



320 Palos Verdes Dr W
 Palos Verdes Estates, CA 90274
 (310) 373-6721

DOOR AND WINDOW (MAJOR ALTERATIONS) APPLICATION

Owner _____ Phone _____
 Property Address _____ Email _____
 Mailing Address _____
 Lot _____ Block _____ Tract _____ Original Plan _____
 Architect / Contractor _____ Phone _____ Email _____

Door and Window Replacement Notes

Door and window replacement MUST be completed within 18 months from approval date. Homeowner to sign below as confirmation prior to review and approval.

Received Date _____
Fee _____ Receipt # _____

HOMEOWNER'S NAME & SIGNATURE DATE

PROJECT DESCRIPTION: (Include proposed installation, material type, finishes, color, and manufacturer)

NOTICE: DO NOT BEGIN ANY WORK - INCLUDING, BUT NOT LIMITED TO DEMOLITION AND FRAMING, PRIOR TO FINAL ART JURY APPROVAL.

SUBMITTAL REQUIREMENTS:

1. Photographs of all sides of all existing building(s).
2. Elevation drawings of all windows and doors showing trim and lite breakups.
3. Clearly indicate what is new or existing by labeling openings. Indicate **(N)** for new, **(E)** for existing to remain.
4. Head, jamb, sill details and vendor specific door and window installation details are required. Details shall show door and window frames and sashes, casings, trims, sills and wall framing for all exterior finishes (i.e.: stucco, stone, siding, etc.). Include muntin details on drawing.

ART JURY NOTES: (Window sample may be required on a case by case basis.)

- Muntins shall be an integral part of all windows and doors. "Snap-in/snap out" muntins not allowed. Muntins may be no greater than 1¼" maximum on windows with insulated glass, since wood muntins must cover the gasket. The maximum muntin size for single panes shall be no greater than 1". Note on window schedule manufacturer and material of window. Muntin detail to be included on detail sheet.
- "Sill horn at all windows to extend a maximum of 2" to a minimum of 1½" or shall match existing." Provide drawn detail indicating extended sill. Wood door stiles to be a maximum of 4 ½" width.
- Note on drawing when all trims are to match existing: "All details will match existing".
- Note on drawing at window and door details with bullnose stucco: "All details to be constructed per Art Jury approved bullnose stucco detail."

Framing and Final inspections are required by the PVHA in addition to any inspections by the city. Call the PVHA at (310) 373-6721 for final inspection upon completion of construction.

I have carefully examined and read the above and believe the same is true and correct.
 (Copies of this form will be provided upon request).

APPLICANT'S NAME & SIGNATURE DATE

FOR OFFICE USE ONLY

Notes:

Plans Checked-Out			Plans Returned		
Date	Name (print)	No. Plans	Date	Name (print)	No. Plans
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____