



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

Property & Contact Information

Property Owner/s	
FHGC Address	
Mailing Address (if different from above)	
Telephone	
Email Address	

Required Supporting Documentation

- Replacement window specifications with identifying numbers
- Photograph of house elevation/s with existing windows, marked with replacement window identifying number from specifications

Project Details

Type of window replacement Insert (replace sashes and retain original window frame)
 Full rip-out (replace sashes and frames within the original masonry opening)

Designated FHGC Window Trim Color: _____

If Aluminum Clad, Manufacturer's 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

Application Reference & Guidance Information

Goal

Replace windows to match the *original* window style inherent to the home's architecture.

Standards

Insert and Full Rip Out Windows

1. **Insert** replacement windows require the removal of only the existing sashes while retaining the original perimeter wood frame. The replacement "insert" window containing a new frame with sashes will be installed within the original wood frame. This method has the benefit of retaining the existing mullions (the wood member between two adjacent windows) and interior and exterior moldings, while requiring the least amount of modification to the home.
2. **Full rip out** replacement windows require the entire removal of the frame, sashes, moldings and mullions. This option is usually selected when the original window frame is irreparably damaged and not cost effective to repair. Note: This option will require duplicating the original window configuration.
3. Consult with your contractor and indicate the choice of window configuration on page 1 of your application.

Submit the Following Information with Your Application

1. Photograph or sketch of each side of the home with each window planned for replacement marked with a unique identifying number.
2. Provide manufacturer specifications of each window marked with the matching unique identifying number from the marked photograph or sketch.
3. Verify the specifications includes manufacturer name, window series, style (insert or full rip out), construction (wood or wood with aluminum cladding), dimensions, color, muntin profile and size, and number of divided lites per sash (see example of a specification below).
4. Refer to the color palette for your home to determine the paint or clad color for your windows. If you do not have a color palette you may obtain one from the FHGC office. Do not copy your neighbor's color or match the color you currently have as these may be inaccurate.

Example of House Photo with Windows Labeled with Identifying Numbers



Example Spec Sheet for Windows

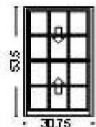
Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
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15 DINING RM REAR

Architect, Replacement Double Hung, 30.75 X 53.5, Auburn Brown

~~1,000.00~~ 2 ~~2,000.00~~

1



Viewed From Exterior

PK#
1981

1: 30.7553.5 Double Hung, Equal
Frame Size: 30 3/4 X 53 1/2
General Information: Standard, Style, Clad, Pine, 4 3/4", 3 1/4"
Exterior Color / Finish: Painted, Standard Enduraclad, Auburn Brown
Interior Color / Finish: Prefinished White Interior
Sash / Panel: Ogee, Ogee, Standard, No Sash Lugs
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Spoon-Style Lock, White, No Limited Opening Hardware, Order Sash Lift
Screen: Half Screen, Standard EnduraClad, Auburn Brown, Standard, InView™
Performance Information: CPD Not Rated
Grille: ILT, No Custom Grille, 7/8", Traditional (3W2H / 3W2H), Ogee, Ogee
Wrapping Information: No Exterior Trim, No Interior Trim, Pella Recommended Clearance, Perimeter Length = 169", Glazing Pressure = 100.

Rough Opening: 31 - 1/4" X 54"

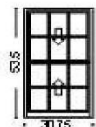
Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
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25 REAR KITCHEN

Architect, Replacement Double Hung, 30.75 X 53.5, Auburn Brown

~~1,000.00~~ 2 ~~2,000.00~~

2



Viewed From Exterior

PK#
1981

1: 30.7553.5 Double Hung, Equal
Frame Size: 30 3/4 X 53 1/2
General Information: Standard, Style, Clad, Pine, 4 3/4", 3 1/4"
Exterior Color / Finish: Painted, Standard Enduraclad, Auburn Brown
Interior Color / Finish: Prefinished White Interior
Sash / Panel: Ogee, Ogee, Standard, No Sash Lugs
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Spoon-Style Lock, White, No Limited Opening Hardware, Order Sash Lift
Screen: Half Screen, Standard EnduraClad, Auburn Brown, Standard, InView™
Performance Information: CPD Not Rated
Grille: ILT, No Custom Grille, 7/8", Traditional (3W2H / 3W2H), Ogee, Ogee
Wrapping Information: No Exterior Trim, No Interior Trim, Pella Recommended Clearance, Perimeter Length = 169", Glazing Pressure = 100.

Rough Opening: 31 - 1/4" X 54"

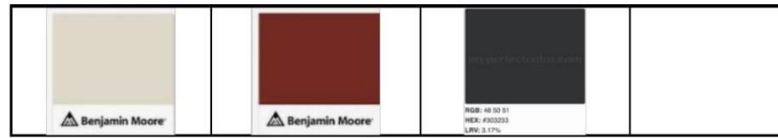
Example of Exterior Paint Palette



EXTERIOR COLOR PALETTE

STREET NAME: **Burns Street**

HOUSE NUMBER: **123**



Name of Color ¹:

Sail Cloth Benjamin Moore #77	Tudor Brown Benjamin Moore #62	Black Semi Gloss #2131-10	
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Stucco	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows				
<input type="checkbox"/> Moveable and Fixed Sash (inc. muntins)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Storms, screens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Moldings, Mullions, Sills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Shutters n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors				
<input type="checkbox"/> Primary Entry (all doors)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Framing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Storm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Garage Doors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gutters and Leaders ²	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrought Iron Work				
<input type="checkbox"/> Handrails, Fences, Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Window Grilles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trellises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gates (wood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other				
<input type="checkbox"/> Eaves <input checked="" type="checkbox"/> Timbering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Brackets <input type="checkbox"/> Paneling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Decorative Iron Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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