

CHECKLIST FOR EXTERIOR ALTERATION APPLICATIONS

Exterior Alteration Applications cannot be processed and voted on unless all required information is included. Please note the list below and submit your application only if all information is included.

1. Name, address, home, cell/work telephone numbers and email address.
2. Neighborhood.
3. Type of house, design of house and current colors of roof, siding, shutters, door, garage door and trim.
4. Signature of your townhouse or condominium association, if applicable, on the application with Approval or Disapproval circled.
5. Description of all changes desired.
6. Color chips, material samples, drawings with all measurements, **plot plan** with proposed changes clearly marked, etc.
7. Name, address and telephone number of your contractor, if applicable.
8. Your dated signature.
9. For *Fast Track*: All information above plus visually affected neighbors' signatures. Applications submitted for the *Fast Track* without all required information included at the time of submission will be moved to the regular process. For information on specific alterations which are eligible for the *Fast Track*, please see the Architectural Guideline book or call the Covenant Advisor at 410/730-8113.

LONG REACH FAST TRACK APPLICATION

Certain exterior alterations may be reviewed under the **Fast Track** application process. Please check the Guideline book to note whether the alteration you desire is eligible for the **Fast Track** process. Any application from a townhouse or condominium **must** include the local association signature denoting approval or disapproval **at the time of** submission. Due to scheduling conflicts and unforeseen circumstances, the **Fast Track** process may not be available during all weeks of the year.

All applications for consideration under the **Fast Track** process must be submitted by noon, any Monday Stonehouse is open. The application form for the **Fast Track** process is the same form used for all exterior alterations requests. The Covenant Advisor will review the submitted application for **Fast Track** eligibility and completeness. The application **must be complete** at the time of submission for consideration under the **Fast Track** process. This includes plot plan, samples, drawings, all pertinent measurements, signatures of four visually affected property owners surrounding the applicant's property are required, etc. Remember, the neighbors' signatures are **required for the Fast Track** process because no time is available for notification by post card. If the application is complete and meets the criteria for **Fast Track** review, it will then be approved by a member of the Architectural Committee. You will be notified by telephone by 4 p.m. on the Thursday following submission with confirmation in writing to follow. If an application does not meet all the criteria for the **Fast Track** process, the Covenant Advisor will move the application to the regular review process. **The decision to move an application to the regular process is final.**

For your information: The actions on applications of the most recent Resident Architectural Committee Meetings and the Agenda for the next meeting can be found on our website www.longreach.org. You may also download Exterior Alteration Applications, In-Home Business Applications, Fence, Deck & Major Alteration Worksheets. The Architectural Guidelines can also be viewed on the website.

ANY APPLICATION SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL BE NEITHER STAMPED "RECEIVED" NOR LOGGED IN AND WILL BE RETURNED TO THE PROPERTY OWNER(S) FOR COMPLETION

LONG REACH EXTERIOR ALTERATION APPLICATION

PLEASE MAIL OR DELIVER TO:

Resident Architectural Committee
Long Reach Community Association
8775 Cloudleap Court
Columbia, Maryland 21045

Phone: 410/730-8113 or
301/596-3265
FAX: 410/730-5882

FROM: (Please type or print in black ink.)

NEIGHBORHOOD:

NAME _____

Jeffers Hill _____

ADDRESS _____

Kendall Ridge _____

PHONE _____

Locust Park _____

(Home)

(Cell or Work)

Phelps Luck _____

EMAIL ADDRESS _____

LOT NO. _____

REMINDER: This application does not exempt you from obtaining necessary Howard County permits. Call Howard County (410/313-2455) and Miss Utility (1/800/257-7777) before starting any work.

TYPE OF HOUSE	DESIGN	CURRENT COLORS
_____ Single Family Detached	_____ Contemporary	House _____ Roof _____
_____ Single Family Shared		Shutters _____ Door _____
_____ Townhouse, End Unit	_____ Traditional	Trim _____ Other _____
_____ Townhouse, Middle Unit		
_____ Condominium	_____ Unknown	

FastTrack
(Please Check)
Yes _____ No _____

IF THE CHANGE APPLIES TO A TOWNHOUSE OR CONDOMINIUM, COMPLETE THIS SECTION:

Applications requiring townhouse or condo association approval will be DENIED if the association's signature is not included with the application.

Subdivision Name _____

Association APPROVAL / DISAPPROVAL _____
(Circle one) (Signature) (Title) (Phone)

DESCRIPTION OF CHANGES DESIRED: Give purpose and full details as required by Long Reach Architectural Guidelines, available at Stonehouse.

APPLICATIONS WILL NOT BE REVIEWED UNLESS THIS INFORMATION IS PROVIDED:

1. Attach paint chip, sample sketches, plot plan and architectural drawings.
2. The owner of the property referred to in this application hereby gives his permission for any architectural committee member or members to enter upon his said property for the express purpose of viewing the property for its relationship to the proposed changes herein requested.
3. The owner of the property referred to in this application also understands that unauthorized use of Open Space is prohibited. Contractors and/or residents are responsible for damages done to Open Space areas resulting from storage of material, delivery of material, construction, etc.

IF YOU ARE YOUR OWN CONTRACTOR, CHECK HERE _____

IF NOT, NAME THE CONTRACTOR _____

ADDRESS _____

PHONE _____

Plot Plan attached

Howard County Permit Attached

Signature of Owner _____

Date _____

ACKNOWLEDGMENT: Please obtain the signatures of adjacent/visually affected neighbors, whenever possible.

NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

ACKNOWLEDGMENT INDICATES NEITHER APPROVAL OR DISAPPROVAL. Residents may comment at open committee meeting.

If you have questions, please call the Covenant Advisor at Stonehouse.

*****PLEASE NOTE*****
APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL BE NEITHER STAMPED RECEIVED NOR LOGGED IN AND WILL BE RETURNED TO THE APPLICANT

SITE VISIT REQUIRED: YES _____ BY ALL _____ NO _____
Site Visit Signature _____ Date _____
Site Visit Signature _____ Date _____
Site Visit Signature _____ Date _____

NOTES:

- Nothing herein shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the protective covenants. Nor any of the provisions of Building and Zoning Codes of Howard County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
- Exterior alterations commenced without written prior approval of the Architectural Committee are at the applicant's own risk.
- Applications usually take no longer than 30 days for review by the Architectural Committee. A copy of the application will be returned to you after recording by the Long Reach Architectural Committee.
- It is suggested that the applicant review Article IX of the Village Covenants in regard to easements.

RECOMMENDATIONS AND ACTIONS
Resident Architectural Committee

APPLICATION POSTPONED:

1st postponement reason _____
2nd postponement reason _____

APPLICATION APPROVED - STEP 1 _____ APPLICATION APPROVED - STEP 2 _____

APPLICATION AS EXCEPTION TO GUIDELINE NO. _____

APPLICATION APPROVED AS SUBMITTED _____

APPLICATION APPROVED AS AMENDED _____

APPLICATION APPROVED/DENIED: Changes APPROVED: _____

Changes DENIED: _____

APPLICATION DENIED FOR THE FOLLOWING REASON(S) _____

RECOMMENDATION FOR RESUBMISSION _____

DATE OF REVIEW BY RAC * _____ SIGNATURE OF RAC * _____

ARCHITECTURAL COMMITTEE REVIEW

Comments _____

SIGNATURE * _____ DATE * _____

**If exterior alteration is a 2-step process, AC/RAC member(s) only signs off after the 2nd step.*

If you disagree with the decision, a written appeal may be made within ten (10) days of receipt of this notice, according to the Long Reach Village Covenants. Send to:

Architectural Committee
Stonehouse
8775 Cloudleap Court
Columbia, Maryland 21045-3044

NOTE TO RESIDENTS: Work as expressed on the Exterior Alteration Application must be completed within 120 days of start date. Failure to complete the work within the prescribed period of time may cause the approval to be rescinded and resubmittal will be required. Extenuating circumstances should be brought to the attention of the Architectural Committee. After completion of the approved alteration, you may request that the Covenant Advisor make an inspection of your property and issue a Letter of Compliance, provided no covenant violations are found.

FAST TRACK APPROVAL _____
Covenant Advisor _____ Date _____

LOG NO. LR _____
AC Member _____ Date _____
5/7/13