



## *Kings Contrivance Community Association*

**Please read and use the following checklist to ensure all necessary materials are included with the application before submitting.**

*Applications must be complete before they will be placed on the meeting agenda.*

\_\_\_\_\_ Read the Guideline pertaining to your alteration.

\_\_\_\_\_ Complete the application form.

\_\_\_\_\_ Include plot plan/location survey. Show the location of the proposed alteration and the distance to property lines. A plot plan is not necessary if you are making a color change.

\_\_\_\_\_ Include an elevation drawing and/or pictures of the alteration. Please include all dimensions and description of materials to be used.

\_\_\_\_\_ Include the color of alteration (chips, sample, brochure or photo). A verbal description is NOT acceptable. If the alteration is wood and is to remain natural, the type of wood should be noted and a statement that it will remain natural.

\_\_\_\_\_ Obtain neighbor signatures. Neighbor signatures are not required, but strongly encouraged. Neighbor notification door hangers are available at Amherst House. If door hangers are used, please note the addresses of the properties that received them.

\_\_\_\_\_ Read deadline and meeting date schedule attached to application and submit.

Applicants are encouraged to attend the meetings which begin at 7:30 P.M. in the Macgill Room at Amherst House. Applicants are notified by phone of the results. Letters will also be sent.

If you have any questions, please contact the Covenant Advisor at 410-381-9600.



# Kings Contrivance Community Association

## Exterior Alteration Application

**Please return to:**

Kings Contrivance Community Association  
7251 Eden Brook Drive  
Columbia, MD 21046  
410-381-9600  
[kccovenants@columbiavillages.org](mailto:kccovenants@columbiavillages.org)

**FOR OFFICE USE**

DATE REC'D \_\_\_\_\_

KCRAC NO. \_\_\_\_\_

SPEEDY PROCESS: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: (Please print) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NEIGHBORHOOD:** Dickinson \_\_\_\_ Huntington \_\_\_\_ Macgill's Common \_\_\_\_

**PROPERTY:** Single-family \_\_\_\_ Townhouse – End \_\_\_\_ Townhouse – Mid \_\_\_\_ Condominium \_\_\_\_

**COLOR:** House \_\_\_\_\_ Trim \_\_\_\_\_ Shutters \_\_\_\_\_ Roof \_\_\_\_\_ Front door \_\_\_\_\_

**TYPE OF ALTERATION:**

- ( ) Addition    ( ) Color change    ( ) Fence    ( ) Lighting    ( ) Roof    ( ) Siding    ( ) Tree removal
- ( ) Chimney    ( ) Deck/Patio    ( ) Landscaping    ( ) Porch    ( ) Shed    ( ) Sun room    ( ) Window/Door
- ( ) Other

*Please include a plot plan, drawings/pictures of the proposed alteration, color/material samples (photos or brochures), and any other supporting documents.*

**Description of proposed changes:** (Attach another page if additional space is needed)

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**IT MAY BE NECESSARY TO OBTAIN APPROVAL FROM YOUR TOWNHOUSE/CONDO ASSOCIATION. THEY MAY HAVE MORE RESTRICTIVE REQUIREMENTS AND THEIR OWN ARCHITECTURAL REVIEW PROCESS. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL GUIDELINES AND/OR RESTRICTIONS.**

This application is in accordance and does not violate the Covenants and Guidelines of the Village of Kings Contrivance or the building and zoning codes of Howard County. Applicant assumes full liability for the entire project. A Howard County Building Permit should be obtained if needed (410-313-2455). Applicant runs the risk of incurring cost of removal, modification and litigation if project is started without written approval from the Architectural Committee. Easement restrictions must be met and are the responsibility of the resident. Work must be completed within 120 days of start date. Exceptions must be brought to the attention of the Resident Architectural Committee. Miss Utility (1-800-257-7777) should be called prior to digging around gas, power, cable and telephone lines.

**ACKNOWLEDGEMENT OF AFFECTED AND/OR ADJACENT PROPERTY OWNERS**

While not a requirement, we encourage neighbor notification. Door hangers (available at Amherst House) may be used instead of obtaining signatures. **This awareness does not constitute approval or disapproval.** If you have any questions or concerns regarding this application, contact the Covenant Advisor at 410-381-9600.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**STATEMENT FROM THE COLUMBIA ASSOCIATION:**

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.

\_\_\_\_\_  
*Signature, Homeowner* Date \_\_\_\_\_

**RAC RECOMMENDATION**

\_\_\_\_ Approved as submitted    \_\_\_\_ Approved as an exception    \_\_\_\_ Approved with provision    \_\_\_\_ Denied

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature, Resident Architectural Committee Member Date \_\_\_\_\_

**AC ACTION**

\_\_\_\_ Approved as submitted    \_\_\_\_ Approved as an exception    \_\_\_\_ Approved with provision    \_\_\_\_ Denied

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature, Architectural Committee Member Date \_\_\_\_\_

**IF AN APPLICATION IS DENIED, A WRITTEN APPEAL REQUEST MUST BE RECEIVED AT AMHERST HOUSE WITHIN TEN (10) DAYS OF RECEIPT OF THE COMMITTEE'S DECISION.**

Kings Contrivance Community Association  
Amherst House  
7251 Eden Brook Drive  
Columbia, MD 21046

**Kings Contrivance Community Association**  
**EXTERIOR ALTERATION APPLICATION DEADLINES AND REVIEW DATES**  
**FY 2018 (May 2017-April 2018)**

***APPLICATIONS MUST BE RECEIVED NO LATER  
THAN 9 PM ON THE DUE DATE.***

APPLICATION DEADLINE

MEETING DATE

|   |                    |
|---|--------------------|
| May 1, 2017   | May 10, 2017       |
| May 15, 2017  | May 24, 2017       |
| June 5, 2017  | June 14, 2017      |
| June 19, 2017   | June 28, 2017      |
| July 3, 2017  | July 12, 2017      |
| July 17, 2017   | July 26, 2017      |
| July 31, 2017   | August 9, 2017     |
| August 14, 2017   | August 23, 2017    |
| September 5, 2017 (deadline extended due to holiday)    | September 13, 2017 |
| September 18, 2017                                      | September 27, 2017 |
| October 2, 2017   | October 11, 2017   |
| October 16, 2017  | October 25, 2017   |
| October 30, 2017  | November 8, 2017   |
| No meeting on November 22 <sup>nd</sup> due to holiday. |                    |
| December 4, 2017  | December 13, 2017  |
| No meeting on December 27 <sup>th</sup> due to holiday. |                    |
| January 2, 2018   | January 10, 2018   |
| January 16, 2018 (deadline extended due to holiday)     | January 24, 2018   |
| February 5, 2018  | February 14, 2018  |
| February 19, 2018                                       | February 28, 2018  |
| March 5, 2018   | March 14, 2018     |
| March 19, 2018  | March 28, 2018     |
| April 2, 2018   | April 11, 2018     |
| April 16, 2018  | April 25, 2018     |

Applications eligible for the Speedy process are reviewed weekly by an Architectural Committee member.

**PLEASE CONTACT THE COVENANT ADVISOR AT 410-381-9600 WITH ANY QUESTIONS OR CONCERNS.**