

## Long Reach Community Association

6110 Foreland Garth  
Columbia, MD 21045  
410-730-8113 · longreach.org

### PLEASE READ BEFORE SUBMITTING APPLICATION

\_\_\_\_ Read the guideline pertaining to your alteration. The Architectural Guidelines can be viewed at longreach.org, under Covenants.

\_\_\_\_ Complete the Exterior Alteration Application form.

\_\_\_\_ 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.

\_\_\_\_ Attach the following information to your application as appropriate for your alteration:

1. **Official Site Plan** – with dimensions, boundaries, present structures & proposed alterations.
2. **Color/Material Samples** – roof, siding, trim, paint color chips, etc.
3. **Scale Drawings** – of proposed construction sketches, including elevations/all drawings.
4. **Picture of House/Property** – including the affected area/items to be changed/removed.

\_\_\_\_ Obtain neighbor signatures (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.

#### REMINDERS:

1. 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 Failure to complete the work within the prescribed period of time may cause the approval to be rescinded and resubmittal will be required.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.
2. 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.
3. Exterior alterations commenced without written prior approval of the Architectural Committee are at the applicant's own risk.
4. It is suggested that the applicant review Article IX of the Village Covenants regarding easements.
5. This application does not exempt you from obtaining necessary Howard County permits. Call Howard County Department of Inspections, Licenses & Permits (410-313-2455) and Miss Utility (1-800-257-7777) before starting any work.

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## EXTERIOR ALTERATION APPLICATION PROCESS

Applications are accepted at any time. However, applications must be received by 12 pm NOON on Monday to be placed on the agenda for the following Resident Architectural Committee (RAC) meeting. (See RAC Meeting Dates below.) Each application (except for Fast Track applications) will be seen at two consecutive meetings to allow the RAC time for site visits. Exterior Alteration Applications cannot be processed and voted on unless all required information is included.

Applications usually take no longer than 30 days for review by the Architectural Committee, unless applying for a major alteration. A copy of the application will be returned to the applicant after review by the Long Reach Architectural Committee.

For upcoming meeting agendas, most recent results, and to view the Architectural Guidelines, visit [longreach.org](http://longreach.org)

## FAST TRACK PROCESS

Certain exterior alterations may be eligible for review under the Fast Track application process. The Architectural Guidelines outline alterations eligible for the Fast Track process. 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. 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. Applicants will be notified by email by end of business on the Thursday following submission. 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.

RAC Meeting Dates 2022	
Application Submission Deadline by 12 pm on	Meeting Date
Wed. 12/6/21	Wed. 1/5/22
Mon. 1/3/22	Wed. 1/19/22
Mon. 1/17/22	Wed. 2/2/22
Mon. 1/31/22	Wed. 2/16/22
Mon. 2/14/22	Wed. 3/2/22
Mon. 2/28/22	Wed. 3/16/22
Mon. 3/14/22	Wed. 3/30/22
Mon. 3/28/22	Wed. 4/13/22
Mon. 4/11/22	Wed. 4/27/22
Mon. 4/25/22	Wed. 5/11/22
Mon. 5/9/22	Wed. 5/25/22
Mon. 5/23/22	Wed. 6/8/22
Mon. 6/6/22	Wed. 6/22/22
Mon. 6/20/22	Wed. 7/6/22
Mon. 7/4/22	Wed. 7/20/22
Mon. 7/18/22	Wed. 8/3/22
Mon. 8/1/22	Wed. 8/17/22
Mon. 8/15/22	Wed. 8/31/22
Mon. 8/29/22	Wed. 9/14/22
Mon. 9/12/22	Wed. 9/28/22
Mon. 9/26/22	Wed. 10/12/22
Mon. 10/10/22	Wed. 10/26/22
Mon. 10/24/22	Wed. 11/9/22
Mon. 11/7/22	Tue. 11/22/22
Mon. 11/21/22	Wed. 12/7/22
Mon. 12/5/22	Wed. 1/4/23

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FOR OFFICE USE ONLY

Log# \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Lot # \_\_\_\_\_

Fast Track \_\_\_\_\_

## Exterior Alteration Application

Name:			
Address:			
Primary Phone:		Secondary:	
Email:			

Type of House (Select One):	Current Colors				Neighborhood (Select One):
<input type="checkbox"/> Single Family, Detached	House:		Roof:		<input type="checkbox"/> Jeffers Hill
<input type="checkbox"/> Townhouse, End Unit*	Shutters:		Door:		<input type="checkbox"/> Kendall Ridge
<input type="checkbox"/> Townhouse, Middle Unit*					<input type="checkbox"/> Locust Park
<input type="checkbox"/> Condominium*	Trim:		Garage:		<input type="checkbox"/> Phelps Luck

### DESCRIPTION OF DESIRED CHANGES:

Please provide full details as required by Long Reach Architectural Guidelines, available online at [longreach.org](http://longreach.org).

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### \*TOWNHOUSE/CONDO HOMEOWNERS ASSOCIATION ACTION

If a change applies to a property subject to another Homeowner's Association, **it is the property owner's responsibility to obtain approval.** Consult with your Homeowner's Association board.

Name of Homeowner's Association: \_\_\_\_\_

Approved as submitted       Approved as amended (state reason below)       Denied (state reason below)

Notes/explanation: \_\_\_\_\_

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### NOTE:

**All exterior alterations must be installed solely on the applicant's property.** If it is determined that any portion of a structure is placed on Columbia Association (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 of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### ACKNOWLEDGMENT OF RESIDENTS NEIGHBORING THE PROPERTY (Required for fast track eligible applications only)

Note: Signing below indicates awareness only and does not represent approval or disapproval of the alteration.

Signature:		Address:	
Signature:		Address:	
Signature:		Address:	
Signature:		Address:	

Please submit this completed application to [darlenebrown@longreach.org](mailto:darlenebrown@longreach.org) or  
Mail to 6110 Foreland Garth, Columbia, MD 21045 "ATTN: Covenant Advisor"

**APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT**

Revised January 2021