



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 PM, currently via Zoom. Applicants are notified by email of the results.

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 Huntingto n Macgill's Common
PROPERTY: Single-family Townhouse – End Townhouse – Mid Condominium
COLOR: House _____ Trim _____ Shutters _____ Roof _____ Front door _____
TYPE OF ALTERATION:

- | | | | | | | |
|-----------------------------------|---------------------------------------|--------------------------------------|-----------------------------------|-------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Color change | <input type="checkbox"/> Fence | <input type="checkbox"/> Lighting | <input type="checkbox"/> Roof | <input type="checkbox"/> Siding | <input type="checkbox"/> Tree removal |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Porch | <input type="checkbox"/> Shed | <input type="checkbox"/> Sun room | <input type="checkbox"/> Window/Door |
| <input type="checkbox"/> 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 with 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 2025 (May 2024-April 2025)

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

April 29, 2024
May 13, 2024
June 3, 2024
June 17, 2024
July 1, 2024
July 15, 2024
August 5, 2024
August 19, 2024
September 3, 2024
September 16, 2024
September 30, 2024
October 14, 2024
November 4, 2024
No meeting on November 27th due to holiday.
December 2, 2024
No meeting on December 25th due to holiday.
December 23, 2024
January 13, 2025
February 3, 2025
February 18, 2025
March 3, 2025
March 17, 2025
March 31, 2025
April 14, 2025

MEETING DATE

May 8, 2024
May 22, 2024
June 12, 2024
June 26, 2024
July 10, 2024
July 24, 2024
August 14, 2024
August 28, 2024
September 11, 2024
September 25, 2024
October 9, 2024
October 23, 2024
November 13, 2024

December 11, 2024

January 8, 2025
January 22, 2025
February 12, 2024
February 26, 2025
March 12, 2025
March 26, 2025
April 9, 2025
April 23, 2025

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 exclusively via Zoom at 7:30pm