



**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** 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.

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— 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: _____