



## Instructions & Guidelines for Proposed Alterations of Easement Properties

In general, contact Restore Oregon prior to any alterations of the elements protected by the easement. This can include: windows, doors, siding material, architectural details and can even include paint color and/or landscape features.

Please provide the following information to Restore Oregon. The Easement Committee will present their decision on any proposed alterations within 30 days.

1. Provide a brief written description of the project, including intended materials.
2. Provide elevation drawing(s) showing a description of the proposed work.
3. Provide a timeline for the project.
4. Provide a detailed plan on the actions taken to protect elements protected by the easement.

Please be advised that Restore Oregon has adopted the Secretary of Interior's Standards for Preservation. The Preservation standard "places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made." For further information, please see:

[http://www.nps.gov/history/hps/tps/standguide/overview/choose\\_treat.htm](http://www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm)

### Restore Oregon Window Replacement Approval Procedure

The following document is intended as a general procedural guideline for reviewing requests to alter or replace historic windows, or add new windows, within Restore Oregon-held easement properties. The procedures do not imply "rules" that if met automatically convey approval to alterations or replacement requests. Each property and each request will be reviewed on its own merits.

The materials provided to Restore Oregon should document both the existing conditions and the proposed conditions. Restore Oregon will have a higher level of scrutiny for proposals to replace historic windows, since those proposals may affect a building's (or façade's) integrity. Historic, original windows are typically significant to the integrity of the building, though in some cases, replacement windows may have acquired historic significance over time. A higher level of documentation may therefore be needed for proposals affecting significant features.

The following types of proposals must be accompanied by supporting documentation as listed below.

- A. Replacement of windows significant to a building (typically, original historic windows).
- B. Replacement of windows not significant to a building, or new windows in previously closed openings.
- C. New window openings.

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Required Documentation to be submitted with requests for review:

1. Brief written evaluation of the significance of the affected windows, based on factors such as whether the windows are original, reflect the original design intent for the building, reflect period or regional styles or building practices, reflect changes to the building resulting from major periods or events, or are examples of exceptional craftsmanship or design. **(A, B)**
2. Provide several overall façade photographs and a drawn elevation to scale at each affected façade, showing both existing and proposed conditions. **(A, B, C)**
3. Window Survey/Assessment **(A)**
  - a. Document the existing conditions of existing windows, including any that are non-original to the building. Documentation should cover no less than 70% of the total windows per facade.
  - b. Number all windows on all facades, and provide photographs tied to window numbers. Provide a minimum documentation for each façade of 80% of all windows on each façade.
  - c. Provide a window matrix indicating percentage of windows evaluated and degree of deterioration, if any. (see example)
  - d. Indicate variations in window types and operation.
  - e. Show special shapes and conditions.
  - f. If non-original windows are present, provide information if available regarding the date the windows were installed, the window manufacturer, what was removed, and any other relevant data.
4. Window Profiles **(A)**
  - a. Provide existing jamb, head, muntin, and sill profile drawings including brick molding, jamb pockets, and hardware locations.
  - b. Provide new jamb, head, muntin, and sill profile drawings illustrating conditions specific to the building.
5. Material description **(A)**
  - a. For replacement proposals, provide specific manufacturer Series and Model information
  - b. Provide existing window sash components / materials.
  - c. Provide new window sash components / materials.
  - d. Provide existing glass components / materials.
  - e. Provide new glass components / materials.
6. Coordinate site visit with Restore Oregon representative prior to and during review process.
7. Optional
  - a. Provide window mock-up