

EXTERIOR ALTERATION APPLICATION INFORMATION

Prior to completing this application, *you are encouraged to review the section in the Owen Brown Architectural Guidelines* that pertains to your alteration. A copy can be found on the website www.owenbrownvillage.org under **Property Owners and Exterior Change Process**.

TO AVOID DELAYS, PLEASE BE SURE TO COMPLETE THE FOLLOWING LIST:

- ☐ **1.** To identify your property, **fill-in** all of the blanks on page 2.
- ☐ **2.** **Provide** the Committee with a typed or printed description of what you want to do. **Only two requests per application allowed.**
- ☐ **3.** **Attach** a property plat, dimensions, drawings, material samples, brochures, and/or photographs to help clarify your written description of the proposed change.
- ☐ **4.** **Sign** the application on page 3.

Applications must be delivered, mailed or e-mailed (covenants@owenbrownvillage.org) to the Owen Brown Community Center, 6800 Cradlerock Way, Columbia, MD 21045. They may be delivered to the office Monday through Friday from 9 AM to 5 PM or Saturday from 9 AM to Noon. **Applications must be submitted to the Owen Brown Community Association at least 15 days prior** to the scheduled RAC meeting date in which the application will be reviewed. Applications must be complete, including any required attachments, or they will be returned to the owner for updates and resubmission. **Please note no double-sided pages when submitting applications.** The entire process usually takes approximately four weeks from the point of receipt of the application.

The Resident Architectural Committee (RAC) meetings are held on the **second and fourth Wednesdays of every month** at 7:30 PM via Zoom, **except for the months of November, December, January and February**. During those months **the meeting is only held on the second Wednesday** of the month. The Zoom link information will be emailed to you the day before the meeting. You are encouraged to attend the meeting at which your application will be reviewed.

On the review date, the Residential Architectural Committee recommends **Approval, Approval with Amendments or Denial** to the Executive Architectural Committee (EAC). A member of the EAC makes the final determination on the application. A copy of the application, with the final action indicated, will be returned to you within 7 days of your review date. If the application is denied or amended, you will receive appeal procedure information with your returned application. Approval is granted contingent upon the job being completed in a workmanlike manner and in exact compliance with the condition of approval. **Once work is started, the job must be completed within six months. Exterior alterations approval applies only to work done or placed on the applicant's property.**

NOTE: Work may require county approval as well. Permits from Howard County government may be required for building renovations. **It is the homeowner's responsibility to obtain all necessary approvals.** Call (410) 313-2455 for county questions.

If you live in a **townhouse or condo**, you should check with your **HOA** to determine if your changes are consistent with their guidelines. **A separate application and approval may be required from your townhouse/condo association.**

If you are **building new structures or changing anything along your property line**, the statement from the Columbia Association concerning use of CA open space on page 4 **MUST** be signed.

If you have any questions, please call (410) 381-0202 or e-mail covenants@owenbrownvillage.org.

**VILLAGE OF OWEN BROWN
EXTERIOR ALTERATION APPLICATION**

PRINT OR TYPE ALL INFORMATION

For Office Use

OB# _____

Date Rec'd: _____

Fast Track: ☐

All residents may e-mail, mail or deliver application to:

Owen Brown Architectural Committee

Attn: Covenant Advisor

6800 Cradlerock Way

Columbia, MD 21045 Phone 410-381-0202 E-mail: covenants@owenbrownvillage.org

PROPERTY ADDRESS _____

NAME OF PROPERTY OWNER: _____

MAILING ADDRESS: _____

Phone # Home _____ Work _____ Cell _____

Email: _____ (required)
(Print clearly)

CURRENT COLOR: House _____ Siding _____ Trim _____ Shutters _____ Roof _____ Door _____ Gutters _____ Windows _____ Shed _____ Storm Door _____

TYPE OF ALTERATION REQUESTED: *please check one or two item per application*

___ Addition ___ Color Change ___ Fence ___ Lighting ___ Roof ___ Siding ___ Deck/Patio
___ Tree Removal ___ Chimney ___ Landscaping ___ Window ___ Door ___ Other

Describe Proposed Changes (All projects except doors, windows and roof replacements require a **plat, drawings, dimensions, colors, material samples, brochures and/or photographs.**). Use the below section and additional pages as needed to be as descriptive as possible (print or type):

I understand that members of the Architectural Committee and/or the Covenant Advisor are permitted by the covenants to enter my property to review the plans for any proposed alterations or in home business and this does not constitute trespass.

PROPERTY OWNER'S SIGNATURE _____ DATE: _____

PRINTED NAME: _____

For Village Use Only

RESIDENTIAL ARCHITECTURAL COMMITTEE ACTION

- () Recommend approval as submitted
() Recommend approval as amended (see remarks below)
() Recommend denial (reason stated below)

RAC Member signature _____ Date: _____

EXECUTIVE ARCHITECTURAL COMMITTEE ACTION

- () Approved as submitted () Approved as amended (see remarks above) () Denied (reason stated above)

EAC member signature _____ Date: _____

APPEAL DECISION - FINAL EXECUTIVE ARCHITECTURAL COMMITTEE ACTION

- () Approved as submitted () Approved as amended (see remarks below) () Denied (reason stated below)

EAC member signature _____ Date: _____



6310 Hillside Court, Suite 100
Columbia, Maryland 21046-1070
ColumbiaAssociation.org

Statement from the Columbia Association Regarding Exterior Alteration Application:

If this application involves the placement of a structure on a portion of the applicant's property adjacent to Columbia Association (CA) property and it is determined at any time that any portion of the structure has been placed on CA property, applicant disclaims for himself/herself and his/her successors any interest in CA's property, agrees to indemnify CA against any costs it incurs to protect its property rights, and agrees to remove the structure from CA's property.

I/we have read, acknowledge and agree with the statement above:

Owner(s) _____

Date: _____