



Village of Town Center Application for In-Home Business or Profession

Log TC#: _____
TCAC DOR _____

Owner/Applicant _____ (Owner must sign on reverse)

Address _____ Condo _____

Phone _____ Cell _____ Email _____
(home/work)

Mail or deliver application to:
Town Center Architectural Committee
5430 Vantage Point Road
Columbia, MD 21044
Phone: (410) 730-4744
Fax: (410) 730-1823
Email: Covenants@ColumbiaTownCenter.org

Type of residence:
 Single family
 Townhouse Condo
 Apartment Condo
 Other _____

DESCRIPTION OF HOME BUSINESS OR PROFESSION

Describe briefly but completely the in-home business or profession you propose to conduct, any changes to the dwelling or lot which this activity may entail, and its impact on surrounding neighbors, in accordance with the Town Center Architectural Guidelines and Village Covenants. Also provide the specific information requested below. Residents should be aware of County zoning regulations when considering an in-home business.

Type of advertising: Sign _____ Website _____ Other _____

Explain kind of materials to be stored on the property and storage requirements. _____

Number and type of vehicle(s) to be used in the business _____

Parking requirements _____

Nature and frequency of deliveries _____

Number of people involved _____ Hours of operation _____

Date proposed for start up of business _____

ACKNOWLEDGMENT OF NEIGHBORS

Signatures of **two** property owners most affected by the proposed alteration are required.

NEIGHBORS: Your signature below shows only that you are aware of this application. It does not mean that you approve of the proposal. If you disapprove, or if you wish to discuss it with the Architectural Committee, contact the Covenant Advisor at (410) 730-4744 or Covenants@ColumbiaTownCenter.org.

Signature _____ Signature _____
Address _____ Address _____
Phone _____ Phone _____

OWNER / TENANT AGREEMENT

- A. I have completed this application in good faith and it accurately describes the in-home business or profession I propose to conduct. I understand that approval of this application does not authorize me to violate any provisions of State or Howard County ordinances and regulations.
- B. I understand and agree that the profession or home business will not be conducted until specific written approval of the Architectural Committee is given. **This approval is not transferable and is valid for one year only and must be reapplied for annually unless otherwise determined by the Architectural Committee.**

Owner's signature _____ Date _____
Tenant's signature _____ Date _____

TOWN CENTER ARCHITECTURAL COMMITTEE REVIEW

- A. Processing of this application by the Town Center Architectural Committee will normally take no longer than 30 days, although the Covenants allow up to 60 days. The In-Home Business review process is described in the Town Center Architectural Guidelines. You will receive a letter from the Covenant Advisor with the Committee's decision.
- B. If you wish to discuss your application with the Committee, contact the Village office, (410) 730-4744. If you disagree with the decision of the Committee, a written appeal may be made within 10 days of receipt of the Committee decision.

Committee action _____

Remarks _____

SIGNATURE _____ DATE _____
For the Architectural Committee

4/12/19