



**PLEASE HAVE APPLICATION REVIEWED AND APPROVED BY YOUR  
CONDOMINIUM ASSOCIATION BOARD FIRST, IF APPLICABLE.**

**VILLAGE OF TOWN CENTER APPLICATION FOR IN-HOME BUSINESS OR PROFESSION**

Log TC#: \_\_\_\_\_

TCAC DOR \_\_\_\_\_

Owner/Applicant \_\_\_\_\_ (Owner must sign on reverse)

Address \_\_\_\_\_ Condo \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_  
(home/work)

Mail or deliver application to:  
Town Center Architectural Committee  
5430 Vantage Point Road  
Columbia, MD 21044  
Phone: (410) 730-4744  
Fax: (410) 730-1823

Type of residence:  
 Single family  
 Townhouse  
 Apartment  
 Other \_\_\_\_\_

**DESCRIPTION OF HOME BUSINESS OR PROFESSION**

Describe briefly but completely the in-home business or profession you propose to conduct, any changes to the dwelling or lot which this activity may entail, and its impact on surrounding neighbors, in accordance with the Town Center Architectural Guidelines and Village Covenants. Also provide the specific information requested below. Residents should be aware of County zoning regulations when considering an in-home business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of advertising: Sign \_\_\_\_\_ Yellow Pages \_\_\_\_\_ Other \_\_\_\_\_

Explain kind of materials to be stored on the property and storage requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number and type of vehicle(s) to be used in the business \_\_\_\_\_

\_\_\_\_\_

Parking requirements \_\_\_\_\_

Nature and frequency of deliveries \_\_\_\_\_

Number of people involved \_\_\_\_\_ Hours of operation \_\_\_\_\_

Date proposed for start up of business \_\_\_\_\_

**ACKNOWLEDGMENT OF NEIGHBORS**

Signatures of **two** property owners most affected by the proposed alteration required.

**NEIGHBORS:** Your signature below shows only that you are aware of this application. It does not mean that you approve of the proposal. If you disapprove, or if you wish to discuss it with the Architectural Committee, contact the Covenant Advisor at (410) 730-4744.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

**OWNER/TENANT AGREEMENT**

A. I have completed this application in good faith and it accurately describes the in-home business or profession I propose to conduct. I understand that approval of this application does not authorize me to violate any provisions of State or Howard County ordinances and regulations.

B. I understand and agree that the profession or home business will not be conducted until specific written approval of the Architectural Committee is given. This approval is not transferable and is valid for one year only and must be reapplied for annually unless otherwise determined by the Architectural Committee.

Owner's signature \_\_\_\_\_

Date \_\_\_\_\_

Tenant's signature \_\_\_\_\_

Date \_\_\_\_\_

**CONDOMINIUM/HOMEOWNERS' ASSOCIATION REVIEW**

If you are subject to the regulations of a condominium or homeowners' association, you must first submit this application to your association for review. Condominium or association acceptance of the application, however, does not indicate approval by the Town Center Architectural Committee.

Name of condo/association \_\_\_\_\_

Association action \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For the Condo/Association Board

**TOWN CENTER ARCHITECTURAL COMMITTEE REVIEW**

A. Processing of this application by the Town Center Architectural Committee will normally take no longer than 30 days, although the Covenants allow up to 60 days. The architectural review process is described in the Town Center Architectural Guidelines. The application will be returned to you by the Committee with its decision.

B. If you wish to discuss your application with the Committee, contact the Village office, (410) 730-4744. If you disagree with the decision of the Committee, a written appeal may be made within 10 days of receipt of the Committee decision.

Committee action \_\_\_\_\_

Remarks \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For the Architectural Committee