

**Forest Hills Gardens Corporation (FHGC) Application for Approval of Exterior Work:** 

# **Door Replacement: Entry, Storm, Garage, etc.**

## **Property & Contact Information**

<b>Property Owner</b>	
FHGC Address	
Mailing Address (if different from above)	
Telephone	
Email Address	

### **Supporting Documentation Required**

- Manufacturer specifications and dimensions of replacement door.
- Photograph of existing door to be replaced.

<b>Project Detail</b>	ls					
Type of Door:	Entry	Garage	Storm	Security		
Door Hardware Finish (if applicable):						
Designated FHG	C Door Color:					

### Site Visit

If a site visit is needed, please check the following to indicate your preference:

I authorize access to the property; no prior notice is required.

I prefer a scheduled visit. (Selecting this option may require coordination of multiple site visits with committee members and will lengthen the review process.)

### **Signature of Property Owner**

I understand this form is an application for approval and approval by the Forest Hills Gardens Corporation, if given, will only be valid if provided in *writing*. Work may not commence until final written approval is issued. I also understand that any work completed without express written approval from FHGC may constitute a violation and will be subject to remediation at my own expense.

Signature: \_

Date: \_\_\_

Two Tennis Place • Forest Hills, NY 11375 • (718) 268-2420 • info@fhgc.org • www.fhgc.org

**About My Door Project** 

NOTE: Start your application early. You will need your Letter of Approval before you can begin your project. The Architecture Committee that reviews your project generally meets once each month, and the FHGC office requires some time for associated administrative functions.

Please submit this application form (pages 1 and 2) together with your photos and supporting documents to the Forest Hills Gardens Office. You may add additional pages to support/explain your project using the guidelines on the following pages.

Do not make any purchases, sign any contracts, or begin installation until you have your official Letter of Approval from FHGC.

Once you have your FHGC Letter of Approval and permit, you may begin your project. Share your Letter of Approval with your contractor so he may understand the full scope of your project and any specific requirements. Your contractor's contract should adhere to the conditions stipulated in your Letter of Approval.

Post your FHGC Permit in a prominent location while work is underway.

The following pages are for your reference and guidance only and are not to be submitted to the FHGC.

# **Application Reference and Guidance Information**

### **Standards**

- 1. Entry doors shall match the *original* architectural design of the door it replaces.
- 2. Full view storm doors, non-ornate security doors and multi-paneled garage doors are the predominate style of approved doors.
- 3. Traditional style hardware in a rubbed oil bronze finish is acceptable.
- 4. All garage doors must be constructed of wood; metal or any other non-wood material is unacceptable.
- 5. Entrance doors must be constructed of wood or in wood with aluminum cladding. French doors are an example that use these types of acceptable construction.
- 6. It is typical for older homes to contain non-standard sized openings. Therefore, all new doors must typically be custom sized. Note: No perimeter fillers of any kind are allowed.
- 7. Refer to the color palette assigned for your home, which you may obtain from the FHGC office, to determine the paint, aluminum clad or stain color of your door. Do not copy your neighbor's color or match the color you currently have as these may be inaccurate.

### Submit the Following Information with Your Application

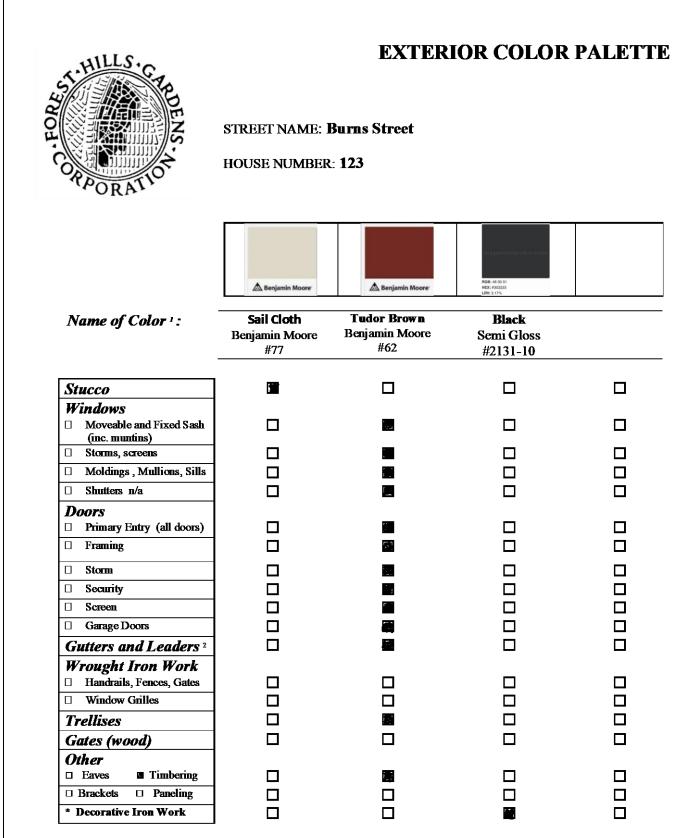
- 1. Specifications of the door and any other hardware planned for replacement such as door knob, mail slot, house numbers, door knocker, specialty hinges, etc. This includes dimensions and color.
- 2. If choosing to stain rather than paint a wood door, prepare a small section with the stain color in a semi-gloss finish on the door. An inspection by the Architecture Committee is required before final approval may be granted for all staining projects. Call the Office when a sample is available for inspection and to advise where the sample is located.
- 3. Photograph of the elevation of your home with the existing door planned for replacement.
- 4. If there is more than one door on that elevation, circle the door to be replaced.

# **Example of House Photo showing Entrance Door**



## **Example of Specification Sheet for Storm Door with Hardware**

Manufacturer/brand Full-view Storm Door 36" x 84" Width = 36" Height = 84" Standard Panel Design = Full Lite Easy Install = No Unit Color = Bronze\* • Glass Option + Clear • Insect Scree Material = Fiberglass • 84" Handle Style = Contemporary Flip Away with Keyable Lock • Hardware Color/Finish = Brass • Sweep = Brass • Order Method = Special Order Only • Door Part Number = 21939 Unit Code = 4FVBZ SKU = 600233 Vendor Number = 60259501 36" \* Bronze is Anderson's clad color name for Tudor Brown, the home trim color.



Notes: 1. All colors, unless otherwise noted, are by Benjamin Moore: MoorGlo for trim, MoorGard for stucco.

2. Gutters, leaders, and exposed copper flashing should be painted as indicated unless they exist as unpainted copper.

3. Color photocopy should not be used for color matching.

April 25, 2021