



PLEASE READ BEFORE SUBMITTING APPLICATION

Exterior Alteration Applications cannot be processed and placed on the agenda unless all required information is included. Incomplete Applications will be returned to the Property Owner. Please use the following checklist.

____ Read the guideline pertaining to your alteration. The Architectural Guidelines can be viewed on the Village website, www.hickoryridgevillage.org, under Covenants. Printed copies are available at The Hawthorn Center.

____ Complete the application form including: Type of House; Design; Current Color of house/siding, trim, roof, shutters, door; Description of Proposed Changes.

____ If changes apply to a property subject to another Homeowners Association, it is the homeowners' responsibility to obtain approval, if required, from the Homeowners Association which may have more restrictive or different guidelines. In most cases, the more restrictive criteria shall apply.

____ Include site plan/plat plan. Show the location of any proposed exterior alterations including distance to property lines from proposed alteration. New or replacement doors, windows, siding, and painting/staining do not require a site plan.

____ Include drawings to scale and/or pictures of the proposed alterations/additions. Please include all dimensions, including elevations of all views.

____ Include color chips, material samples, clippings, brochures and/or photos of materials. A verbal or written description is NOT acceptable for color changes. 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 strongly encouraged, but are only required for the Fast Track application process. Signatures indicate awareness of intent, not approval or disapproval.

____ Sign and Date the application. Property Owner signature is required on the application. A Renter may not sign on behalf of the Property Owner.

FAST TRACK Process

Exterior alterations eligible for Fast Track are: Decks, Fences, Gutters & Downspouts, an In-home business, CA Rain Gardens, and Solar Collectors. All applications for consideration under the Fast Track process must be submitted by noon on any Monday that the village office is open. Please review the Architectural Guidelines for the Fast Track requirements.

For your information: The Architectural Guidelines, Exterior Alteration Applications, In-Home Business Applications, submission deadlines and the RAC meeting dates can be picked up at The Hawthorn Center and can be found on our website www.hickoryridgevillage.org. Applicants are encouraged to attend the Resident Architectural Committee meetings which begin at 7:30pm at The Hawthorn Center.

If you have any questions regarding the Exterior Alteration Application process, please contact the Covenant Advisor at 410-730-7327 or kristina@hickoryridgevillage.org. You may also stop by the Hawthorn Center at 6175 Sunny Spring, Columbia, MD 21044.



For Office Use		
HR # _____	Date Rec'd _____	Fast Track _____
RAC _____		
Sec _____	Area _____	Lot _____

EXTERIOR ALTERATION APPLICATION

PLEASE DELIVER TO: Hickory Ridge Architectural Committee • 6175 Sunny Spring, Columbia, Maryland 21044
 Phone: 410 730-7327 • FAX: 410 992-5843 • E-Mail: kristina@hickoryridgevillage.org

CAUTION: EXTERIOR ALTERATIONS BEGUN WITHOUT PRIOR APPROVAL OF THE ARCHITECTURAL COMMITTEE ARE IN VIOLATION OF THE COVENANTS AND AT THE APPLICANT'S OWN RISK. THE ARCHITECTURAL GUIDELINES ARE AVAILABLE AT THE VILLAGE OFFICE.

NAME: _____ ADDRESS: _____

PHONE: (DAY) _____ (EVENING) _____ E-MAIL: _____

(Check one in each group and list colors)

TYPE OF HOUSE:	DESIGN:	CURRENT COLORS:
<input type="checkbox"/> Single Family, detached	<input type="checkbox"/> Wood	House _____
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Aluminum	Trim _____
<input type="checkbox"/> Apartment or Condo.	<input type="checkbox"/> Vinyl	Roof _____
	<input type="checkbox"/> Brick	Shutter _____
		Front Door _____
		Other _____

All exterior alterations must be installed solely on the applicant's property. If, at any time, it is determined that any portion of a 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.

Processing of this application will normally take 30 days, although the Covenants allow up to 60 days for review. I understand that members of the Resident Architectural Committee, the Architectural Committee and/or the Covenant Advisor are permitted by the covenants to enter my property to review the plans for any proposed alterations or in home business and this does not constitute trespass.

Having read the instructions on the reverse side, I have completed the application form in good faith, and it accurately represents the exterior alteration I propose to make. I understand that any approval is contingent upon work being completed in a workmanlike manner within **six months** of beginning construction.

NOTE: If a change applies to a property subject to another Homeowner's Association, it is the property owner's responsibility to obtain approval, if required, from the Homeowner's Association which may have different or more restrictive guidelines. In most cases the more restrictive criteria shall apply. Consult with your Homeowner's Association board.

_____ Date _____
 owner's signature

DESCRIPTION OF PROPOSED CHANGES:

If more space is needed, please use an additional page.

APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE PROPERTY OWNER(S) FOR COMPLETION.

INSTRUCTIONS TO THE APPLICANT:

1. The following items MUST be attached for the application to be processed:

- **SITE PLAN** – plat plan showing lot boundaries, present structures, and proposed exterior alterations including distance to property lines from proposed alteration drawn on plat.
- **SCALE DRAWINGS** - of proposed alterations/additions, including all dimensions and elevations of all views.
- **COLOR/MATERIAL SAMPLES** – paint chip, roof shingle, vinyl samples, brochures and/or photos of materials.
- **LIGHTING AND/OR LANDSCAPING DESIGN** - if appropriate.

2. Approval by the Architectural Committee may also be subject to additional Homeowner’s Association covenants or restrictions. In most cases, the more restrictive criteria shall apply. It is the Homeowner’s responsibility to ensure compliance with all applicable restrictions.

3. Any approval is contingent upon work being completed in a workmanlike manner and in EXACT compliance with all terms and conditions of the approval unless an amendment is requested by the applicant and approved by the Architectural Committee.

4. Work must be completed within **six months** of the beginning of construction.

ACKNOWLEDGEMENT OF ADJACENT AND/OR VISUALLY AFFECTED PROPERTY OWNERS <u>For Fast Track Process, a minimum of two signatures are required.</u>	
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
NOTE: Your signature indicates awareness of intent, not approval or disapproval. Please be advised that certain exterior alterations are eligible for the Fast Track process and your signature may be used for that purpose. If you have questions, please call the village office at 410-730-7327.	

FOR HICKORY RIDGE ARCHITECTURAL COMMITTEE USE ONLY

Approval of this application does not relieve you of your responsibility to comply with any provisions of the Howard County building and zoning codes, and Maryland state laws. Contact the Howard County Department of Inspections, Licenses, & Permits at 410-313-2455 for more information.

_____ **APPROVED**
NOTE(S): _____

_____ **APPROVED WITH THE FOLLOWING PROVISION(S):** _____

_____ **DENIED FOR THE FOLLOWING REASON(S):** _____

_____ **Date of Review** _____ **RAC Signature** _____ **FAST TRACK APPROVAL AC Signature**

ARCHITECTURAL COMMITTEE FINAL ACTION:

Note: If you disagree with the decision, according to Article VII, Section 7.01, of the Village Covenants, a written appeal may be made within ten days of receipt: Covenant Advisor
6175 Sunny Spring, Columbia, MD 21044

_____ **Date** _____ **AC Signature**