

K. DESCRIPTION OF SIGN

51. Type of Sign _____
52. Dimensions of sign. Length _____ Width _____ Thickness _____ Area _____
53. Projection beyond building line _____ Clear height above sidewalk _____
54. If roof sign, give distance back from the edge of roof _____
55. Material constructed of _____ Weight _____
56. Remarks: (State clearly method of operation and attachment, giving size of bolts, chains, anchors, etc.) _____

IV. DESCRIPTION OF PROPOSED WORK — For Applicant Use — Attach two copies of Plans and Specifications

See attached

SPECIAL NOTE FOR HISTORIC REVIEW CERTIFICATE APPLICATION

Describe in detail the nature and scope of all proposed work. Supplemental plans and/or drawing showing all pertinent architectural features and materials to be used are required when any architectural additions or alterations are involved.

V. IDENTIFICATION — To be completed by all applicants

	Name	Mailing Address — Number, Street, City, and State	ZIP Code	Tel. No.
1. Owner or Lessee	Johanna Tepperwien	113 E. 2 ND St., New Castle DE	19720	914 522 9469
2. Contractor	Guntton Corp Pella Windows	26150 Richmond Rd Bedford Hts OH 44146	201119785	302 9990535
3. Architect or Engineer				

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant Johanna Tepperwien	Please Print Name Johanna Tepperwien	Address 113 E. 2 ND ST New Castle DE 19720	Application Date 5/29/26
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VI. ZONING PLAN EXAMINERS OR BOARD OF ADJUSTMENT NOTES

DISTRICT _____

USE _____

FRONT YARD _____

SIDE YARD _____

SIDE YARD _____

REAR YARD _____

NOTES _____

_____**VII. HISTORIC AREA COMMISSION**

DATE RECEIVED _____

HISTORIC AREA REVIEW FEE

50.00

DATE OF INITIAL ACTION BY COMMISSION _____

CERTIFICATE ISSUED # _____

ACTION AND/OR
RECOMMENDATION _____

COMMISSION VOTE

APPROVED DENIED TABLED

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

AUTHORIZED SIGNATURE _____

DATE _____

VIII. VALIDATIONBuilding
Permit Number _____

4/54.101

Building
Permit Issued _____Building
Permit Fee \$

400.00

Renewal Fee \$ _____

Certificate of Occupancy \$ _____

Approved By: _____

MSC Approval _____

Date _____

FOR DEPARTMENT USE ONLY

Use Group _____

Fire Grading _____

Live Loading _____

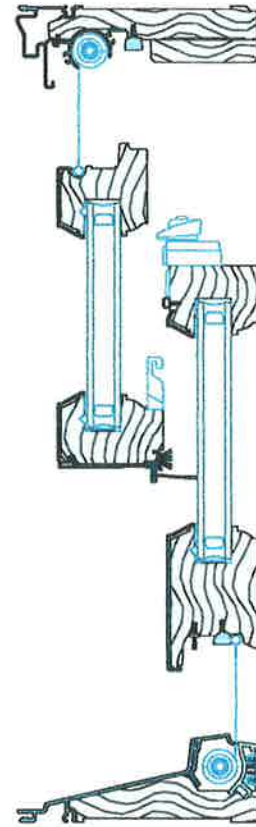
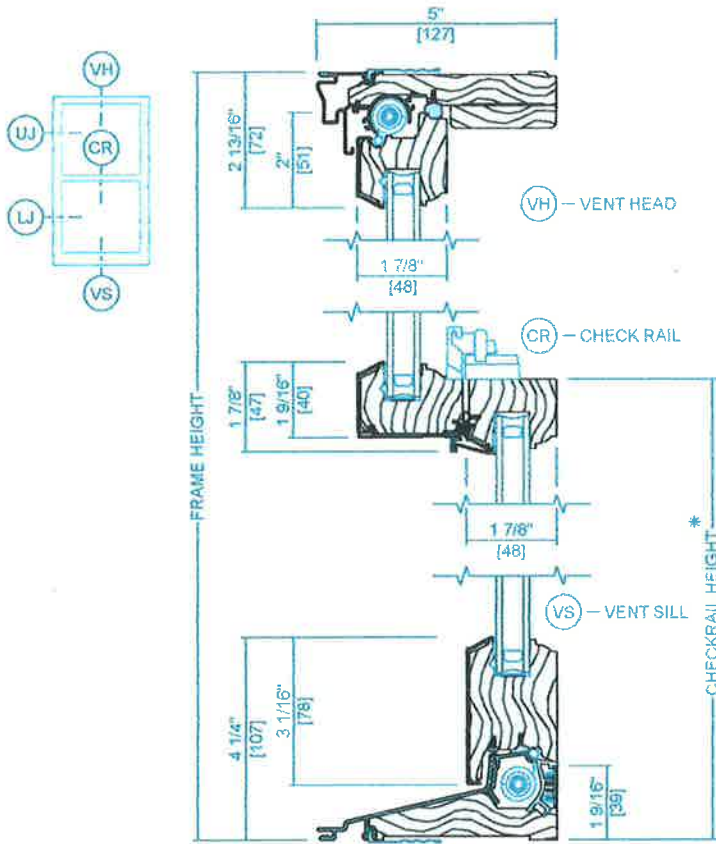
Occupancy Load _____

IX. OFFICIAL USE ONLY

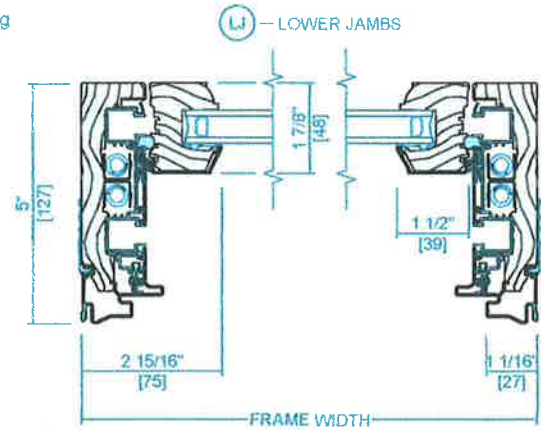
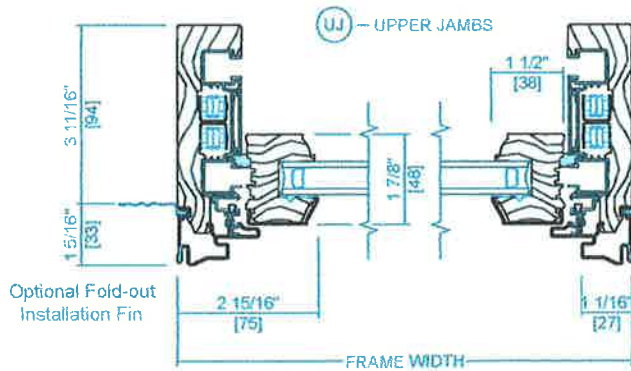


Pella® Reserve™ Traditional Hung Window

Unit Sections - Aluminum-Clad Putty Glaze Exterior Profile with Integrated Rolscreen®



* Dimension required for ordering units with unequal sash.



Scale 3" = 1' 0"

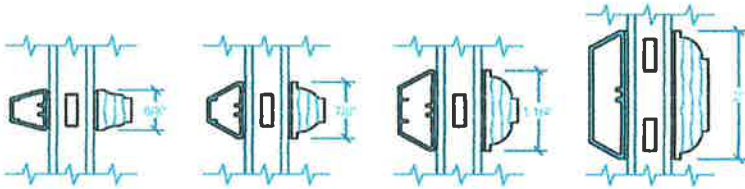
All dimensions are approximate.



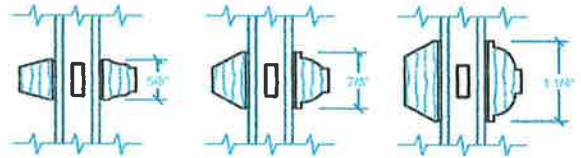
Grille Profiles

Traditional Style Collection - Integral Light Technology®

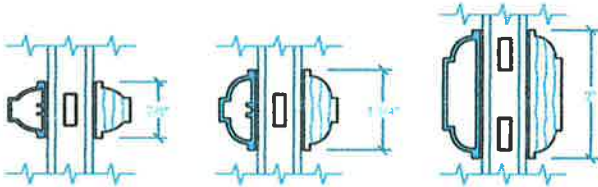
Putty Glaze and Ogee Grilles Clad Exterior - Wood Interior



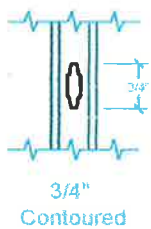
Putty Glaze and Ogee Grilles Wood Exterior - Wood Interior



Ogee Grilles Clad Exterior - Wood Interior



Grilles-Between-the-Glass



Interior wood ILT grilles available in Pine, Mahogany or Douglas Fir to match complete unit.
Exterior wood ILT grilles available in Pine or Mahogany to match complete unit.



Contract - Detailed

Pella Window and Door Showroom of Wilmington
3622 Concord Pike
Wilmington, DE 19803
Phone: (302) 999-0535 Fax: (302) 999-9932

Sales Rep Name: Tabolinsky, Brad
Sales Rep Phone: 302-333-8940
Sales Rep Fax:
Sales Rep E-Mail: brad_tabolinsky@gunton.com

Customer Information	Project/Delivery Address	Order Information
Johanna Tepperwien 113 E 2nd St Historic New Castle, DE 19720-4805 Primary Phone: (914) 5229469 Mobile Phone: Fax Number: E-Mail: j2tepper@verizon.net Great Plains #: 1009078780 Customer Number: 1012913678 Customer Account: 1009078780	Johanna Tepperwien - 113 E. 2nd St., New Castle, 113 E. 2nd St. Lot # New Castle, DE 19720 County:	Quote Name: Johanna Tepperwien - 113 E. 2nd St., New Order Number: 7645T026B Quote Number: 20872541 Order Type: Installed Sales Payment Terms: Tax Code: DEINSTALL Quoted Date: 5/25/2026

Line #	Location:	Attributes
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10 1st Floor

Pella Reserve, Traditional Double Hung, White

Qty

1



Viewed From Exterior

PK #
2239

1: Double Hung, Equal

General Information: Standard, Luxury, Clad, Pine, 5", 3 11/16", No Certification

Exterior Color / Finish: Painted, Standard Enduraclad, White

Interior Color / Finish: Bright White Paint Interior

Sash / Panel: Putty Glaze, Ogee, Standard, No Sash Lugs

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Spoon-Style Lock, Champagne, No Window Opening Control Device, No Limited Opening Hardware, Order Sash Lift, Shipped In Unit, No Integrated Sensor

Screen: Integrated Roloscreen® Both Sash, Shipped In Unit

Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-N-232-01143-00001, Performance Class CW, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL14341, STC 28, OITC 24, Clear Opening Width 25.625, Clear Opening Height 22.062, Clear Opening Area 3.925964, Egress Does not meet typical United States egress, but may comply with local code requirements

Grille: ILT, No Custom Grille, 7/8", Traditional (3W2H / 3W2H), Putty Glaze, Ogee

PHILHRRFFW50 - HI-Full Replacement up to 50in W

Qty 1

Line #	Location:	Attributes	
15	2nd Floor BR1	Pella Reserve, Traditional Double Hung, White	Qty 1
		PK # 2239 1: Double Hung, Equal General Information: Standard, Luxury, Clad, Pine, 5", 3 11/16", No Certification Exterior Color / Finish: Painted, Standard Enduraclad, White Interior Color / Finish: Bright White Paint Interior Sash / Panel: Putty Glaze, Ogee, Standard, No Sash Lugs Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Spoon-Style Lock, Champagne, No Window Opening Control Device, No Limited Opening Hardware, Order Sash Lift, Shipped In Unit, No Integrated Sensor Screen: Integrated Rolscreen® Both Sash, Shipped In Unit Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-N-232-01143-00001, Performance Class CW, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL14341, STC 28, OITC 24, Clear Opening Width 27.125, Clear Opening Height 23.062, Clear Opening Area 4.344144, Egress Does not meet typical United States egress, but may comply with local code requirements Grille: ILT, No Custom Grille, 7/8", Traditional (3W2H / 3W2H), Putty Glaze, Ogee	
	Viewed From Exterior		
		PHILHRRFFW50 - HI-Full Replacement up to 50in W	Qty 1

Line #	Location:	Attributes	
20	2nd Floor BR2	Pella Reserve, Traditional Double Hung, White	Qty 1
		PK # 2239 1: Double Hung, Equal General Information: Standard, Luxury, Clad, Pine, 5", 3 11/16", No Certification Exterior Color / Finish: Painted, Standard Enduraclad, White Interior Color / Finish: Bright White Paint Interior Sash / Panel: Putty Glaze, Ogee, Standard, No Sash Lugs Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Spoon-Style Lock, Champagne, No Window Opening Control Device, No Limited Opening Hardware, Order Sash Lift, Shipped In Unit, No Integrated Sensor Screen: Integrated Rolscreen® Both Sash, Shipped In Unit Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-N-232-01143-00001, Performance Class CW, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL14341, STC 28, OITC 24, Clear Opening Width 27.125, Clear Opening Height 23.062, Clear Opening Area 4.344144, Egress Does not meet typical United States egress, but may comply with local code requirements Grille: ILT, No Custom Grille, 7/8", Traditional (3W2H / 3W2H), Putty Glaze, Ogee	
	Viewed From Exterior		
		PHILHRRFFW50 - HI-Full Replacement up to 50in W	Qty 1

Thank You For Purchasing Pella® Products

☐ Project Checklist has been reviewed

Johanna Tepperwien

Customer Name (Please print)
Signed by:

Johanna Tepperwien

Customer Signature 2832BA2526C349C...

5/28/26

Date

Credit Card Approval Signature

Brad Tabolinsky

Pella Sales Rep Name (Please print)

Brad Tabolinsky

Pella Sales Rep Signature

5/28/26

Date

Order Totals

Taxable Subtotal	\$11,750.00
Sales Tax @ 0%	\$0.00
Non-taxable Subtotal	\$5,184.00
Total	\$16,934.00
Deposit Received	\$0.00
Amount Due	\$16,934.00











HISTORIC AREA COMMISSION REVIEW APPLICATION



CONSULTATION



HISTORIC REVIEW CERTIFICATE

Fee	Paid On
\$50.00	

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date

1. NAME OF APPLICANT

Robert Fonda

Business (if applicable)

Address

33 W. 4th St.

City

New Castle

State

DE

Zip Code

19720

Daytime telephone

302-983-9306

Other phone/email

r11r3f@aol.com

The above contact information will be used for correspondence. Please ensure this information is accurate.

2. NAME OF PROPERTY OWNER

Robert Fonda

Business (if applicable)

Address

same

City

State

Zip Code

Daytime telephone (required)

Other phone

3. PROJECT STREET ADDRESS

33 W. 4th

4. LEGAL DESCRIPTION: Lot



Block



Subdivision

Parcel

5. EXISTING USE



PROPOSED USE

6. PROPOSED PROJECT WORK

A. DEMOLITION



YES



NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR

REPLACE



Roof

Replace with in kind higher Grade Materials

Roof structures (dormers, chimneys, etc.)

MANSARD roof has Shale.

Exterior finishes (stucco, masonry, siding)

It needs replaced I want to

Porch/Deck/Balcony

USE a Composite Shale which will look

Awning/Canopy

more authentic BRAVA

Exterior Doors

This product has been used on

Windows

other properties on the street.

Shutters



Foundation (including infill)



Exterior lighting & other appurtenances



Existing fences, walls & gates



Existing parking, walkways & other site features

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building _____
- ☐ New addition _____
- ☐ New roof structures (dormers, chimneys, etc.) _____
- ☐ New porch/deck/balcony _____
- ☐ New awning/canopy _____
- ☐ New entrances _____
- ☐ New window opening/sashes _____
- ☐ New exterior lighting _____
- ☐ New fence/wall/gate _____
- ☐ New parking/walkways/other site features _____
- ☐ Exterior utility service/mechanical equipment _____

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☐ Curbs and sidewalks

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

Enter Description here: *my Roof is made up of 4 Sections all of which are Fairing Front MANSARD, Top Front, Middle, & Back will Replace with GAF superior Roofing on all sections Except front which will be Brown Shake. I also want to Change the Color to a more traditional Color as it is now a Strange Orange - House is not historical built 1953 Rear 1975*

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties.

I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.

I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.

PRINT APPLICANT'S NAME

SIGNATURE OF APPLICANT

PRINT OWNER'S NAME

SIGNATURE OF OWNER

DATE

DATE

APPLICANT COMPLETENESS REVIEW CHECKLIST & ACKNOWLEDGMENT

All work performed in a Historic District, Residence or Commercial, requires prior approval of the Historic Area Commission (HAC) and the issuance of a Historic Review Certificate pursuant to Section 230-45 of the Zoning Code.

Applicants for work to be done in Historic Zoning Districts must submit applications to the Historic Area Commission and obtain the required certificate in addition to obtaining a building permit.

All proposed work items shall be reviewed for consistency and compliance with the most recent edition of the "City of New Castle Historic Area Commission Guidelines and Standards" and its Supplements. Copies of this document are available the website at <https://newcastlecivil.delaware.gov/historic-area-commission/>

Relevant information necessary for the issuance of a HAC Review Certificate include, but are not be limited to, the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Historic Area Commission Guidelines and Standards*. The minimum application requirements for each scope of work are indicated below. Discuss the project with City Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal for inclusion on the agenda of the HAC meeting.

Complete applications must be submitted up to 15 days before the meeting to be included on the agenda.



INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

The below is a list of requirements based upon the scope of work. To be completed by planning staff

ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing roof and affected features |
| ☐ | ☐ | ☐ | Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture |
| ☐ | ☐ | ☐ | Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |
| ☐ | ☐ | ☐ | Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only) |

EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing surface or feature including close-up and full building perspective |
| ☐ | ☐ | ☐ | Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable |
| ☐ | ☐ | ☐ | Documentation of justification for changing the siding, finish, or feature and the extent of the affected area |
| ☐ | ☐ | ☐ | Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture |

PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony |
| ☐ | ☐ | ☐ | Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable |
| ☐ | ☐ | ☐ | Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony |
| ☐ | ☐ | ☐ | Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

AWNING/CANOPY

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing awning/canopy or location of proposed awning/canopy |
| ☐ | ☐ | ☐ | Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable |
| ☐ | ☐ | ☐ | Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the facade |
| ☐ | ☐ | ☐ | Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing awning/canopy and the extent of the affected area |

EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing door(s) or location of proposed new door opening(s) |
| ☐ | ☐ | ☐ | Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening) |
| ☐ | ☐ | ☐ | For new openings, a scaled wall section |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing door(s) and the extent of the affected area. |

CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a |
| ☐ | ☐ | ☐ | scaled wall section with proposed window |
| ☐ | ☐ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☐ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☐ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☐ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish |
| ☐ | ☐ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☐ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☐ | ☐ | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☐ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed construction with context area |
| ☐ | ☐ | ☐ | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line and proposed construction |
| ☐ | ☐ | ☐ | Scaled landscape plan |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing existing building(s) and major site features |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing proposed building(s) and major site features |
| ☐ | ☐ | ☐ | Wall sections |
| ☐ | ☐ | ☐ | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☐ | ☐ | ☐ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☐ | ☐ | ☐ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☐ | ☐ | ☐ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

Tier 01 Review

Tier 2 Review

PRINT

☐
☐

Project Address: _____

Reviewed for completion by: _____

Date: _____







