



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 Failure to complete the work within the prescribed period of time may cause the approval to be rescinded and resubmittal will be required.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

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 2023	
Application Submission Deadline by 12 pm on	Meeting Date
Wed. 12/5/22	Wed. 1/4/23
Mon. 1/2/23	Wed. 1/18/23
Mon. 1/16/23	Wed. 2/1/23
Mon. 1/30/23	Wed. 2/15/23
Mon. 2/13/23	Wed. 3/1/23
Mon. 2/27/23	Wed. 3/15/23
Mon. 3/13/23	Wed. 3/29/23
Mon. 3/27/23	Wed. 4/12/23
Mon. 4/10/23	Wed. 4/26/23
Mon. 4/24/23	Wed. 5/10/23
Mon. 5/8/23	Wed. 5/24/23
Mon. 5/22/23	Wed. 6/7/23
Mon. 6/5/23	Wed. 6/21/23
Mon. 6/19/23	Wed. 7/5/23
Mon. 7/3/23	Wed. 7/19/23
Mon. 7/17/23	Wed. 8/2/23
Mon. 7/31/23	Wed. 8/16/23
Mon. 8/14/23	Wed. 8/30/23
Mon. 8/28/23	Wed. 9/13/23
Mon. 9/11/23	Wed. 9/27/23
Mon. 9/25/23	Wed. 10/11/23
Mon. 10/9/23	Wed. 10/25/23
Mon. 10/23/23	Wed. 11/8/23
Mon. 11/6/23	Tue. 11/21/23
Mon. 11/20/23	Wed. 12/6/23
Mon. 12/4/23	Wed. 1/3/24



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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 <input type="checkbox"/> Townhouse, End Unit* <input type="checkbox"/> Townhouse, Middle Unit* <input type="checkbox"/> Condominium*	House:		Roof:		<input type="checkbox"/> Jeffers Hill <input type="checkbox"/> Kendall Ridge <input type="checkbox"/> Locust Park <input type="checkbox"/> Phelps Luck
	Shutters:		Door:		
	Trim:		Garage:		

DESCRIPTION OF DESIRED CHANGES:
Please provide full details as required by Long Reach Architectural Guidelines, available online at longreach.org .

*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: _____
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Approved as amended (state reason below) <input type="checkbox"/> Denied (state reason below)
Notes/explanation: _____

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 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

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Exterior Alteration Application

Site Visit Required? (Check one) Yes By All No

Site Visit Signature:		Date:	
Site Visit Signature:		Date:	
Site Visit Signature:		Date:	

Recommended Resident Architectural Committee Action			
<input type="checkbox"/>	Application Postponed - Meeting 1: _____	Meeting 2: _____	
	Date/reason	Date/reason	
<input type="checkbox"/>	Application approved as submitted		
<input type="checkbox"/>	Application approved as exception (list guideline below)		
<input type="checkbox"/>	Application approved as amended		
<input type="checkbox"/>	Application denied		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Major Alterations ONLY:</p> <p><u>Step One</u></p> <p><input type="checkbox"/> Approved</p> <p><u>Step Two</u></p> <p><input type="checkbox"/> Approved</p> </div>		
	Reasons stated below: _____		

RAC Member Signature		Date	

Final Architectural Committee Action			
Comments/Recommendations: _____			

AC Member Signature		Date	

Fast Track Approval			
Covenant Advisor Signature		Date	
AC Member Signature		Date	

Homeowner: 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.

Appeal to Action			
Action		Date	
AC Member Signature		Date	

Log # _____