



Windows, Window Embellishments and Reflective Film

Form and Checklist

Name	
Address	
Village	
Date	

Type of Modification:

Select One or Select Those That Apply:

- Replace Existing Window(s) - Same Configuration
- Replace Existing Window(s) - New Configuration
- Install New Windows in Room Addition
- Install Window Embellishments
- Install Reflective Film
- Ornamental Metal (pot and flower box shelves, etc)

Select Window Type:

Select One If You Are Installing New Window(s):

- Fixed
- Double-Hung
- Casement
- Gliding

Select Window Configuration(s):

Select One Or Select Those That Apply If Multiple Windows Involved:

- Rectangular (with or without half-round or elliptical transoms)
- Palladian
- Round (specialty)
- Elliptical (specialty)

State: Type, Quantity and Size(s)

Revision: 3.1	Status: Final – Effective 3/1/2012	
Design Review Manual (DRM) Compatibility:	Version: 3.1	Date: 3/1/2012
DRM Checklist References: 4.5		

Select Window Product Material:

Select One If You Are Installing New Windows:

- Aluminum Vinyl Vinyl Clad Wood Wood

Select Window Glazing:

Select One If You Are Installing New Windows:

- True divided lights Simulated divided lights
 Full glaze (*permitted for rear elevations only*)
 Combination full glaze and simulated or true divided lights

Note: Glass block is not permitted on front elevations or side elevations located on the street side yard of Corner Lots

Select Window Frame Finish:

Select One If You Are Installing New Windows:

- White Crème Bronze Wood – Attach Paint Color Chip

Window Embellishments:

Select All That Apply if You Are Installing Window Embellishments:

- Surrounds Eyebrows Lintels Keystones Sills
 Stucco Cast Stone Formed Synthetic Product

Confirm: On front or side elevations exposed to a street shall be 1” or greater in depth.

Confirm: Stucco “cuts” in lieu of raised bands are permitted on side and rear elevations not exposed to the street

Reflective Window Covering and Film:

Select One If You Are Installing Window Film:

- Light Grey Tint/Film Light Bronze Tint/Film
 Other: _____ (Subject to DRC approval)

Note: Reflective window coverings and glass or film with reflective properties are not allowed on any Structure.

Ornamental Metal:

Select One If You Are Installing Ornamental Metal:

- Pot / Flower Box Shelves Window Grilles
 Balconets Balcony Railing

Confirm: Ornamental metal grilles shall be delicate in appearance and may not exceed approximately 50% of the vertical height of a window opening.

Note: Fire safety codes regarding egress are the responsibility of the Home Owner and not the DRC.

Revision: 3.1	Status: Final – Effective 3/1/2012	
Design Review Manual (DRM) Compatibility:	Version: 3.1	Date: 3/1/2012
DRM Checklist References: 4.5		

Product Specifications and Application Submittals:

- Attach Site Plan identifying proposed location(s)
- Attach Photograph(s) of existing site condition(s)
- Attach Manufacturer Brochure, Literature, Photograph(s)
- Attach Finish Color(s) Sample/Chip (Window Frame (Wood), Window Embellishment Finish Color, and/or Reflective Film)
- Other: _____

Other Associated Modifications: (Check those that apply and attached completed Checklist)

- Awnings and Shutters (Decorative, Hurricane Shutters, Hurricane Panels)
- Other: _____

Permit:

If a Permit is required by the City, County or State, it is incumbent upon the Home Owner to ensure that a Permit is issued and shall provide the Property Manager a copy of the Permit with the Notice of Completion.

Will your modification require a Permit?

- No
- Yes

Work Performance:

Please indicate who will be performing the work:

- Self without Contractor
- Single Contractor
- Multiple Contractors (Provide separate attachment for other contractors)

Must Select if Contractor Personnel will perform work:

- Confirm: Contractor personnel have been advised and must adhere to the Waterchase Construction Site Standards, outlined in the Design Review Manual.

Contractor (Primary) Information:

Contractor Company Name _____

Representative Name _____

Address: _____

Phone Number: _____

- Attach Copy of License(s)

Attach Copy of Insurance Certificates –

- Certificate of Liability
- Declaration Workmen’s Compensation

Revision: 3.1	Status: Final – Effective 3/1/2012	
Design Review Manual (DRM) Compatibility:	Version: 3.1	Date: 3/1/2012
DRM Checklist References: 4.5		

Notice of Completion Checklist:

Within 30 days of completion, it is the responsibility of the Home Owner to complete and provide the Property Manager a “Notice of Completion” checklist and required attachments to facilitate a final inspection. Required submittals include as-built photograph(s), as-built drawings (if room addition), Permit and/or Certificate of Occupancy (if required by the local authority).

Check here that Home Owner agrees to submit a Notice of Completion as required.

Home Owner Comments:

Revision: 3.1	Status: Final – Effective 3/1/2012	
Design Review Manual (DRM) Compatibility:	Version: 3.1	Date: 3/1/2012
DRM Checklist References: 4.5		