



**Oakland Mills Community Association
EXTERIOR ALTERATION APPLICATION**

APPLICATION SHOULD BE RETURNED TO:
 Oakland Mills Community Association
 5851 Robert Oliver Place
 Columbia, MD 21045
 Attn: Covenant Advisor,
 applications@oaklandmills.org
 Phone 410-730-4610 Fax 410-730-4620

FOR OFFICE USE ONLY

OM # _____
 Date Rec'd _____
 RAC: _____
 AC Deadline _____
 LoC _____ Comp _____
 CA _____ HOA _____
 Trees _____
 AC Appeal _____
 S.A.L _____

NAME: _____
 ADDRESS: _____
 PHONE: (Primary) _____ (2nd) _____
 EMAIL: _____

The Resident Architecture Committee (RAC) meets on the first and third Thursday of each month at 7:30pm at The Other Barn. Your application will be assigned to a committee member for review. Please consult The Flier, visit the lobby of the Other Barn or visit our website at oaklandmills.org for submission deadlines, meeting dates and other covenant information. You are strongly encouraged to attend the meeting at which your application is considered. Please contact the Covenant Advisor if you have any questions.

Description of Proposed Changes: _____

Signature: _____ Date: _____

Please attach the following information to your application as appropriate for your alteration.

1. **Official Site Plan** - with dimensions, boundaries, present structures and proposed alterations.
2. **Scale Drawings** - of proposed construction including elevations/all views
3. **Color/Material Samples** - roof, siding, trim, paint colors, etc.
4. **Lighting Plan** – of proposed changes to the exterior lighting of the property.
5. **Picture of House/Property** - including the affected area.

ACKNOWLEDGEMENT OF RESIDENTS NEIGHBORING YOUR PROPERTY.

Note: Affected and surrounding residents' signature indicates awareness only and does not represent approval or disapproval of your alteration.

NAME: _____ ADDRESS: _____
 NAME: _____ ADDRESS: _____
 NAME: _____ ADDRESS: _____

INSTRUCTIONS TO THE APPLICANT:

1. Approval of this application does not supersede any provisions of the Howard County building and zoning codes. For information regarding building permits call 410-313-2455.
2. In addition to approval by the Architecture Committee, your proposed project may also be subject to additional association covenants or restrictions. Generally the more restrictive criteria shall apply. It is the applicant's responsibility to insure compliance with all applicable restrictions.
3. Projects shall be completed in exact compliance with all terms and conditions of the approval. Changes to an approved project will require a new application.
4. Projects shall be approved only within the lot owners' property lines.
5. The entire project must be completed within 180 days from the time construction begins. If additional time becomes necessary, please advise the covenant advisor.
6. Exterior alterations begun without approval of the Architecture Committee are in violation of the Oakland Mills covenants and done at the applicant's own risk.
7. If this application involves the placement of a structure on a portion of the applicant's property adjacent to Columbia Association (CA) property and any portion of the structure is 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.

RECOMMENDATION OF THE RESIDENT ARCHITECTURE COMMITTEE (RAC):

_____ Approved _____ With provisions _____ Denied DATE: _____

Provisions/Explanation: _____

_____ Tabled for the following reasons, 1ST DATE: _____ 2nd 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 (10) 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: _____