



Exterior Alteration Application

For Village Use Only
Log # _____
Received _____

Please return to:
 Harper's Choice Architectural Committee
 5440 Old Tucker Row
 Columbia, MD 21044-1944
covenants@harperschoice.org

**** Changes to the exterior of your home or Lot without the prior approval of the Architectural Committee may be in violation of the covenants and are at the applicant's own risk. ****

Name _____

Street Address _____

Daytime Phone # _____ E-Mail _____

Please **check the box** if you would like to receive a copy of our weekly e-newsletter via email:

<u>Describe Current Color below:</u>	<u>Type of Home:</u>	<u>Design:</u>	<u>Neighborhood:</u>
House _____	_____ Single Family	_____ Contemporary	_____ Longfellow
Trim _____	_____ Townhouse	_____ Traditional	_____ Swansfield
Roof _____	_____ Condominium	_____ Colonial	_____ Hobbit's Glen
Shutters _____	_____ Other	_____ End Unit	
Door(s) _____		_____ Mid Unit	
Window frames _____			

Describe proposed alterations in detail or attach narrative and any applicable items from checklist below:

Owner's Signature _____ **Date** _____

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."

Checklist – Please provide any applicable information from the list below.

- _____ Survey or plot plan. Show (draw on plat) any proposed exterior alterations including distance to property lines.
- _____ Drawing to scale of proposed alterations/additions, including elevations of all views.
- _____ Dimensions and descriptions of all materials.
- _____ Color chip(s), samples, clippings, brochures or photos of materials.
- _____ Landscape or lighting plan, if applicable.
- _____ Fencing style(s) of adjoining properties, if applicable.

Please obtain the signatures of four adjacent and/or visually affected neighbors. If fewer than four, note with explanation. This acknowledgment indicates awareness of the plans but does not demonstrate approval or disapproval by the neighbors.

_____ Signature	_____ Address
_____ Signature	_____ Address
_____ Signature	_____ Address
_____ Signature	_____ Address

IT IS THE APPLICANT’S RESPONSIBILITY TO:

- Review the [Harper’s Choice Covenants & Architectural Guidelines](#). Copies are available at Kahler Hall and online; www.harperschoice.org.
- Before digging, call “[Miss Utility](#)” @ 811 to have the utility lines located, free. It’s the LAW.
- Determine whether a Howard County Building permit is required. Contact [Inspections and Permits](#) at (410)313-2455.
- Ensure all changes take place solely on the applicant’s property.
- Ensure compliance with all State, County and local restrictions.
- Ensure alterations are completed as approved and in a workmanlike, professional manner.

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_____ Approved as submitted	_____ Approved as amended
_____ Approved as an exception	_____ Approved with provisions
_____ Disapproved	

Explanation: _____

_____ Date _____

Signature, Architectural Committee Member:

***CONTACT THE VILLAGE OFFICE IF YOU WANT A FOLLOW UP VISIT ONCE THE ALTERATION IS COMPLETED TO ENSURE COMPLIANCE.**

Note: If you disagree with the decision of the Architectural Committee, according to Article VII, Section 7.01 of the Covenants, a written request for final review by the full AC may be made within ten (10) days of receipt of the decision to:

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 Columbia, Md. 21044
covenants@harperschoice.org