

## **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.

**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 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays at 7:30 PM at the Owen Brown Community Center, 6800 Cradlerock Way, **except for the months of October, November, December, January and February**. During those months **the meeting is only held on the 2<sup>nd</sup> 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 alteration 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 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](http://www.owenbrownvillage.org) under **Covenants**. If you have any questions, please call (410) 381-0202 or e-mail ([covenants@owenbrownvillage.org](mailto:covenants@owenbrownvillage.org)).

**VILLAGE OF OWEN BROWN  
EXTERIOR ALTERATION APPLICATION**

For Office Use
OB# _____
Date Rec'd: _____
Fast Track: <input type="checkbox"/>

PRINT OR TYPE ALL INFORMATION

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](mailto:covenants@owenbrownvillage.org)

PROPERTY ADDRESS \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email (**only** if you want to receive your response by email): \_\_\_\_\_

(Print clearly)

<b>CURRENT COLOR:</b> House _____ Siding _____ Trim _____ Shutters _____ Roof _____ Door _____ Gutters _____ Windows _____ Shed _____ Storm Door _____
---

**TYPE OF ALTERATION REQUESTED:** *please check no more than two items per application*

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

**Describe Proposed Changes** (Depending on the project—and specifically when applying for fences, sheds, new additions, decks or patios—you will need to provide **plat, drawings, dimensions, material samples, brochures and/or photographs.**). Use the below section and additional pages as needed (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.



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