

**ALCC request to replace FRONT ENTRANCE and/or STORM DOOR**

Failure to complete this form and obtain approval **PRIOR to starting** project will result in **minimum \$100 fine**

This process must be followed for deposit return

**Name:** \_\_\_\_\_

\_\_\_\_\_ ADAMS  
\_\_\_\_\_ BURNHAM  
\_\_\_\_\_ CLARK  
\_\_\_\_\_ DEARBORN  
\_\_\_\_\_ EVANSTON

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **can we email approval paperwork? Y/N**

**Date submitted:** \_\_\_\_\_ **\$250.00 security deposit is required.**

**Signature:** \_\_\_\_\_

**Planned improvements:**

\_\_\_\_\_ FRONT ENTRANCE DOOR                      \_\_\_\_\_ STORM DOOR

**Describe improvement and include a photo brochure:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Entrance doors must be approved colors. White, light beige, dark beige, dark brown, red and green are only colors permitted. Color samples are available in the Acacia office.

Storm doors must be almond, dark brown, bronze or white and glass with full view.

**Name, address & phone of CONTRACTOR:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor email:** \_\_\_\_\_ **can we email you approval paperwork? Y/N**

\*\*\*\*\*Please see page 2 for guidelines and contractor signature. Request is not valid without contractor signature.

**DATE APPROVED: #1** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**                      **#2** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**

**APPROVED WORK MUST BE STARTED WITHIN 40 DAYS OF APPROVAL OR A NEW APPROVAL WILL BE NECESSARY.**                      2/19

## GUIDELINES for REPLACING FRONT ENTRANCE and/or STORM DOORS

The following are recommended procedures for removing existing entrance and/or storm doors and installing new units as replacements:

1. Properly remove any interior treatments.
2. Properly protect interior from demolition and construction debris.
3. Remove all storm sash, interior trim and frames.
4. Remove all exterior trim.
5. Inspect structural framework for rot, water damage or bug infestation.
6. Replace damaged framing and add framing as needed.
7. Cover framing with exterior sheathing and building wrap.
8. Properly install door frames to be plumb, level and square.
9. Install new door sash. (Any glass should be dual-pane insulated.)
10. Install new exterior wood trim to match existing style. (Exterior cedar trim may be requested of the Townhome Maintenance Manager.)
11. Completely insulate new framing and around new door frame.
12. Install new trim to match existing style.
13. Clean-up all construction debris and tools.
14. Reinstall any removed window/door treatments.

Have your installer quote from these guidelines and follow this program. This will ensure a good installation of whatever type front entrance or storm doors you purchase.

Some entrance door installers are not completely removing the existing frames. They are covering the frames and outside brickmold with aluminum. When entrance doors are done this way, it is impossible to inspect a home's framework for rot, water damage, or bug infestation.

New entrance door replacements should be installed with inspected and repaired (as needed) structural framework and new frames. Anything less than "INSPECTED and REPAIRED" will be less than a complete job.

I have read and understand these guidelines and will do my installation in accordance with these guidelines.

Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_