



**Oakland Mills Community Association
EXTERIOR ALTERATION APPLICATION**

PLEASE MAIL OR DELIVER TO:

Oakland Mills Community Association
5851 Robert Oliver Place
Columbia, Maryland 21045
ATTN: Covenant Advisor (email: omcacov@columbiavillages.org)
WEB: <http://oaklandmills.columbiavillages.org>

FOR OFFICE USE ONLY		
OM #	_____	
DATE REC'D	_____	
RAC:	_____	
AC REVIEW DEADLINE:	_____	
SEC	AREA	LOT
AC APPEAL:	_____	

NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____

EMAIL: _____

The Resident Architectural Committee meets on the first and third Thursday of each month at 7:30 p.m. at The Other Barn. Your application will be assigned to a committee member for review. Please check in The Grist, in the lobby of The Other Barn or on our Web site: <http://oaklandmills.columbiavillages.org> for submission deadlines. You are encouraged to attend the meeting at which your application is considered. Please call the Covenant Advisor if you are unsure of the specific date of that meeting.

DESCRIPTION OF PROPOSED CHANGES:

SIGNATURE OF OWNER _____ DATE _____

THE FOLLOWING ITEMS MUST BE ATTACHED TO THE APPLICATION:

- OFFICIAL SITE PLAN-with dimensions, boundaries, present structures, & proposed alteration
- SCALE DRAWINGS-of proposed construction including elevations/all views
- COLOR/MATERIAL SAMPLES-roof, siding, trim, paint chips, etc.
- LIGHTING DESIGN-if appropriate
- DRAWING OF HOUSE IF CHANGING ORIENTATION OF SIDING

ACKNOWLEDGEMENT OF AFFECTED AND ADJACENT RESIDENTS: (at least two required)

(Note: Affected and surrounding residents signature indicates awareness of intent, not approval or disapproval. If you have any questions concerning this application, please call the Covenant Advisor at 410-730-4610 or 301-596-5237. Residents input may be given at open committee meetings.)

NAME: _____ ADDRESS _____

NAME: _____ ADDRESS _____

NAME: _____ ADDRESS _____

INSTRUCTIONS TO THE APPLICANT:

1. Approval of this application does not authorize violation of any provisions of the Howard County building and zoning codes. Obtain building permit by calling 410-313-2455.
2. Approval by the Architecture Committee may also be subject to local association covenants or restrictions. In most cases the more restrictive criteria shall apply; therefore, it is the homeowner's responsibility to insure compliance with all applicable restrictions.
3. Any approval is contingent upon work being completed in an acceptable manner and in exact compliance with all terms and conditions of the approval unless an amendment is requested by the applicant and approved by the Architecture Committee.
4. The entire project must be completed within 180 days after construction begins.
5. Processing of this application will normally take 30 days, although the Covenants allow up to 60 days for review. This application will be reviewed initially by the Resident Architecture Committee which meets the first and third Thursday of each month. A list of applications to be reviewed at each meeting is posted two weeks prior to the meeting in The Other Barn (Oakland Mills Community Association office).
6. **EXTERIOR ALTERATIONS BEGUN WITHOUT PRIOR APPROVAL OF THE ARCHITECTURE COMMITTEE ARE IN VIOLATION OF THE COVENANTS AND AT THE APPLICANT'S OWN RISK. COPIES OF THE COMPLETE ARCHITECTURAL GUIDELINES ARE AVAILABLE AT THE OTHER BARN (OAKLAND MILLS COMMUNITY ASSOCIATION OFFICE).**

IF YOU HAVE ANY QUESTIONS CALL THE COVENANT ADVISOR AT 410-730-4610 OR 301-596-5237.

RECOMMENDATION OF THE RESIDENT ARCHITECTURE COMMITTEE (RAC):

____ Approved as submitted, DATE OF REVIEW: _____

____ Approved with the following provisions, DATE OF REVIEW: _____

____ Denied for the following reasons, DATE OF REVIEW: _____

____ Tabled for the following reasons, 1st TABLE DATE: _____ 2nd TABLE DATE: _____

1st
TABLE: _____

2nd
TABLE: _____

FOR RAC: _____ FOR RAC: _____

ARCHITECTURE COMMITTEE ACTION:

Approve RAC Recommendations: _____

Other Action: _____

Signature of AC member: _____ DATE: _____

If you disagree with this decision you may, within ten days of receipt of this notice, notify the Covenant Advisor in writing of your intent to appeal. You will be notified of the appeal date.

ARCHITECTURE COMMITTEE APPEAL ACTION:

Signature of AC Member: _____ DATE: _____