

**Village Use Only**

Application No.:	_____
Date Received:	_____
Date of RAC Meeting:	_____
Date of RHAC Decision:	_____
Registered lot owner:	_____

**When Completed, Submit to:**

Covenant Advisor
<b>E-mail: <a href="mailto:covenants@villageofriverhill.org">covenants@villageofriverhill.org</a></b>
Claret Hall 6020 Daybreak Circle
Clarksville, Maryland 21029
FAX: 410-531—1259

**Please Consider for Fast Track Processing**

**VILLAGE OF RIVER HILL- EXTERIOR ALTERATION APPLICATION (Standard & Fast Track)**

**All changes to property exteriors, including structures (decks, fences, sheds, trees, and landscaping as per guidelines) require an approved application for the changes prior to starting work.**

Property Owner Name(s)\_\_\_\_\_

Address\_\_\_\_\_City\_\_\_\_\_Zip\_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Type of Home (check only one)**

- Single Family Home
- Townhouse End Unit
- Townhouse Mid Unit
- Condo

**APPLICATION REQUIREMENTS** – Provide the items in the checklist below (incomplete applications **will** be delayed):

- Surveyor’s plat plan, showing the location of the alteration/addition/change (all applications)
- A scale drawing of the proposed alteration/addition/change, including all elevation views of structures
- Full descriptions of any and all visible materials to be used, including size, colors, and types of finish
- If applicable, the correct worksheet for basketball goal, deck, fence, tree, or play equipment
- A photograph of the front of the home (to provide the committee with the overall theme and design of the home)
- Photograph(s) of the area where new structures are to be installed or changes are to be made

**Provide a detailed description of the proposed alteration/addition. Use additional paper if necessary.**

*Incomplete or illegible applications will be returned by the Covenant Advisor or disapproved in committee.*

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**As a courtesy, please notify neighbors who will be affected when contracted work begins if there will be trucks, excessive noise etc.**

By submitting this application, the applicant affirms that they are the legal owners of the property, and recognizes that the Covenant on the property grants the authority for members of the River Hill Architectural Committee to enter, inspect and assess the grounds and exterior of the house as needed, without notice and without escort. Barring access to inspection may result in disapproval.

Applicants are responsible for making sure all structures and alterations lie within the applicant’s property lines. If any portion of a structure is placed on Columbia Association property or open spaces, the applicant/owner shall be liable for any and all legal and operational costs incurred by CA to protect its property rights and to restore the CA property to its proper condition.

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **What happens after I submit my Exterior Alteration Application (EAA)?**

Do not start construction or changes until you have received written approval !!!

### 1. Application Review

The River Hill Village Covenant Advisor (VCA) will examine your application and:

- A. Confirm that all items required on the EAA checklist and any worksheet checklists have been completed;
- B. Confirm that all items are clear and legible (illegible applications will be returned unprocessed);
- C. Confirm that the name and signature on the EAA matches that of the registered owner of the property. (Renters may prepare an application, and be alternate contacts, but it must be signed and submitted by the owner of the property);
- D. Identify any additional needed items or information for the EAA and notify you what, if anything, else is needed;
- E. Once the EAA is complete the VCA will forward the EAA to the River Hill Architectural Committee (RHAC) for consideration at the next RHAC meeting, and the RHAC has 60 days to complete the review.

### 2. RHAC Site Visits

- Prior to the RHAC meeting, one or more of the RHAC members may choose to visit the site. The RHAC will rarely inspect as a group. Expect them to come individually.
- *Please remember that the Covenants and the signed EAA permit the RHAC members to visit the property and examine the outside, and the front and back yards, without notice and without escort. The members may knock on the door to let you know who they are, and to ask any questions they may have.*
- If you are present, you are welcome to escort the members and ask and answer any questions.
- *No member of the RHAC has authority to approve the EAA at these visits, nor commit to any later approval.* Approval may only come via written notice from the River Hill Covenant Advisor.
- If the RHAC member is denied access to the outside of the property for any reason, the application will be disapproved if there were questions that a site visit could have answered.

### 3. RHAC Meeting

- RHAC meetings are usually held on the first and third Wednesdays of the month at 7:30pm.
- RHAC meeting agendas are posted two days before the meeting. Check to see if your EAA is to be considered. At <https://www.villageofriverhill.org/covenants/upcoming-ac-agenda/>.
- Meetings are usually held virtually via Zoom conferencing in the evening, the agenda has the link.
- Meetings are conducted under Roberts Rules of Order.
- Decisions are made by a majority vote of the RHAC members present at the meeting.
- The VCA has 14 days to inform you of the result.
  - If approved, you will receive an e-mail with a letter notifying you of the approval
  - If approved with conditions, your approval letter will include any conditions placed on the approval.
  - If disapproved, you will receive an e-mail with a letter notifying you that the application was disapproved, why, and a copy of the appeal procedures. You have 10 days to appeal.
  - If the EAA is “tabled” for a lack of information, you will be informed and the information you will need to provide detailed in the notice. The application will then be reviewed in the next meeting.

Some useful numbers:

- Miss Utility- 800-257-7777
- Department of Inspections, Licenses and Permits (DILP)- 410-313-2455

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