



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

**VILLAGE OF TOWN CENTER APPLICATION FOR EXTERIOR ALTERATION**

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 ALTERATION**

Describe briefly but completely the changes you propose in accordance with the Town Center Architectural Guidelines and Village Covenants. Use additional sheets if necessary. Also submit with this application the following items as appropriate: site plan, drawing to scale of proposed construction. color/material samples or description, landscape design, or lighting design. Providing the name of the contractor, landscaper or other party to perform the work would be helpful for the Committee. Be advised that certain types of alterations require a Howard County Building Permit.

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

**ACKNOWLEDGEMENT OF NEIGHBORS**

Signatures of **two** property owners most affected by the proposed alteration are 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 represents the exterior alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Town Center Covenants or the building and zoning codes of Howard County, Maryland.
- B. I understand that any construction or exterior alteration undertaken before Architectural Committee approval of this application is strictly at my own risk, and that I may be required to return the property to its former condition at my own expense if the application is disapproved wholly or in part.

- C. I understand that representatives of the Town Center Architectural Committee or the Covenant Advisor are permitted to enter upon my property at any reasonable time for the purpose of inspecting the area for the proposed project, the project in progress, or the completed project and that such entry does not constitute trespass.
- D. I understand that work must be completed in a workmanlike manner within six months of approval of this application. This approval expires at the end of six months and reapplication may be required.
- E. I understand that I am authorized to construct only what has been approved. Any construction that deviates is unauthorized construction.

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

Tenant's signature \_\_\_\_\_ Date \_\_\_\_\_  
 (If renting, owner's signature is also required)

**CONDOMINIUM/HOMEOWNERS' ASSOCIATION REVIEW AND APPROVAL**

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 \_\_\_\_\_

Remarks \_\_\_\_\_

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