

EXTERIOR ALTERATION APPLICATION INFORMATION

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. **Please note no double-sided pages when submitting applications.**

NOTE: Permits from Howard County government may be required for building renovations. Call 410-313-2455 for county questions. It is the homeowner's responsibility to obtain all necessary approvals. The Resident Architectural Committee (RAC) meetings are held on the 2nd and 4th Wednesdays at 7:30 PM at the Owen Brown Community Center, 6800 Cradlerock Way, **except for the months of November, December, January and February.** During those months **the meeting is only held on the 2nd Wednesday** of the month.

You are encouraged to attend the meeting at which your application will be reviewed.

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.

Page 4 of the application is a Statement from the Columbia Association concerning use of CA open space. The execution of the statement is voluntary and will not affect the review of your application.

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. **Review** the section in the Owen Brown Architectural Guidelines that pertains to your alteration. A copy can be found on the website under "Covenants".
- ___ 3. **Provide** the Committee with a typed or printed description of what you want to do. **Only two request per application allowed.**
- ___ 4. **Attach** a property plat, dimensions, drawings, material samples, brochures, and/or photographs to help clarify your written description of the proposed change.
- ___ 5. **Sign** the application on page 3.

RAC Meeting Dates

Public RAC meetings are held on the **second and fourth Wednesdays of every month** at 7:30 PM at the Owen Brown Community Center at 6800 Cradlerock Way. The entire process usually takes approximately four weeks from the point of receipt of the application. **Applications must be submitted to the Owen Brown Community Association 15 days prior** to the scheduled RAC meeting date. Applications must be complete, including any required attachments or they will be returned to the owner for updates and resubmission.

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. Guidelines to the Owen Brown covenants are available at the Village office and on-line at www.owenbrownvillage.org under **Property Owners**. 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: _____

IF YOUR APPLICATION HAS BEEN AMENDED OR DENIED, INFORMATION ABOUT THE APPEAL PROCEDURE WILL ACCOMPANY THIS APPLICATION WHEN IT IS RETURNED TO YOU. APPROVAL IS GRANTED CONTINGENT UPON THE JOB BEING COMPLETED IN A WORKMANLIKE MANNER AND IN EXACT COMPLIANCE WITH THE CONDITION OF APPROVAL. **WORK MUST BE STARTED WITHIN SIX MONTHS OF THE APPROVAL DATE AND FINISHED WITHIN 120 DAYS OF THE START OF CONSTRUCTION.** A WRITTEN REQUEST MUST BE MADE FOR A TIME EXTENSION. **EXTERIOR ALTERATIONS APPROVAL APPLIES ONLY TO WORK DONE OR PLACED ON THE APPLICANT'S PROPERTY.** WORK MAY REQUIRE COUNTY APPROVAL AS WELL.