



**Oakland Mills Community Association
EXTERIOR ALTERATION APPLICATION
For NON-RESIDENTIAL PROPERTY**

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 # _____
Rec'd _____
Board _____
Comment _____
NRAAC _____
To AC _____
AC Deadline _____
AC Appeal _____

Property Owner's Name: _____
Property Address _____, Columbia, MD 21045
Primary Contact: Name _____ Phone _____
EMAIL: _____

Description of Proposed Changes: _____

Owner's Signature: _____ Date: _____

ACKNOWLEDGEMENT OF RESIDENTS/BUSINESSES NEIGHBORING YOUR PROPERTY.

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

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

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

- 1. Complete Application form including signatures from all adjoining property owners indicating awareness of proposed architectural changes.**
- 2. Response to comments from meeting with the Board and open comment period.**
- 3. Final site plan with all details and any revisions to the preliminary site plan at a minimum scale of 1" = 30' or as required by the AC depending upon the size and complexity of the project.**
- 4. Location and details of all walks, courtyards, fences, trash dumpster enclosures, communication equipment and other exterior features within the building site.**
- 5. Final construction drawings showing all elevations, including details of trim and finishes at a minimum scale of 1/4" = 1'-0" or as required by the AC depending upon the size and complexity of the project.**
- 6. Actual material and color samples of exterior wall material and roofing including trim, doors, windows, etc. The AC may require the applicant to construct a sample panel on site in order to review material and color selections for final approval.**
- 7. Final signage drawings showing the location and appearance of all signs and graphics including their size, materials and any illumination, if Application includes signage.**
- 8. Final exterior lighting system including locations, mounting heights and manufacturer's catalog photographs of proposed fixtures, if Application includes lighting changes. The AC will generally require a photometric study in order to be able to review the proposed intensity of lighting.**
- 9. Final landscape plan at a minimum scale of 1" = 30' or as required by the AC specifying the location, type and size of all plant materials, if Application includes landscaping changes.**
- 10. Temporary construction facilities such as trailers, storage locations, fences, temporary signs, lights, etc., if Application requires temporary construction facilities.**
- 11. Any other materials requested by the AC to explain the intent and character of the project.**

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 follow Non-Residential Properties Architectural Procedures.
4. Projects shall be approved only within the lot owners' property lines.
5. The entire project must be completed within approved construction time timeline. 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 Non-Residential Architectural Advisory Committee (NRAAC):

_____ Approved _____ With provisions _____ Denied _____ Mixed DATE: _____

Provisions/Explanation: _____

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

1st Table: _____

2nd Table: _____

For NRAAC: _____ For NRAAC: _____

Architecture Committee ACTION:

_____ Approve NRAAC Recommendations

Other Action: _____

Signature of AC Liaison: _____ 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: _____