

**City of Detroit  
Historic District Commission**

**APPLICATION FOR REPLACEMENT OF HISTORIC WINDOWS**

**Instructions:** Please complete this application and return with your written estimates, documentation, and completed City of Detroit Application for Building Permit No. 2 to Detroit Historic District Commission, 65 Cadillac Square, Suite 1300 Detroit, Michigan 48226. You may also fax this form to (313) 224-1310. **Please note that your application will not be processed until all the required information has been received.**

**Property Location:** \_\_\_\_\_  
(Number) (Street)

**Property Owner:** \_\_\_\_\_

Owner Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

**Applicant:** \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

**Signature of Applicant:** \_\_\_\_\_  
(Date)

**Application Deadline:** Historic District Commission meets on the second Wednesday of each month. Application material must be **completed and submitted three (3) Mondays before each Commission meeting.** For a list of meeting dates and application deadline dates for the year, please visit our website at **[www.ci.detroit.mi.us/historic](http://www.ci.detroit.mi.us/historic)**.

**Please use the enclosed criteria checklist as a guide to completing your application.** Incomplete applications cannot be reviewed and will be returned to you for more information. If you have any questions or concerns, you may contact a Commission staff member at (313) 224-6536 or (313) 224-8907 or (313) 628-0194.

### Submittal Criteria Checklist

- A completed City of Detroit Application for Building Permit #2;
- A brochure or other information giving the color, materials, and configuration of the proposed windows;
- Copies of two (2) written estimates from different companies for the repair of the existing windows;
- Copies of two (2) written estimates from different companies for replacement with windows in matching materials and configuration;
- Copies of two (2) written estimates from different companies for replacement in an alternate material;
- Interior photographs showing deterioration of windows (if you cannot provide photos, Commission staff can take the photos by appointment at your request); and
- A letter from the owner or occupant stating why the windows must be replaced.

**Copies of actual written estimates are REQUIRED**

Repair Estimate #1 \$ \_\_\_\_\_ Company Name \_\_\_\_\_

Repair Estimate #2 \$ \_\_\_\_\_ Company Name \_\_\_\_\_

Replacement to Match #1 \$ \_\_\_\_\_ Company Name \_\_\_\_\_

Replacement to Match #2 \$ \_\_\_\_\_ Company Name \_\_\_\_\_

Alternate Material Replace #1 \$ \_\_\_\_\_ Company Name \_\_\_\_\_

Alternate Material Replace #1 \$ \_\_\_\_\_ Company Name \_\_\_\_\_

**Preferred Action** \$ \_\_\_\_\_

**Company Name** \_\_\_\_\_