



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 (image or link to image with color name and brand). 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 or covenants@villageofkc.org.



Kings Contrivance Community Association

Exterior Alteration Application

Please return to:

Kings Contrivance Community Association
7251 Eden Brook Drive
Columbia, MD 21046
410-381-9600
covenants@villageofkc.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 2024 (May 2023-April 2024)

***Complete applications may be submitted via email or in person.
They must be received no later than 10am on the due date.***

APPLICATION DUE DATE

May 1, 2023
May 15, 2023
June 5, 2023
June 20, 2023
July 3, 2023
July 17, 2023
July 31, 2023
August 14, 2023
September 5, 2023
No meeting on September 27th due to CA training.
October 2, 2023
October 16, 2023
October 30, 2023
No meeting on November 22nd due to holiday.
December 4, 2023
No meeting on December 20TH due to holiday.
January 2, 2024
January 16, 2024
February 5, 2024
February 20, 2024
March 4, 2024
March 18, 2024
April 1, 2024
April 15, 2024

MEETING DATE

May 10, 2023
May 24, 2023
June 14, 2023
June 28, 2023
July 12, 2023
July 26, 2023
August 9, 2023
August 23, 2023
September 13, 2023

October 11, 2023
October 25, 2023
November 8, 2023

December 13, 2023

January 10, 2024
January 24, 2024
February 14, 2024
February 28, 2024
March 13, 2024
March 27, 2024
April 10, 2024
April 24, 2024

Applications eligible for the *SPEEDY* process are reviewed weekly by an Architectural Committee member. **Please contact the Covenant Advisor with questions at 410-381-9600 or covenants@villageofkc.org.**

RAC meetings take place at 7:30pm