



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 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 2027 (May 2026-April 2027)

RAC meetings take place at 7:30pm via Zoom.

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

APPLICATION DUE DATE

May 4, 2026
May 18, 2026
June 1, 2026
June 15, 2026
June 29, 2026
July 13, 2026
August 3, 2026
August 17, 2026
August 31, 2026
September 14, 2026
October 5, 2026
October 19, 2026
November 2, 2026
No meeting on November 25th
November 30, 2026
No meeting on December 23rd
January 4, 2027
January 19, 2027 (Tuesday)
February 1, 2027
February 16, 2027 (Tuesday)
March 1, 2027
March 15, 2027
April 5, 2027
April 19, 2027

MEETING DATE

May 13, 2026
May 27, 2026
June 10, 2026
June 24, 2026
July 8, 2026
July 22, 2026
August 12, 2026
August 26, 2026
September 9, 2026
September 23, 2026
October 14, 2026
October 28, 2026
November 11, 2026

December 9, 2026

January 13, 2027
January 27, 2027
February 10, 2027
February 24, 2027
March 10, 2027
March 24, 2027
April 14, 2027
April 28, 2027

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.