. The skylights may be fixed or vented style. The appearance on the exterior roofline must be non-invasive. Dome and solar tube skylights are prohibited.



**View Windows, Clerestories and Sliding Glass** doors are encouraged if designed to take advantage of the site and views. Proper protection must be provided to ensure privacy from street and neighbors. Etched or stained glass may be considered in specific areas, but may not detract from the unified exterior appearance of the home. Obscure glass is prohibited.

### **Window Size/Shape/ Style**

- New and replacement windows must replicate the profile of traditional wood windows as closely as possible.
- Window styles should be appropriate for the style of the home (i.e. double-hung windows on Colonial homes, casements on Tudor homes, etc.)
- Window styles generally may not be mixed on a house. Exceptions include fixed windows with operable windows, awning windows with casements, etc.
- Window size/shape should be appropriately proportioned to the house and to other windows on the house.
- Sash width should be appropriate for the window style, and should not be wider than a new traditional wood window, or larger than the window sashes being replaced.
- Window grids should be installed where architecturally appropriate. SDL- simulated divided lite or TDL-true divided lite grids are preferred to between-the-glass grids.
- Exterior cladding is acceptable, but the “sharp-edged” look found in extruded cladding is preferred rather than the “soft-edged” look of wrapped cladding.

### **New Window Installation**

New window frames and sashes should be properly located within the wall relative to the exterior finish:

- Masonry finish – window frame, sash, brickmould should sit behind the face of the masonry
- Siding/Trim – on installations with perimeter trim, window frame should be flush or behind trim
- Siding/No Trim – brick mould may sit beyond siding but sash should be flush with or behind siding
- Stucco installations (same as siding installations above)

### **Replacement Window Installation**

Replacement windows should meet all of the ‘new window’ requirements above, and

- Replacement window installations shall be full frame
- Exterior trim shall be removed and reinstalled/replaced
- No additional “build out” material may be used in a replacement window installation

### **General**

- New/replacement windows should be of the highest quality design and construction
- No windows are ‘pre-approved’; all window installations require review by the Muirfield DCC prior to installation
- Other requirements of the Muirfield Design Standards apply (color, style, etc.)
- Other requirements of the City of Dublin Zoning and Building regulations may apply

**Application Submission:**

These guidelines are designed to assist you in preparing an application to submit to the Muirfield Design Control Committee for your project. All window changes (whether partial replacement or entire house replacement) must be approved by the MDCC prior to starting the project. Obtaining this approval is ultimately the responsibility of the property owner; however, the contractor may submit the request on behalf of the owner.

1. Submit 2 complete applications including applicable drawings, photos, brochures and samples.
2. If partial window replacement (one or more elevations) is planned, the replacement windows must be the same style, color and material as the existing windows in the home.
3. Provide photos of full elevations where windows are to be replaced.
4. The committee is looking for a solid, quality product. They have reviewed many manufacturers and are concerned about the long-term look and construction quality of some replacement windows. When selecting new windows, be sure to consider the amount of glass exposure with replacements windows. Be aware that installation of replacement windows may affect the final exterior profile on your house. Full frame replacement rather than sash replacement is required. When considering partial window replacement, the windows must be the same style, color and material as the existing windows in the home. Double-hung should be replaced with double-hung; casement for casement. Changing the style of the windows in a replacement situation is generally prohibited.
5. Provide manufacturer, series, style (casement, double-hung, etc.), and exterior color of replacement windows. A color sample and brochure identifying information on the replacement windows is required for the committee's review.
6. When replacing windows, it is a good time to update the trim color of the house. Windows must match the color of the house trim. If updating the house trim color, be sure to include a color sample with the application.
7. Approval is granted on a case-by-case basis.
8. Provide design review fee payment of \$35.00.