



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

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)

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 nd due to holiday.	
December 4, 2017	December 13, 2017
No meeting on December 27 th 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.