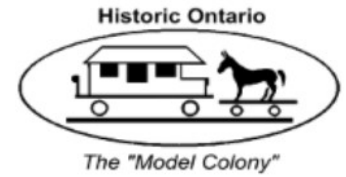




*Window Replacement
Historic Properties*
Waiver Application Form



303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant:

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 or restoring original windows are highly desirable, however, replacement may be necessary in special cases.

All proposed window replacements for historic buildings are subject to Planning Department review and requires approval. An administrative approval (a Waiver) may be issued if the existing windows are deteriorated beyond repair and cannot be restored. If determined that window replacement is appropriate, new windows must be compatible with the architectural style of the building and replicate the original window opening, design, style and operation. A good alteration can make a multitude of difference to the value of a historic home and its streetscape.

Please make sure to provide all the items requested in the application packet before visiting the Planning Department counter for processing. Applications that do not meet the minimum requirements will not be accepted.

We truly value our relationship with historic property owners and look forward to working together efficiently! If you have any questions, comments, or concerns, don't hesitate to reach out to us at (909) 395-2036.

Respectfully,

A handwritten signature in black ink, appearing to read "H. Noh".

Henry K. Noh
Planning Director

ATTENTION!

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

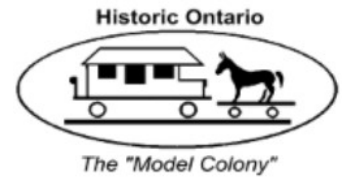
City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

- Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
- Mike Lorenz, Police Chief (909) 395-2710 or mlorenz@ontarioca.gov
- Ethics Line (800) 500-0333



Window Replacement Historic Properties Waiver Application Form



303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

GENERAL INFORMATION

Applicant/Representative: _____

Project Address: _____

Phone: _____ Email: _____

Owner: _____

Owner Address: _____

Phone: _____ Email: _____

<i>For Staff Use Only</i>	
File No.:	_____
Submitted:	_____
Rec'd By:	_____
Action:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
By:	_____
Date:	_____

WINDOW REPLACEMENT

To further assist residential and commercial property owners, contractors, architects and designers, [Division 7.01, Historic Preservation](#), of the City's Development Code lists design guidelines that shall be followed for the preservation, protection, repair or replacement of Historic Windows. **If approved, the applicant is responsible for obtaining all required Building Permits prior to the commencement of work.**

SUBMITTAL REQUIREMENTS

The minimum requirements for filing a request for window replacement approval are listed below and shall be submitted through the City's Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits> or in person at the Planning Department located inside Ontario City Hall. Each item below shall be labeled accordingly and when submitted digitally, must be in WORD, PDF or JPEG file format. An application that does not include the following plans and information will not be accepted for processing:

Complete plot plan prepared in 8 1/2" x 11" format indicating locations of windows to be replaced. **Sample plot plan attached for reference.**

Window schedule corresponding with plot plan specifying the window number, existing and proposed size, existing and proposed material, window type, and whether the window is in a bedroom. **Sample window schedule attached for reference.**

Clear photographs of existing windows proposed for replacement. Photographs should be labeled for easy reference with plot plan and window schedule.

Evaluation of existing window condition by a qualified professional familiar with the restoration of historic windows.

Brochure and/or photographs of proposed replacement windows indicating window manufacturer, series, material, color, hardware and grille specifications.

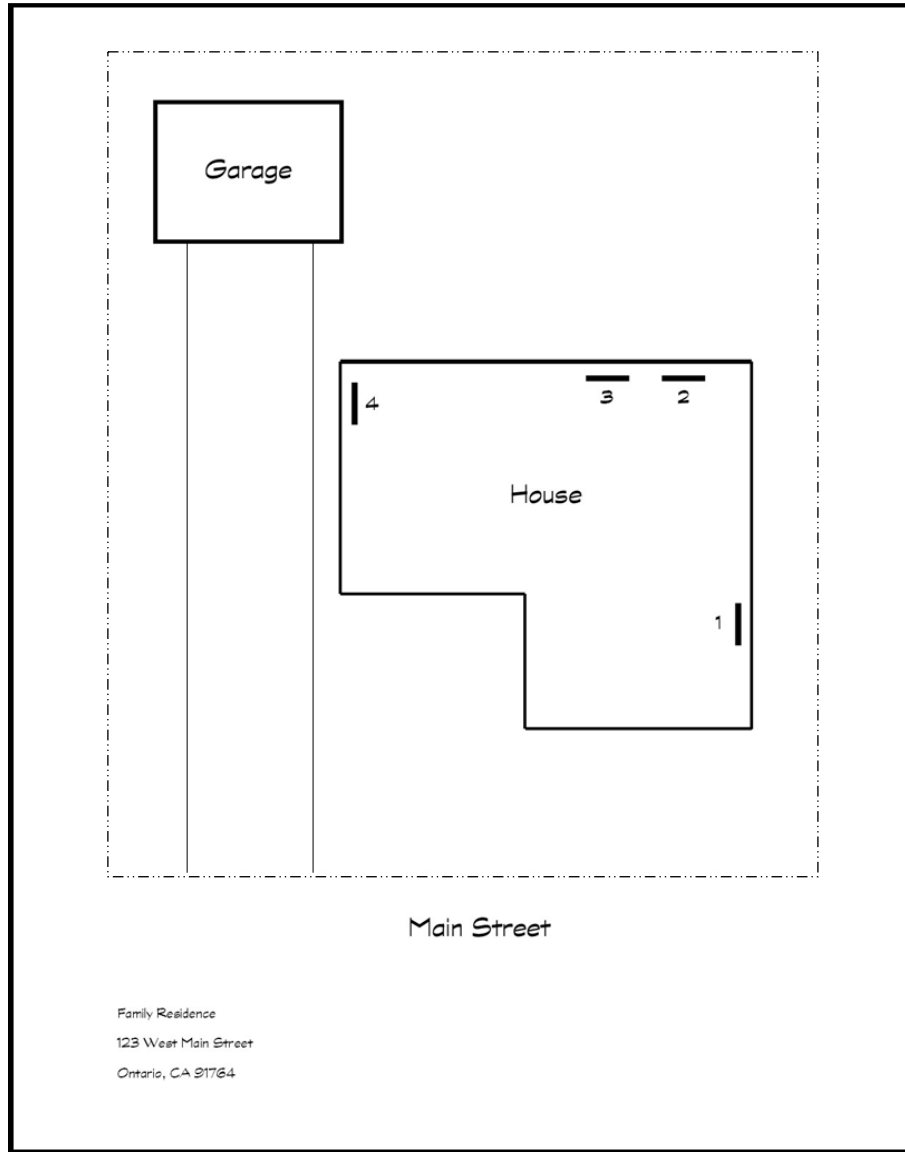
PROPERTY OWNER OR APPROVING AGENT ACKNOWLEDGEMENT

I, the undersigned, certify and say that I am the owner, approving agent, for the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Ontario.

Date: _____ Signature: _____

Name (print or type): _____

SAMPLE PLOT PLAN AND WINDOW SCHEDULE



<u>Window Number</u>	<u>Existing Width x Height</u>	<u>Proposed Width x Height</u>	<u>Existing Material & Type</u>	<u>Proposed Material & Type</u>	<u>Bedroom (Y/N)</u>
1	33" x 51"	33" x 51"	Wood Hung	Aluminum Clad Hung	N
2	35" x 59"	33" x 59"	Wood Hung	Aluminum Clad Hung	Y
3	35" x 59"	33" x 59"	Wood Hung	Aluminum Clad Hung	Y
4	23" x 35"	23" x 35"	Wood Casement	Aluminum Clad Casement	N