



**Oakland Mills Community Association  
EXTERIOR ALTERATION APPLICATION**

APPLICATION SHOULD BE EMAILED TO  
 Oakland Mills Community Association  
 Attn: Covenant Advisor  
 applications@oaklandmills.org  
 OR DROPPED OFF AT THE OTHER BARN  
 5851 Robert Oliver Place  
 Columbia, MD 21045  
 Call for hours: 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 virtually on the first and third Thursdays of each month at 7:00 p.m. Your application will be assigned to a committee member for review. Please visit the lobby of The Other Barn or our website at [oaklandmills.org](http://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: \_\_\_\_\_

Your Signature indicates acceptance of the Instructions to Applicant on page 2.

**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' signatures indicate awareness only and do not represent approval or disapproval of your alteration. (Due to the ongoing Covid pandemic please inform the covenant advisor if you are unable to obtain neighbors signatures. An email acknowledgment from neighbors will be accepted in lieu of a signature.)

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 or easement restrictions. 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 ensure 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    \_\_\_\_ Mixed    DATE: \_\_\_\_\_

Provisions/Explanation: \_\_\_\_\_

\_\_\_\_ Tabled for the following reasons—      1<sup>st</sup> DATE: \_\_\_\_\_      2<sup>nd</sup> DATE: \_\_\_\_\_

1<sup>st</sup> TABLE: \_\_\_\_\_

2<sup>nd</sup> 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: \_\_\_\_\_