



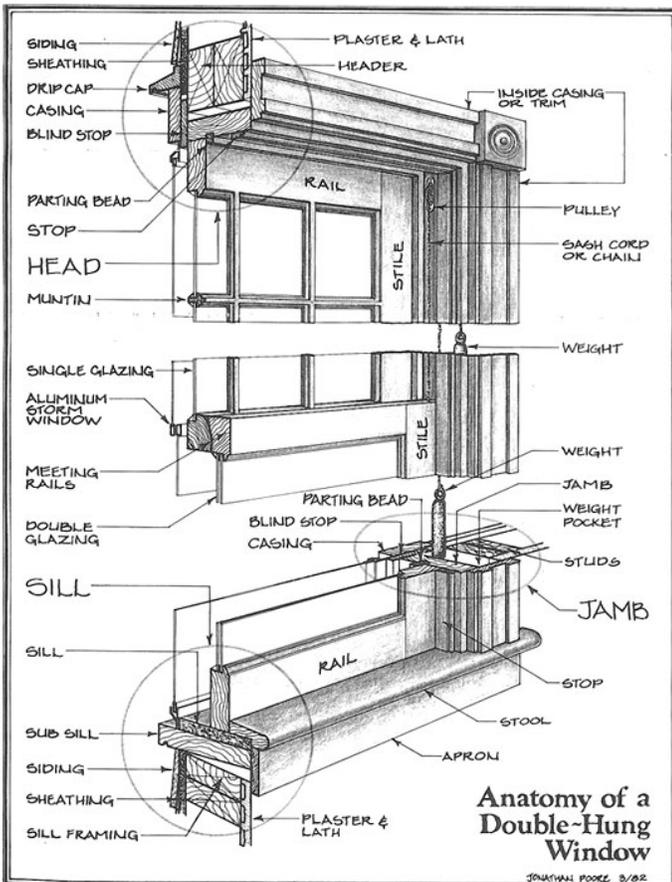
TULSA PRESERVATION COMMISSION

WINDOW SURVEY FORM

COMPLETED BY: _____ DATE: _____

PROPERTY ADDRESS: _____

BASIC REQUIREMENTS	
1.	Photographs or drawings of each elevation of the structure
2.	Site plan of the structure with each window opening numbered
3.	Exterior photographs of each window opening numbered corresponding to the site plan
4.	Interior photographs of each window opening numbered corresponding to the site plan
5.	Detail photographs of problem areas of each window as necessary (numbered corresponding to site plan)
6.	Condition Evaluation of each window
7.	Original window design (double-hung, casement, etc...), pattern (3/1, 6/6, etc...), materials (wood, clad, etc...). Specify if different for certain openings.
8.	Proposed window design (double-hung, casement, etc...), pattern (3/1, 6/6, etc...), materials (wood, clad, etc...). Specify if different for certain openings.
9.	Product brochure and a picture or drawing of proposed window(s)
10.	Other



The Window Survey Form should be completed when requesting a Certification of Appropriateness (COA) for window replacement. The basic requirements are needed for each window replacement; however, Planning Department Staff may require further information for an application on a case-by-case basis. This form should be completed and submitted with COA Application.

Only windows proposed for replacement should be assigned a number and described under the same number for the rest of this form. TPC does not review windows on the rear of the property if not visible from an abutting street. Windows in pairs or groupings should be assigned separate numbers. Do not include sidelights or transoms associated with a door.

Describe the issues and condition of each window proposed for replacement in detail, referring to specific parts of the windows (see diagram). Photographs of the interior and exterior are required. Additional close-up photographs, showing evidence of the window condition, must be provided to better document problem areas. Note: painted shut, broken glass, and broken sash cords are not necessary grounds for approving replacement.

