

Elgin's dwellings display a wide variety of historic wood windows in various sash designs and sizes. It is preferred that wood or steel windows should be repaired to match the original design. In some instances it is less expensive to repair windows than to replace them with new windows.

Where original wood windows are replaced, the installation of new wood windows to match the original design is recommended. Aluminum clad windows are also acceptable as replacement windows, though will need additional approval by the Design Review Subcommittee. Factors to be considered in determining whether the severity of deterioration of windows requires replacement shall include but not be limited to the following factors: damage, excessive weathering, loss of soundness or integrity of the wood, deterioration due to rot or insect attack, and cost to repair. As to the factor of the cost to repair windows, a particular window may be permitted to be replaced rather than repaired if the estimated cost to repair the windows is more than the estimated cost of the purchase and installation of appropriate replacement windows.

Windows may also be replaced without consideration of the severity of deterioration of the windows, provided, however, character defining features such as its size, shape, operation, frame, sash dimensions, glass configuration, material, and finish (generally a painted surface) must all match the original window profile as close as possible.

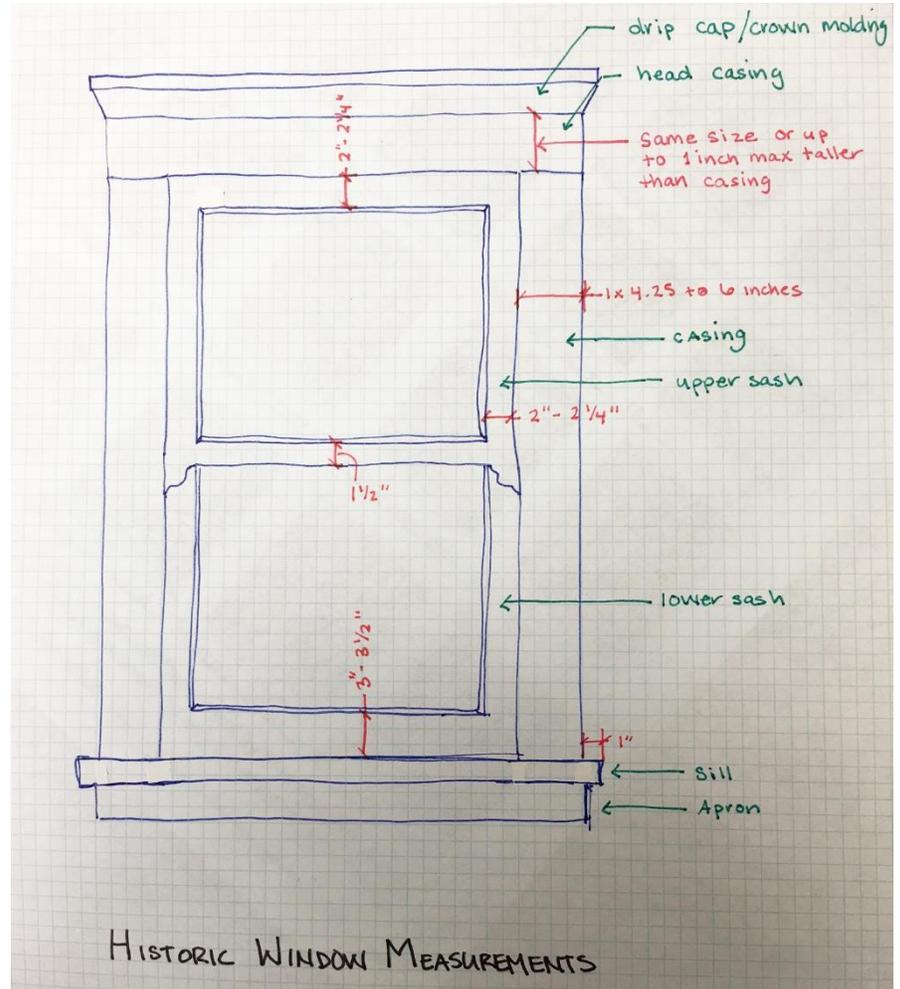
REPLACEMENT WINDOW PROCESS

1. Fill out a Certificate of Appropriateness form indicating windows to be replaced. Applicant must have a photograph noting windows that are to be replaced.
2. Schedule a time with the Historic Preservation Planner for an inspection of the windows proposed to be replaced
 - a. Christen Sundquist: Sundquist_c@cityofelgin.org ; 847-931-6004
3. Applicant is to submit two cost estimates:
 - a. Cost estimate for restoration
 - b. Cost estimate for replacement
 - i. Replacement windows shall only be wood or aluminum-clad wood, insert windows or in some cases, steel. The trim/casing surround the window shall be retained as much as possible.
 - ii. Vinyl windows are not permissible for use on structures that are determined to be significant or contributing to the overall character of the historic district or landmark.
 - c. A particular window may be permitted to be replaced rather than repaired if the estimated cost to repair the window is more than the estimated cost of the purchase and installation of appropriate replacement windows.

4. Applicant is to submit manufacturer's specifications or standard cut sheet with the replacement window details. If the windows are original, the replacement window must match as closely as possible to the original window dimensions.

The replacement window must match in size, dimensions, style and profile as the original. For example, if the original has a curved arch at its top sash, the replacement window must match this profile as well.

If the original windows are no longer present, the applicant shall match the sizes found in the Historic Window Measurement drawing.



5. After the site inspection, the proposed Certificate of Appropriateness request along with the submitted specifications and cost estimates will be placed on the Design Review Subcommittee Agenda. The Commission meets every 2nd and 4th Tuesday of the month. All specifications must be submitted to the Historic Preservation Planner on the Wednesday prior to the meeting.
6. If the Design Review Subcommittee approves the request for replacement windows, then a permit will be issued for this work. If the Design Review Subcommittee denies the request for replacement windows, then the Owner has a right to appeal. The appeal process will be outlined to the Owner at the time of denial.

FAST TRACK REPLACEMENT WINDOWS

1. Fill out a Certificate of Appropriateness form indicating windows to be replaced. Applicant must have a photograph noting windows that are to be replaced.
2. Schedule a time with the Historic Preservation Planner for an inspection of the windows proposed to be replaced: Christen Sundquist: Sundquist_c@cityofelgin.org ; 847-931-6004
3. Applicant is to submit replacement window specifications. If the windows are original, the replacement window must match the original window in kind. "Replacement-in-kind" windows are windows that closely match the original window material and form (style, dimension, texture and detailing).

The replacement window must match in material (wood, steel, etc.), size, dimensions, style and profile as the original. For example, if the original has a curved arch at its top sash, the replacement window must match this profile as well.

4. Once applicant submits replacement window specifications, staff will review to ensure the new replacement windows match the existing in kind.
5. If approved, then a permit will be issued for this work.

DISCLAIMER: The City of Elgin makes available this listing ONLY as a starting point for persons seeking persons or companies to perform work in various trades. This list is NOT a recommendation or endorsement from the City for any person or company so listed hereon. Persons or companies on this list may or may not have performed work for or on behalf of the City. Any person using information contained on this list, by that act, agrees to hold harmless and indemnify the City from and against any and all causes of action, suits, claims for damages, and any and all other liability, which may arise out of or in connection with negligent performance by or an allegation of negligence against a person or company listed hereon. As with any service, persons seeking the services of persons or companies working in these trades are strongly encouraged to request, review, and contact references. Finally, while the City makes every effort to keep this list up-to-date, the City is not responsible for its accuracy.

Window Manufacturers

Casco Industries
540 Division
South Elgin, IL 60177
847-741-9595

Creative Millwork, LLC
3700 Illinois Avenue
Saint Charles, IL 60174
630-762-0002

Blue Ribbon Millwork
1475 S. Randall Rd.
Algonquin, IL 60102
847-658-9998

Woodland Windows & Doors
25 W 355 Lake Street
Roselle, IL 60172
630-869-1450

Jeld-Wen Windows
(Can be bought at Home Depot, Menards,
Creative Millwork or Blue Ribbon Millwork)

Marvin Windows
(Can be bought at Home Depot, Menards,
Creative Millwork, Woodland Windows or Blue
Ribbon Millwork)

Storm Windows

SpencerWorks, Inc
2120 S. 7th Street
Lincoln, NE 68502
402-499-7848
<http://www.spencerworks.com/index.html>

Weatherseals

Conservation Technology
http://www.conservationtechnology.com/building_weatherseals.html

Tape Balances

Wood Windows Sash Balance Company
<http://woodwindowssashbalance.com>