



**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 Thursdays of each month at 7:00 p.m. virtually via Zoom. Your application will be assigned to a committee member for review. Please 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.

Please use the checklist below to ensure all necessary materials are included with the application before submitting.

Please review pages 4 and 5 to ensure complete application.
Incomplete applications will be returned and will not be processed or placed on the agenda for review until all necessary information is provided.

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

Description of Proposed Changes: _____

Description Continued: _____

OWNER'S SIGNATURE (REQUIRED): _____
Signature indicates the homeowner has read and understands all requirements.

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.
OMCA encourages you to obtain these signatures as a neighborly courtesy, but it is not required.

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

FOR VILLAGE USE ONLY:

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: _____

INFORMATION FOR THE APPLICANT:

- Read the Oakland Mills guidelines which pertain to your application. You can contact the Covenant Advisor at any time in the process if you don't understand something, and before you submit your application if you wish. Guidelines are available on our website, oaklandmills.org, or at the Village Office.
- 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.
- Include a plat or location survey for any alteration which will change the "footprint" of your house or lot. NEW doors, windows, siding, painting, etc., do not require a location survey.
- Include an elevation/scale drawing and/or pictures of the alteration from ALL viewable sides. Please be sure to include dimensions, materials, and colors that will be used. Samples and brochures may be submitted and are always welcome. Avoid requesting a color change without a sample. ANY change in color requires an application.
- In the case of siding, please submit a drawing of your house if you are changing the direction/orientation—for example, from vertical to horizontal, etc. Please note if you are not changing color, direction, or material, no application is needed.
- If the alteration will be made of wood or similar material, such as composite, specify the type and color, and if it will be left natural or painted, as with a deck, privacy fence, or porch.
- It is not necessary to provide licensing or inspection information for construction or in home businesses that require it. 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.

- 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.
- Projects shall be approved only within the lot owners' property lines. Approval does not allow for encroachment on neighboring property.
- The entire project must be completed within 180 days from the time construction begins. If additional time becomes necessary, please advise the Covenant Advisor.
- Please be aware that once a completed application is submitted and accepted, it must be reviewed within 60 days. Applications received by the deadline day will generally be reviewed in 16 days.
- While not mandatory, it is highly recommended that residents attend the meeting in which their review will occur, especially with new construction. Questions can be answered, enhancing the approval process. Meetings are now virtual via Zoom (link posted on the [oaklandmills.org homepage](http://oaklandmills.org) three days prior to the meeting) and will begin at 7:00 p.m. with sign-in beginning at 6:30 p.m. Residents will be heard in the order in which they sign in.
- Remember that alterations and businesses which require an application should never be undertaken without architectural approval. Owners who begin work or commence in-home businesses without approval are doing so at their own risk, are in violation of the covenants, and face possible removal of their alteration or business at their own expense, pursuant to the Oakland Mills Covenants.
- 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.
- If you are not sure if you need an application or have any other questions, please email the Covenant Advisor for applications at applications@oaklandmills.org. Email is preferred due to a hybrid schedule, but if needed, please call 410-730-4610.