



DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT

Neighborhood Services Division

Courthouse Plaza One 2100 Clarendon Boulevard, Suite 700 Arlington, VA 22201

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GUIDELINES FOR REPLACEMENT WINDOWS IN THE COLONIAL VILLAGE LOCAL HISTORIC DISTRICT (AMENDED 2023)

Process for Replacement

Replacement windows in the Colonial Village Historic District must first be approved by the Board of Directors of the CV II or CV III Board of Directors. A Certificate of Appropriateness (CoA) application letter and a letter of approval from the CVII or CVIII Board then will be submitted to the County's Historic Preservation Program (HPP) staff. In most circumstances, the replacement window request will be treated under the Administrative Certificate of Appropriateness (ACoA) design review process, which is an expedited review process for routine CoA requests. The HPP staff are authorized to review, approve, and issue ACoAs.

In 2023, following a shortage of windows that fulfilled the *2015 Guidelines For Replacement Windows in the Colonial Village Historic District*, these design guidelines were updated to expand the parameters for windows that qualify for ACoA approval based on a visual review of dimensions and materials by the Historical Affairs and Landmark Review Board (HALRB).

Criteria for Replacement Windows

- The replacement window may be made of polyvinyl chloride (vinyl).
- The HALRB also permits homeowners to install wood, fiberglass, or aluminum-clad wood windows. These windows, however, must meet the same specifications as the vinyl windows in order to ensure a uniform exterior appearance. Any proposals utilizing materials not listed here require a CoA approved by the HALRB.
- The exterior color of the replacement window must be white and must match the white of the existing white windows.
- Half screens only are allowed (not full).
- Replacement technique must be "complete frame" not "replacement frame" or "sash pack."
- The dimensions of the replacement window must closely match the dimensions of the existing window as described below:
 - The window opening will not be expanded or infilled.
 - The rails and stiles must be between 3/4" to 1-5/16"; the meeting rail (between the two sashes) between 3/4" to 1-3/4" (these are the visible widths from the exterior).
 - The width from the edge of the glass to the edge of the frame will not exceed 3-9/16."
- The replacement window must have the same number of lites (glass panes) as the existing window.



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- The replacement window may have either true or simulated divided lights on the exterior of the glass, and the division of lites must be identical to that of the existing window.
 - The replacement window must have external, narrow muntin bars (grids) no less than 3/4” and no more than 7/8” wide and a minimum of 1/4” deep.
 - The muntin profile must be a simple, symmetrical trapezoid (see cross section drawing).
- Only bathroom windows may be lined with white or beige colored opaque film.
- Capping must be done with a pre-finished protruded aluminum with a squared profile that matches the dimensions and design of the existing capping (brick mould and mullion).