



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 2019 (May 2018-April 2019)

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

APPLICATION DEADLINE

MEETING DATE

April 30, 2018	May 9, 2018
May 14, 2018	May 23, 2018
June 4, 2018	June 13, 2018
June 18, 2018	June 27, 2018
July 2, 2018	July 11, 2018
July 16, 2018	July 25, 2018
July 30, 2018	August 8, 2018
August 13, 2018	August 22, 2018
September 4, 2018 (deadline extended due to holiday)	September 12, 2018
September 17, 2018	September 26, 2018
October 1, 2018	October 10, 2018
October 15, 2018	October 24, 2018
November 5, 2018	November 14, 2018
No meeting on November 28 th .	
December 3, 2018	December 12, 2018
No meeting on December 26 th due to holiday.	
January 2, 2019 (deadline extended due to holiday)	January 9, 2019
January 14, 2019	January 23, 2019
February 4, 2019	February 13, 2019
February 19, 2019 (deadline extended due to holiday)	February 27, 2019
March 4, 2019	March 13, 2019
March 18, 2019	March 27, 2019
April 1, 2019	April 10, 2019
April 15, 2019	April 24, 2019

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.