

Forest Hill Home Owners, Inc.

Application for Exterior Alterations and Additions

Please complete this application and submit it to us at 2419 Lee Boulevard, Cleveland Heights, Ohio 44118-1206, Attention: Standards. If you have any questions about the application, you can leave us a message at 216-932-8952 or email us at Standards@FHHO.org. FHHO reserves the right to inspect your project before, during and after its completion.

Information about the homeowner:

Name of homeowner(s)

Phone	Fax (optional)	Email (optional)
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Information about the home:

Address of home

Is your home listed on the National Register (all Rockefeller homes are listed on the National Register) or a Cleveland Heights Landmark? Yes No

Information about the proposed project:
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Please check all of the following that may apply to your proposed project. Categories marked with an asterisk (*) require an additional application. Please complete and attach each application required by your project. For example, if you plan to install siding and new windows, you must complete and attach a separate application for each.

- | | | |
|---|---|--|
| <input type="checkbox"/> Roofing* | <input type="checkbox"/> Walkway/steps | <input type="checkbox"/> Awning(s)/shutter(s) |
| <input type="checkbox"/> Window(s)* | <input type="checkbox"/> Entry/garage door | <input type="checkbox"/> Other exterior alteration |
| <input type="checkbox"/> Siding* | <input type="checkbox"/> Patio/deck | <input type="checkbox"/> Structural Addition |
| <input type="checkbox"/> Fence* | <input type="checkbox"/> Antenna/Satellite dish | |
| <input type="checkbox"/> Gutters/downspouts | <input type="checkbox"/> Skylight(s) | |

Please briefly describe your proposed project below. Consider attaching pictures or other additional materials if you feel they will assist us in reviewing your project.

Have you engaged a contractor for your project? Yes No DIY project
If so, what is the name and phone number of your contractor?

Have you applied for city approval of your project? Yes No Not required
If so, has it been granted? Yes No

Fee(s):

There are no fees for applications; FHHO does request that residents voluntarily pay their annual dues for that year. Please make your check payable to Forest Hill Home Owners, Inc. or pay via the FHHO website. Please check the appropriate box.

- I have already contributed for this year
- My contribution is enclosed

Signature:

I request that FHHO approve the proposed project and represent that the information provided in this application is complete and accurate.

Signature of homeowner

Date

Approval (to be completed by Forest Hill Home Owners):

This application is approved by the standards committee of Forest Hill Home Owners, Inc.

Signature of standards committee member

Date

Forest Hill Home Owners, Inc.

Application 6-2005 for Window Replacement

Address of home _____

Please identify both the type and material of windows original to the home:

Casement Sliding Double hung Other (please specify): _____

Wood Aluminum Steel Other (please specify): _____

Are all of your current windows original? Yes No

If "no," do the newer windows match the originals? Yes No

Please identify both the type and material of window proposed as replacement:

Casement Sliding Double hung Other (please specify): _____

Wood Aluminum Steel Other (please specify): _____

Do the proposed windows reflect the architectural style of your original windows, including, if applicable, the muntins (the "grid" pattern of the window)? Yes No

If "no," please provide a detailed statement supporting the proposed modification:

Please provide the following information about the windows you propose to use:

Manufacturer's name: _____

Window name, style,
color and ID number: _____

Are you replacing all the windows in your home? Yes No

If "no," please provide a recent photo of your home. Indicate on the photo(s) the windows that you intend to replace.

Do you intend to replace all of your windows in the future? Yes No

Are the proposed windows identical to the size of your original windows and will they be installed in the existing openings? Yes No

If “no,” describe in detail what you are proposing. Please enclose a copy of any blue prints or architectural drawings, if available.

Will the window installation modify or cover your existing window molding? Yes No

If “yes,” describe in details what you are proposing. The design of replacement molding should be consistent with the original architectural detail and dimensional profile of your original molding.

Please provide the following information for the contractor you intend to use to install your windows:

Name of company: _____

Name and phone number of contact person: _____

Please enclose a copy of the contractor’s job description for the project.

Homeowner endorsement and supporting materials (optional)

A summary statement in support of your application proposal is not required, but is appreciated. On what do you base your belief that it is in your interest to replace your windows? What do you believe will be the effect on the character, quality, architectural integrity, energy efficiency, or market value of your home?

Attachments may be added as appropriate to support the case for window replacement, especially if the replacement windows vary from the original architectural plan. Brochures describing the materials and visually representing the look of the windows are appreciated.

Please note that this application must be accompanied by a completed Application for Exterior Alterations and Additions and any required fee to be considered complete.

Standard 6-2005: Windows

Window replacement requires the review and approval of the standards committee. Restoration or repair of original windows should be the first consideration, as there are ample resources, materials, and techniques available to help the homeowner.

When planning to replace wood windows, select quality aluminum or vinyl clad solid wood or wood-composite windows. Wood core windows are the architect's recommended choice for structural durability and insulation. In selecting either a wood or vinyl window, the homeowner should be guided by the quality of design, material, and structure to avoid costly repairs and repeated replacements.

When planning to replace windows the following criteria must be met for approval:

- Replacement windows should conform visually in appearance and color to the architectural style of the home and housing of the period. For example, replacement windows and exterior window moldings for a colonial style home would best be selected in white and include window muntins.
- If you plan to modify original window dimensions or openings, a blueprint or drawing to scale depicting the intended modifications must be submitted with your application.
- The dimensional profile between exterior window moldings and siding, and the window molding design, should be consistent with the original architectural detail and dimensional profile. At the time of window replacement, this may require installation of new moldings. Original wood or 'phypon' brand materials are acceptable. Dimensional profile specifics are available upon request.
- When only a few windows are to be replaced, the homeowner should replicate the appearance and materials of the existing windows, unless the homeowner is planning to replace other windows over a predetermined period of time as part of an overall window replacement plan.

Rockefeller Homes must use original or replacement materials of the same type, style, size, proportion, and appearance.