



## A Residents Guide to Window Replacement in the Devens Historic District

The housing units within the Auman, Bates, Elm and Walnut Street neighborhoods lie within the Fort Devens Historic District and are subject to specific design standards and guidelines that must be followed if exterior alterations are proposed. The following guide provides step-by-step information for Residents with the Devens Historic District who wish to replace existing windows.

**Application Process:** The following steps outline the application requirements and process for window replacements in the historic district:

1. Completed Devens Homeowners or Condo Association Improvement Request/Referral Form.
2. Window specifications (“shop drawings”) from Renewal by Anderson, Champion Windows, Harvey (or other Massachusetts Historic Commission approved alternative – see next page for MHC approval process).
3. Completed DEC Building Application and required fee (\$13.00 per \$1,000 of construction cost). A certificate of liability insurance, workers comp. and a copy of the contractors license must also accompany the application.
4. The Building Inspector will review and act on the building permit application within 30 days.

**Approved Window Types:** The following Window companies currently manufacture a specific window type that has been reviewed and approved by the Massachusetts Historic Commission as meeting the Devens Enterprise Commission Historic District Design Guideline requirements and therefore do not require MHC review prior to DEC issuance of a building permit (as long as the conditions below are met):

Champion Windows  
250 Cape Highway, # 8A  
East Taunton, MA 02718  
[www.GetChampion.com](http://www.GetChampion.com)

Renewal by Anderson  
104 Otis St., Ste 22  
Northborough, MA 01532-9917  
<http://www.renewalbyandersen.com/>

Harvey Building Products, Inc.  
1400 Main Street  
Waltham, MA 02451  
<http://www.harveybp.com/>

**\*Conditions to be met regarding windows.** All proposed replacement windows for residential buildings within the Devens Historic District shall meet the following requirements as per 950 CMR 71.07(2)(b)(2):

1. the window trim shall NOT be wrapped with aluminum stock;
2. there shall NOT be any “blocking” of window opening to place a smaller unit in the opening;
3. window glazing shall match the existing in size and area (i.e. glass dimensions shall be an exact match);
4. the dimensions of meeting rails shall be a nearly exact match (i.e. no greater than 1/8 inch difference in any dimension)
5. the proponent shall submit a “shop drawing” to the Devens Enterprise Commission for approval.
6. New window sashes shall match the existing dimension, profile, color and design and shall not be divided into larger numbers of panes. To maintain uniformity, the existing design shall be accepted as the standard for all future replacements.
7. Wood replacement sashes are preferred; however, vinyl or vinyl-clad wood replacement sashes matching the appearance of the existing windows is also acceptable. Application of panning over original wooden trim is prohibited. Use of thermopane sash with applied muntins is prohibited.

**\*These conditions will be made part of the Building Permit, so please ensure your window contractor is aware of these requirements prior to proceeding with any project.**



## Approval of Alternative Window Types

Any person wishing to obtain approval of a window type other than those already approved by the DEC and Mass Historic Commission (MHC) must complete the following process:

1. The applicant completes a Project Notification Form to the MHC.
2. The Applicant prepares a letter to MHC explaining the need for new windows and what window company the applicant has chosen, along with the window specifications from the window company (copies must also be submitted to the DEC).
3. MHC will review the request and supporting materials against the Devens Historic District Design Standards (950 CMR 71.07(2)(b)(2)) within 30 days.
4. An approval/denial letter from Mass Historical Commission with a MHC # will be sent to the applicant.
5. If approved by the MHC, the applicant will be required to complete a DEC building permit application (and include a copy of the MHC approval letter) and return to the DEC Office, along with the appropriate fee.
6. The Building Inspector will review and act on the building permit application within 30 days.

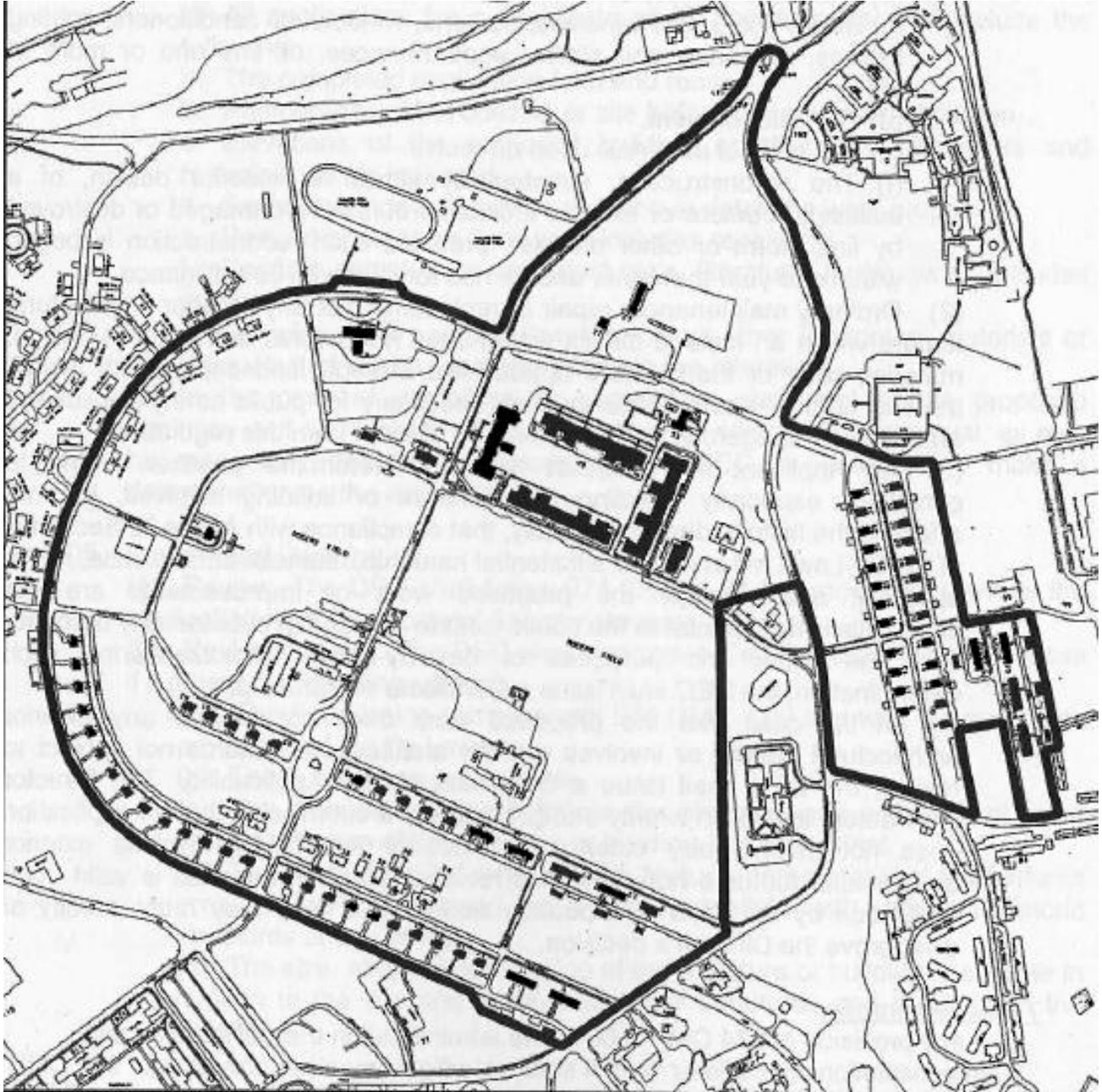
### Mailing addressees:

Mass Historical Commission  
220 Morrissey Blvd.,  
Boston, MA 02125

Alpine Property Mgmt Corp.  
12 Damonmill Sq. Suite EB2S  
Concord, MA 01742

Devens Enterprise Commission  
Neil Angus  
33 Andrews Parkway  
Devens, MA 01434

## Devens Historic District



-  - Historic Structures within the Devens Historic District Boundary
-  - Contributing Historic Structures within the Historic District Boundary

### *Historic Structure/Building:*

A combination of materials forming a shelter for persons, animals or property, including but not limited to a garage, office, or shed as well as functional construction created for purposes other than creating shelter, including but not limited to a windmill, bridge, or gazebo. Historic structure/building may also be used to refer to an historically and functionally related unit, such as a house and barn.

### *Contributing Historic Structure:*

An historic structure that adds to the historic architectural qualities, historic associations, or archaeological values for which a property or district is significant, including all detached structures on an historic property which contribute to the above qualities.

These Definitions are based primarily on the National/Massachusetts Register of Historic Places and the National Historic Preservation Act.

**Harvard Hills  
Devens Homeowners Association  
Improvement Request/Referral Form**

Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Please describe improvement & attach drawing/dimensions\*

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*Homeowners Association Use Only*

Improvement **AUTHORIZED** \_\_\_\_\_ Improvement **NOT AUTHORIZED** \_\_\_\_\_

Comments:

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\_\_\_\_\_  
*Signature of President or Authorized Agent of Homeowners Association*

*DEC Office Use Only*

DEC Approval Required \_\_\_\_\_ Yes \_\_\_\_\_ No  
Mass. Historic Commission Approval Required \_\_\_\_\_ Yes \_\_\_\_\_ No

**\*NOTE:** If this form requires DEC approval, an application must be completed with the DEC prior to the start of any work. Any changes to the above-referenced improvements must be referred to the Devens Homeowners Association and approved by the Devens Enterprise Commission prior to the start of any work. Roofs and windows approved solely by the DEC acting as the local Historic Commission for Devens.

**Questions may be directed to the Devens Enterprise Commission at 978-772-8831.  
Devens Homeowner Association Contact: Alexis Winnell, Alpine Property Management Co. 978-371-9090 Ext. 130**

