



# Application for Exterior Alteration

### OFFICE USE ONLY

TCCA Log # \_\_\_\_\_

TCAC DOR: \_\_\_\_\_

\*Owner/Applicant \_\_\_\_\_ (Owner must sign on 2<sup>nd</sup> page)

\*Address \_\_\_\_\_ \*Condominium \_\_\_\_\_

\*Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ \*Email \_\_\_\_\_

### Mail, email, or deliver application to:

Town Center Architectural Committee  
5430 Vantage Point Road  
Columbia, MD 21044  
Telephone: (410) 730-4744  
Fax: (410) 730-1823  
Email: [Covenants@ColumbiaTownCenter.org](mailto:Covenants@ColumbiaTownCenter.org)

### \*Type of Residence:

- Single Family
- Townhouse Condo
- Apartment Condo
- Other

## Description of Alteration

Please describe briefly, but completely, the changes you propose in accordance with the Town Center Architectural Guidelines and Village Covenants. Also submit with this application the following items as appropriate: site plan, drawing to scale of proposed construction, color/material samples or description, landscape design, or lighting design. Providing the name of the contractor, landscaper, or other party to perform the work is helpful for the Architectural Committee. Be advised that certain types of alterations require a Howard County Building Permit.

## Acknowledgement 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 have questions regarding this application, contact the Covenant Advisor at (410) 730-4744 or [Covenants@ColumbiaTownCenter.org](mailto:Covenants@ColumbiaTownCenter.org).

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_



**Owner/Tenant Agreement**

- A. I have completed this application in good faith and it accurately represents the exterior alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Town Center Covenants or the building and zoning codes of Howard County, Maryland.
- B. I understand that any construction or exterior alteration undertaken before the Architectural Committee approval of this application is strictly at my own risk, and that I may be required to return the property to its former condition at my own expense if the application is disapproved wholly or in part.
- C. I understand that representatives of the Town Center Architectural Committees or the Covenant Advisor are permitted to enter my property at any reasonable time for the purpose of inspecting the area for the proposed project, the project in progress, or the completed project and that such entry does not constitute trespass.
- D. I understand that work must be completed in a workmanlike manner within six months of approval of this application. This approval expires at the end of six months and reapplication may be required.
- E. I understand that I am authorized to construct only what has been approved. Any construction that deviates is unauthorized construction.
- F. I understand that if this application involves the placement of a structure on a portion of my property adjacent to Columbia Association (CA) property and any portion of the structure on CA property, I disclaim for myself and my successors any interest in CA's property, agree to indemnify CA against any costs it incurs to protect its property rights, and agree to remove the structure from CA's property.

\*Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant's signature \_\_\_\_\_ Date \_\_\_\_\_

*(If renting, owner's signature is also required)*

**NOTE: IT MAY BE NECESSARY TO OBTAIN APPROVAL FROM YOUR CONDOMINIUM ASSOCIATION. THEY MAY HAVE MORE RESTRICTIVE REQUIREMENTS AND THEIR OWN ARCHITECTURAL REVIEW PROCESS. IN ALL CASES, THE MORE RESTRICTIVE CRITERIA SHALL APPLY. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL GUIDELINES AND/OR RESTRICTIONS.**

**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 architectural 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 at (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 \_\_\_\_\_

*On Behalf of the Architectural Committee*