

# Dorsey's Search Community Association



Linden Hall  
4765 Dorsey Hall Drive  
Ellicott City, MD 21042  
410-730-4005

# Architectural Guidelines

**DORSEY'S SEARCH ARCHITECTURAL GUIDELINES  
FOR  
EXTERIOR ALTERATIONS  
AND  
IN-HOME BUSINESSES**

**THIS DOCUMENT IS TO BE USED TO ASSIST OUR RESIDENTS  
IN THE APPLICATION PROCESS.**

**This document cannot be downloaded & substituted in lieu of the Legal Documents!**

**TABLE OF CONTENTS**

	<u>Page</u>
<b><u>ANSWER TO COMMONLY ASKED QUESTIONS</u></b>	
What are the Covenants?	5
Why do we have Architectural Guidelines?	5
When is an application required?	5
What are the architectural committees?	5
How does the architectural review process work?	6
What if I do not wait for approval?	6
What if I have a complaint?	6
What is a Letter of Compliance?	6
<b><u>THE ARCHITECTURAL REVIEW PROCESS</u></b>	
Application Procedure	7
Review Process	8
Appeal Procedure	9
Completed Projects	9
Letter of Compliance Procedures	10
Covenant Enforcement Process	10
<b><u>GENERAL GUIDELINES</u></b>	11-12
<b><u>INDIVIDUAL GUIDELINES</u></b>	
Guideline No. 1 Additions	13
Guideline No. 2 Antennas: Satellite Dish, Amateur Radio and Television	14
Guideline No. 3 Apiaries: Beekeeping	15
Guideline No. 4 Attic Fans	16
Guideline No. 5 Awnings and Sun Trellises	16
Guideline No. 6 Basketball Backboards	16
Guideline No. 7 Boats, Trailers, Trucks and Recreational Vehicles	18
Guideline No. 8 Chicken Coops	18
Guideline No. 9 Chimneys, Flues, Smokestacks, and Ventilation Caps	18
Guideline No. 10 Clotheslines: Exterior	20
Guideline No. 11 Compost Piles	20
Guideline No. 12 Condominium and Townhouse Associations	21
Guideline No. 13 Decks, Porches, and Screened or Enclosed Decks	21

Guideline No. 14	Dog Houses and Dog Runs	23
Guideline No. 15	Driveways	23
Guideline No. 16	Fencing	24
Guideline No. 17	Flag Poles	25
Guideline No. 18A	Gardens: Flowers and/or Vegetables, Deer fencing	26
Guideline No. 18B	Gardens: Rock	27
Guideline No. 19	Gazebos	27
Guideline No. 20	Grills and Barbecues: Permanent	28
Guideline No. 21	Gutters, Downspouts, and Garage Doors: Replacement	28
Guideline No. 22	Heating and Air Conditioning Exterior Units, Generators and Above-Ground Gas Propane Tanks	29
Guideline No. 23	Holiday Decorations	29
Guideline No. 24	Hot Tubs and Whirlpools	30
Guideline No. 25	In-Home Businesses	30
Guideline No. 26	Landscaping/Fire Pits	31
Guideline No. 27	Lawn Ornamentation	33
Guideline No. 28	Lighting: Exterior	33
Guideline No. 29	Maintenance	35
Guideline No. 30	Open Space	36
Guideline No. 31	Painting, Staining	36
Guideline No. 32	Patios and Walkways	37
Guideline No. 33	Play Equipment: Swing Sets, Play Houses, and Sandboxes	38
Guideline No. 34	Pools	39
Guideline No. 35	Privacy Screens/Panels	40
Guideline No. 36	Radon Units	41
Guideline No. 37	Rain barrel	41
Guideline No. 38	Ramps - Accessibility	42
Guideline No. 39	Real Estate Signs	42
Guideline No. 40	Rental Properties: Boarders and Shared Living	43
Guideline No. 41	Reserved Parking Signs	43
Guideline No. 42	Re-Siding, Re-Roofing, and Re-Styling	44
Guideline No. 43	Screening	44
Guideline No. 44	Sheds and Storage	45
Guideline No. 45	Sidewalks, Snow Removal, and Street Trees	46
Guideline No. 46	Signs: Political and All Other	47
Guideline No. 47	Solar Collectors	48
Guideline No. 48	Storms/Screen Doors, Replacement Front Door	48
Guideline No. 49	Trellises	49
Guideline No. 50	Vehicles	49
Guideline No. 51	Windows: Replacements or Additions	50
Guideline No. 52	Woodpiles	50
Guideline No. 53	Other Alterations	50

## **Supplements**

Diagram A, B, C and D	51
Examples of Residential Fencing	52
Examples of Louvered Privacy Panels	53
Sample Site (Plat) Plan	54
Sample Exterior Alteration Application	55

Revised: March 2019

Approved by Board of Directors: March 13, 2019

# **ANSWERS TO COMMONLY ASKED QUESTIONS**

## **WHAT ARE THE COVENANTS?**

The covenants are a set of legal documents which are part of your deed of ownership and “run with the land,” i.e., transfer to future owners. This binding contract assures minimum standards for land use, architectural design, and property maintenance. The covenants allow for the operation of the Dorsey’s Search Community Association, Dorsey’s Search Resident Architectural Committee, and the Architectural Review Committee. You should have received these documents upon entering into a contract to purchase or rent your home from a builder or a resident. Similar covenants exist in all other Columbia villages. Copies of the covenants may be obtained from the village office.

## **WHY DO WE HAVE ARCHITECTURAL GUIDELINES?**

The covenants empower the Dorsey’s Search Resident Architectural Committee (RAC) to establish criteria for architectural changes and property maintenance through the Architectural Guidelines. These guidelines are designed to prevent excesses and abuses, while allowing individuals flexibility in property use, and to keep our community an attractive and desirable place.

## **WHEN IS AN APPLICATION REQUIRED?**

An application must be submitted and approved for any alteration to your house or yard. Examples include; additions, decks, change in paint color, or re-siding of your home. Please refer to the index under “Individual Guidelines.”

## **WHAT ARE THE ARCHITECTURAL COMMITTEES?**

There are two committees: The Resident Architectural Committee and the Architectural Review Committee. Their roles and relationships are explained in detail under “The Architectural Review Process.” (Page 7)

## **DORSEY’S SEARCH ARCHITECTURAL REVIEW COMMITTEE**

The Architectural Review Committee (ARC) shall be composed of five volunteer individuals designated by the Columbia Association (CA) and the Dorsey’s Search Village Board of Directors, with CA being entitled to approve a majority thereof. Preferably, these volunteers should have past experience on either the Village Board or the Resident Architectural Committee. The ARC serves as the final appellate body for review of determinations made by the Resident Architectural Committee.

## **RESIDENT ARCHITECTURAL COMMITTEE (RAC)**

The Resident Architectural Committee (RAC), an advisory body, is composed of volunteers appointed by the Village Board to assist the ARC by previewing all exterior

alteration applications to existing structures and handling routine architectural matters such as conducting on-site visits, making recommendations to the ARC, and preparing guideline revisions.

### **HOW DOES THE ARCHITECTURAL REVIEW PROCESS WORK?**

A list of pending applications is required to be published in the village newsletter and/or posted at the village office front desk, and/or on the website, prior to any action. The RAC makes a recommendation for action on applications at the public meeting which interested residents are encouraged to attend. The applications are then forwarded to the designated sign-off member of the ARC for action. The entire process can be expected to take 2-4 weeks. Any appeal of the final action is heard by a quorum of the ARC. The village employs a Covenant Advisor to assist in preparation and filing of applications, to receive inquiries and complaints and to carry out any other duties associated with covenant enforcement and committee activities.

### **WHAT IF I DO NOT WAIT FOR APPROVAL?**

Proceeding with an alteration or an in-home business prior to obtaining written approval is to do so at your own risk and would be in violation of the covenants. You could then face the cost of removing or modifying the alteration or in-home business to comply with ARC's decision.

### **WHAT IF I HAVE A COMPLAINT?**

Complaints, which remain anonymous, should be brought to the attention of the Covenant Advisor, who will investigate to verify if a violation exists. The property owner is notified and asked to correct the violation either by removal, by submission of an acceptable application, or by repair in the case of a maintenance problem. Most problems are resolved at this stage; however, if no action is taken to correct the violation, a formal notice from the Board of Directors can be sent, stating that legal remedies may be initiated. A letter stating that the property is in compliance will not be issued if a violation exists, and this may affect property resale.

### **WHAT IS A LETTER OF COMPLIANCE?**

A Certificate of Compliance as to a newly completed home is a document that certifies that all original builder construction is completed according to approved plans and is issued from Howard Research and Development (Rouse Company). An updated letter of compliance is issued only upon request (such as resale) and certifies that the architectural committees approved all subsequent alterations and that there is no maintenance or other violation of the covenants.

## THE ARCHITECTURAL REVIEW PROCESS

Residents who are considering an exterior alteration to their property or an in-home business should review the Dorsey's Search Covenants, particularly sections 1, 7.02, and 11.02, and the Dorsey's Search Village guidelines for exterior alterations, maintenance, and home businesses. If there are any questions, please contact the village Covenant Advisor.

An application to the Dorsey's Search Resident Architectural Committee is required for every new structure placed upon a lot and for most alterations made to existing structures and property. The purpose of the guidelines is to assist the resident in planning exterior alterations/in-home businesses by noting the types which will normally be approved and to ensure that an application will provide the RAC with all necessary information to thoroughly evaluate the application as quickly as possible. Howard County requires a building permit and inspection for many types of alterations, and the resident should call Howard County directly at **410-313-2455**. Although the committee assumes no responsibility for monitoring Howard County building codes, a known code violation would be adequate grounds for denial of the application.

### I. Application Procedure

- A. Obtain an "Exterior Alteration Application" from the village office or Covenant Advisor or by visiting the village website at: [www.dorseyssearch.org](http://www.dorseyssearch.org)
- B. Fill out the application as follows:
  1. Identification of location – all applications should include name, address, and telephone numbers of tenant/owner/applicant (home and work).  
**APPLICATION MUST BE SIGNED BY THE OWNER, OR IF A RENTAL PROPERTY, BY THE OWNER AND THE TENANT.** Some alterations may be eligible for the accelerated application process. Please check the list on the application form. Accepting an application for the accelerated process is at the discretion of the Covenant Advisor.
  2. Description of changes – the following information **must** be included: certified site (plat) plan indicating relationship of change to applicant's house, all adjacent houses, and property lines; picture or detailed drawing, manufacturer's drawing, or photograph, if applicable and if available; color samples; description of materials; all dimensions; and any other information pertinent to the alteration.
  3. Acknowledgement signatures of the affected and/or adjacent property owners may be required on certain alterations. This is to ensure that prior to the RAC's review, planned alterations are made known to the adjacent/affected residents. However, signatures do not indicate approval or disapproval and are not the deciding criteria used by the committee when making decisions.

4. If you live in a townhouse or condominium, you must also apply with your association for any exterior alteration. Many associations have a separate application. If you do not know how to contact your management company, please call the Village office at 410-730-4005 for help.
- C. Return application to the address shown on the application or by **FAX at 410-730-4008.**
- D. Applications received by the RAC are required to be listed in the Dorsey's Search newsletter and/or posted for public viewing at the Village Office. Residents may also call the office for information on pending applications. Completed applications need to be received at the office no later than 4:00 p.m. two weeks prior to the next regularly scheduled meeting.

The RAC generally meets the first and third Wednesday at 7:00 p.m. at the Dorsey's Search Community office at **Linden Hall, 4765 Dorsey Hall Drive, Ellicott City, MD.** The meetings are open to the public. Residents whose applications are to be considered or who have an interest are encouraged to attend.

- E. While any exception to these Guidelines can be denied, approval of any exception can be granted only after consideration at 2 consecutive RAC meetings. Homeowners or their representatives must be present at all exception hearings.

## II. Review Process

- A. Prior to the committee's consideration of an application, RAC members will view the property site and may talk to the applicant. Residents are urged to cooperate in this process.
- B. The agenda of the RAC meeting will observe the following priorities:
  1. Applications tabled from previous meeting when applicant is in attendance.
  2. New applications from residents in attendance.
  3. Residents who wish to address the committee regarding current agenda applications.
  4. Remaining applications.
  5. Other business.
- C. The Covenant Advisor will present applications to the RAC members. After discussion pertaining to the application, the committee acts on the application by either of the following:

1. Recommends approval or disapproval of the application (some conditions may be added), and then forwards this recommendation to the ARC sign-off person.
  2. Tables the application for stated reasons until the next meeting.
- D. A designated sign-off member of the ARC reviews the RAC recommendation and then takes final action (as detailed in Section 7.01 of the Dorsey's Search Village Covenants). The designated ARC member is not bound to accept the RAC recommendation. A statement of reasons must accompany any application that is disapproved.

**NOTE:** Residents should receive their formal notice regarding the final decision in the mail approximately 7-10 business days after ARC review.

### III. Appeal Procedure

In accordance with Article VII, Section 7.01 of the Dorsey's Search Village Covenants, if the applicant disagrees with the decision of the designated sign-off member of the Dorsey's Search Architectural Review Committee, the following process should be followed for an appeal of that action:

- A. File a written request for appeal to the Dorsey's Search Architectural Review Committee within 10 days after receipt of notice of their decision. The written request must be sent to: **The Dorsey's Search Architectural Committee  
4765 Dorsey Hall Drive, Ellicott City, MD 21042**
- B. The Covenant Advisor will set a date for review of the application acceptable to both resident and committee. The applicant will be notified of the date, time, and place of the review. Appeals usually are scheduled for ½ hour prior to the monthly board meeting.
- C. The applicant, the entire ARC or quorum thereof, and the Covenant Advisor shall be present at the appeal hearing, which is not a public meeting.
- D. The ARC shall render a decision, in writing, within two weeks of the appeal hearing. Their decision shall be final and binding upon all parties.

### IV. Completed Projects

- A. Work as expressed on the Exterior Alteration Application must be completed within **180** days of approval. Extenuating circumstances should be brought to the attention of the Covenant Advisor/RAC Committee.
- B. Any variances from the original approval terms and the completed project require that an amendment to the application be submitted and reviewed by the RAC. A major modification will require a new application and approval.

## V. Letter of Compliance Procedures

- A. Upon request, (for example, at resale of properties) the Covenant Advisor will inspect the property to verify current compliance with the covenants and all approved applications of record. If the property is found in compliance, a statement to this effect will be issued.
- B. A Letter of Compliance will not be issued if there are unapproved alterations or any other covenant violations on the property. This might affect property resale and realtors may be notified.

## VI. Covenant Enforcement Process

- A. Alleged violations may be reported by anyone to the Covenant Advisor. Complaints will remain anonymous and must be verified by the Covenant Advisor prior to any action. If you reside in a Townhouse/Condominium, please contact your Management Company first, to resolve any concerns at that level.
- B. Violations will be processed in the following manner:
  1. Two letters, 14 or more days apart, will be sent to the violator and/or property owner. The letter(s) shall clearly state the nature of the covenant or guideline violation.
  2. If there is no response within **30** days, the Covenant Advisor may request the Dorsey's Search Community Association Board to serve notice by certified letter to the resident/owner to correct the violation(s) within a 15-day period in accordance with the village covenants.
  3. Cases may then be referred to Columbia Association's Architectural Resource Committee for request for legal action if violations are not corrected at the village level.

## GENERAL GUIDELINES

When screening is required for any alteration (shed, woodpile, play equipment, etc.) it must be an evergreen such as white pine or hemlock, or a similar type of planting material, at least **2/3** the height of the object at planting or **4** feet, whichever is greater. It must also be of sufficient density to provide immediate screening. Please remember to plant your trees in a staggered fashion to create a natural landscape effect.

In some cases, residents may have to match a neighbor's approved alteration, for example, style of fencing. Consult the specific guideline for details.

When having mulch or wood delivered, please have items placed on your property, not sidewalks, streets, open space, right-of-way, etc., as this is illegal. Reasonable amounts of mulch should be delivered and promptly distributed.

The Columbia Association does not allow unauthorized use of open space for gardens, woodpiles, play equipment, pets, motorized vehicles, etc. Proposed changes of open space must go through the Dorsey's Search RAC/ARC and Village Board before being considered by the Columbia Association.

Please do not put your trash/recyclables out prior to 6:00 p.m. the night before collection and promptly remove receptacles after pick-up and store them out of sight. Please check with the village office **410-730-4005** or Howard County at **410-313-SORT**, for collection days. Using the common mailbox area for a collection point is not advisable, nor is the stacking of trash around fire hydrants.

Portable grills, lawn care equipment, bicycles, portable play equipment, wading pools, and similar items are to be stored out of sight when not in use and not left out.

PVC drainage hoses are to be placed/buried in the ground. If placed in between landscaping, they would need to be covered with mulch. They are not to remain exposed on front, side, or rear areas of properties.

Howard County law requires adjacent property owners to maintain the grass areas on both sides of the sidewalk (mowing, watering, seeding, etc.) as well as to remove sidewalk snow on the portions parallel to one's property. According to Section 18.402 (h) of the Howard County code, which deals with the removal of snow from sidewalks and public right-of-way, the following applies: "**It shall be the duty and obligation of the owner of property abutting a sidewalk in a public right-of-way to remove snow from the sidewalk within 48 hours after the snow has fallen.**" Repair and maintenance of adjoining sidewalks are also the responsibility of the adjacent property owner under Howard County law. Deteriorated sidewalks must be replaced with concrete. Contact Howard County at 410-313-3440 with any questions.

Maintenance of the cul-de-sac islands is the responsibility of homeowners.

“Flag” driveways must be left clear at all times for vehicle ingress and egress. Parking, storage, vehicle repair, etc., are not permitted on shared driveway areas. Maintenance, repair, or replacement of the driveway area is the responsibility of all owners in the case of a “flag lot” and/or shared driveway.

House numbers should be clearly visible and maintained at all times. No house numbers are to be painted on the curb, since vehicles may conceal the curb section, and emergency personnel do not look for addresses on the curb.

Major vehicle repairs must not be undertaken except in enclosed garages.

**Before digging, call “Miss Utility” toll free at 1-800-257-7777 for free location of gas, power, telephone, and cable lines.**

## **ANIMAL CONTROL**

Howard County law requires owners to pick up after their pets and dispose of waste material in a sanitary manner or face legal penalties. This applies to dogs **AND** cats, **ON** and **OFF** of one's property, which includes private property as well as all open space and public lands. Howard County animal control laws state, “**a domesticated animal is “at large” when it is not on a leash and under the control of a responsible person.**”

All dogs in Howard County are required to be registered. No wild, exotic, or “game” type animals shall be maintained on any residential lot. For complete copies of the animal control laws and violation forms call Howard County Animal Control at **410-313-2780**. Citizens having animal problems may use these remedies:

- Personally, bring the problem to the attention of the animal owner.
- Restraine the animal on property and contact Animal Control for pickup (**410-313-2780**).
- Write or call Animal Control about the problem requesting action.
- File a Violation Affidavit. This is a formal, notarized statement describing the problem (dates, times, etc.) to be sent to the Animal Control Division.
- As a last resort, citizens can take the offense directly to the Commissioner of the Howard County District Court by having a summons issued to the pet owner.

## **INDIVIDUAL GUIDELINES**

The guidelines that follow are intended to specify criteria used to evaluate requests for various types of structures and alterations and for conducting businesses in the home. Concerns and expectations regarding maintenance of one's property are also covered. These guidelines do not modify any requirements of the covenants, and in the case of any inconsistency that may exist between guideline and covenants; the requirements of the covenants prevail.

**NOTE:** Homeowners must also adhere to restrictions set forth by Howard County. Any homeowner living in a townhouse or condominium **MUST** apply to the Village and their association for any exterior alteration. An approval from both is required for project to proceed. It is the homeowner's responsibility to ensure compliance with all applicable types of restrictions.

### **GUIDELINE NO. 1 – ADDITIONS**

An Exterior Alteration Application must be submitted for all additions.

Building additions include, but are not limited to, garages, greenhouses, porches, rooms, and deck enclosures. Any enclosed or partially enclosed extension of the house is considered an addition. The design of additions must be consistent with the existing shape, style, and proportion of the dwelling as follows:

1. The color and texture of the siding, roofing, and trim materials shall be the same as or compatible with the existing materials of the primary dwelling.
2. The style and color of new windows and doors shall be compatible in style and proportion with those of the existing dwelling. New windows and doors shall be located vertically on walls at the same approximate height as those of the existing dwelling and be trimmed in the same or a similar manner.
3. Eaves and fascias shall be the same depth, style, and approximate height of existing eaves and fascias. New roofs should be the same approximate slope as those of the existing dwelling and of the same material as the existing roof.
4. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space.  
New windows, doors, lighting or viewing areas from the addition should not impinge upon existing internal or external private areas of adjacent residences.
5. New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining existing dwellings.
6. Additions shall not adversely affect drainage conditions on adjacent properties.
7. If an existing deck, screened porch, etc., is to be further modified for year-round use (glass enclosed, etc.) all materials must match the house exactly as to siding, roof, etc.
8. For building permit information, call Howard County at **410-313-2455**. Before digging, call "Miss Utility" toll free at **1-800-257-7777** for existing utility and cable locations.

## **Application Requirements:**

The application must include drawings to scale of new construction, including a site (plat) plan, floor plan, roof plan, and elevation views of each new exterior wall area. These plans/views should show dimensions and locations of such features as floors, windows, rooflines, trim, and new exterior lighting fixtures in relationship to the existing structure.

A description of materials, including type and color of siding material, roof material, trim material, lighting fixtures, and windows, is needed.

### **GUIDELINE NO. 2 – ANTENNAS: SATELLITE DISH, AMATEUR RADIO AND TELEVISION BROADCAST SERVICE**

Satellite dish antennas that are 1-meter (39 inches) or less in diameter and television broadcast service antennas that are twelve (12) feet or less in height are permitted without prior approval/application if the following criteria are met:

1. The antenna is installed in a location on the lot that minimizes its visibility to the extent possible without degrading reception and in such a manner as to blend with the surroundings. Possible locations include: rear deck floor, rear section of the roof, adjacent to chimneys, rear yards.
2. The color and finish of the dish results in minimal visibility and blends into the background against which it is mounted.
3. The associated cables and wires are secured and placed in an inconspicuous manner on the property.
4. Satellite dishes and their finish shall be maintained and not allowed to rust, etc.
5. Screening may be needed and maybe required if it would not substantially degrade reception; an application must be submitted for all screening plans and written approval of such an application is required prior to the installation of screening materials.
6. Satellite dish antennas may not be installed on a pole exceeding 12 feet in height nor may television broadcast service antennas greater than 12 feet in height be installed without prior written approval by the architectural committees.
7. In conjunction with the above village guidelines, if you reside in a townhouse/ condominium situation, please refer to your respective association's board of directors or management company to ascertain any additional installation or location restrictions the townhouse/condominium may incorporate.

All satellite dish antennas that are more than 1 meter (39 inches) in diameter, all satellite dish antennas (regardless of size) that are mounted on a pole exceeding 12 feet in height, all television broadcast service antennas exceeding 12 feet in height, and all other exterior antennas require submission of an Exterior Alteration Application and prior written approval by the architectural committees before installation.

## **GUIDELINE NO. 3 – APIARIES: BEEKEEPING**

An Exterior Alteration Application is required for all apiaries. Apiaries will be allowed on a case-by-case basis, as not every property is suitable. Apiaries will not be allowed as an in-home business. Signatures of all adjacent property owners are required.

Apiaries must meet all of the following conditions:

1. The minimum front setback is 75 feet from the front property line.
2. The minimum rear and side setbacks are 50 feet from the property line.
3. A water supply must be provided close to the apiary to minimize honeybees from seeking water off-site.
4. No more than 2 apiaries on a lot. Apiaries cannot exceed 5 feet high.
5. In order to limit access to the apiary and minimizing disturbance of hives by people, screening as defined in the Dorsey's Search Village Association Guidelines and/or fencing may be required.
6. The location and flight paths of the colony should be arranged carefully, and should be located and oriented so that flyways are above head level when the honeybees cross adjacent property lines.
7. Apiaries must be a minimum of 75 feet from pathways and other public thoroughfares including areas mowed by heavy machinery.
8. In the State of Maryland, hives must be registered. Apiaries shall comply with Maryland Department of Agriculture Regulations as they pertain to beekeeping and must be operated and maintained in accordance with Best Management Practices.
9. The apiary does not create unreasonable interference with the use of others' property or become a nuisance to adjacent property owners. The apiary does not endanger public health, safety or interfere with use of public open space.
10. Any approval of an apiary granted pursuant to this guideline is expressly conditioned upon the condition of the apiary continue to (a) not create unreasonable interference with the use of others' property, (b) not be a nuisance to adjacent property owners, (c) not endanger public health or safety, and (d) not interfere with the use of public open space. Should any change in circumstances (including, but not limited to a change in ownership of adjacent property) cause the apiary to no longer meet all of these condition, approval of the apiary may be withdrawn by either the RAC or the Village Board of Directors on thirty-days (30-days) notice.

### **Application Requirements:**

1. A site plan showing the location of the apiary, the water source, flight path and flight path barrier in relation to the property lines.
2. Provide a picture and/or a detailed drawing of the apiary, the water source, and structure on which the apiary sits include description of materials to be used, color of the materials to be used, and all dimensions.
3. Landscape plan for screening and flight path prevention.

## **GUIDELINE NO. 4 – ATTIC FANS**

An Exterior Alteration Application must be submitted for all attic fans.

Attic fans that are of low profile and mounted on the least visible slope of the roof will most likely be approved. They must be painted to match the roof color. Wind-powered units will not be approved. Solar powered units must specify the placement of solar cells if they are not part of the attic fan unit. (See Guideline No. 42 – Solar Collectors)

### **Application Requirements:**

Submit a site (plat) plan and a complete description and drawing and/or a manufacturer's drawing or photograph of the proposed fan, and show exact location and amount of projection on the roof. Color of unit and roof must be indicated.

## **GUIDELINE NO. 5 – AWNINGS AND SUN TRELLISES**

An Exterior Alteration Application must be submitted for all awnings and sun trellises. The committee in its review of awnings and sun trellises will use the following criteria:

1. The style, color, materials, size, and proportion must complement the architectural character and existing color scheme of the house.
2. Wood trellises and cloth awnings are preferred.
3. Aluminum and fiberglass awnings are **NOT ALLOWED**.
4. Awnings are to be of straightforward design without embellishments such as fringes, contrast trim, etc.
5. If awnings are to be removed, pipe frames must also be removed.
6. Awnings should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space.

### **Application Requirements:**

The application must include a site (plat) plan, scaled elevation, and roof plan showing the location of the awning or sun trellis in relation to the house.

Dimensions, color, style, method of attachment (where applicable), and a description of the material and/or a manufacturer's drawing must be included.

## **GUIDELINE NO. 6 – BASKETBALL BACKBOARDS**

An Exterior Alteration Application must be submitted for all basketball backboards, freestanding, attached, and portable.

- A. Attached basketball backboards will most likely be approved if the following criteria are met:

1. The backboard is firmly attached to the garage and located over the driveway. All supports used to secure the backboard to the house must be painted to match the background color of the structure to which they are attached.
  2. Only commercial quality backboards will be considered for approval.
  3. The backboard is white, graphite (gray), or clear with a hoop, stripe and net.
  4. Adjacent neighbors' signatures are required.
- B. Free-standing basketball backboards will most likely be approved if the following criteria are met (see Diagram A on page 50):
1. If the location is in front of the house, placement must be at the side of the driveway away from the applicant's house toward the side property line. It should not be more than **20** feet nor less than **3** feet from the front of the garage, and it should be no more than **4** feet from the sideline of the driveway. A minimum of **10** feet is required between the backboard and the side property line and a minimum of **30** feet is required from the front property line to the backboard. The basketball hoop must face the driveway.
  2. Applications will be reviewed on a case-by-case basis for locations in the rear of the house.
  3. Only commercial quality backboards will be considered for approval.
  4. The backboard is white, graphite (gray), or clear with a hoop, stripe, and net.
- C. Moveable or portable backboards require an application and must meet the location requirements listed for free standing units. Portable units must be returned to an approved location when not in use. Howard County code prohibits all basketball units from being placed at the base of the driveway by the street.
- D. All basketball units must be well maintained (not allowed to rust, replacement of net, if torn or missing).

### **Application Requirements:**

Submit a site (plat) plan showing the location of the basketball unit in relation to the property lines and a description of the proposed basketball unit, which must include details of screening (see guideline on **Screening**), a description of backboard color, a manufacturer's drawing or photograph (if available), the color of the pole, and the height of the rim. Signatures of neighbors whose property are most affected visually and audibly by the basketball unit are required.

## **GUIDELINE NO. 7 – BOATS, TRAILERS, TRUCKS AND RECREATIONAL VEHICLES**

An Exterior Alteration Application must be submitted annually for all boats, trailers, recreational vehicles and trucks. Section 8.01 of the Dorsey's Search Village Covenants states, **"No boat trailer, house trailer, trailer, truck or any similar items shall be stored or parked in the open on any lot."**

1. Any vehicle (including boats, trailers, campers, RV's and trucks) that has commercial signage or lettering on it must be covered. Trucks are defined as commercial vehicles with exterior signing or lettering or exceeding ¾ ton manufacturers rating capacity or with an open, loaded, or flatbed section.
2. Equipment/materials (e.g.: ladders) must be removed and stored out of sight.
3. Major repair or renovation of vehicles, boats, trailers, trucks, campers, and similar equipment is prohibited except in enclosed garages. If minor repairs are being undertaken, materials and tools must be cleaned up by the end of each day.
4. Parking of any motor vehicle on other than driveways or an approved parking pad is prohibited. Information regarding storage in Columbia Association's RV Storage Facility can be obtained by contacting Columbia Open Space Department at **410-312-6330**, or the village office.

### **Application Requirements:**

Submit a site (plat) plan or drawing to scale showing exact location and description of proposed item to be stored, including details of screening (see guideline on **Screening**).

## **GUIDELINE NO. 8 – CHICKEN COOPS**

Any type of Avian coops is prohibited.

## **GUIDELINE NO. 9 – CHIMNEYS, FLUES, SMOKESTACKS, AND VENTILATION CAPS**

An Exterior Alteration Application must be submitted for all chimneys, flues, and smokestacks.

The purpose of this guideline is to ensure that the flue installation will match the architectural style of the applicant's house. This guideline applies to single family homes, townhouses, and condominiums. The applicable homeowners association for townhouse and condominium owners must also be consulted for additional restrictions.

- A. Flues that exit the foundation or the exterior wall of the house and run vertically up the exterior wall.

1. Flues shall be totally enclosed with a material that matches the exterior house finish.

Examples:

- A brick house shall have a matching brick enclosure.
  - A house with wood siding shall have a wood siding enclosure painted or stained to match the house.
  - A house with aluminum siding shall have a matching aluminum siding enclosure or an enclosure that is all brick.
  - A house with some brick trim can have either a matching brick enclosure or an enclosure matching the siding.
2. Howard County building code states a minimum height requirement for chimneys. Height shall not exceed the county minimum.
  3. Flashing and trim shall be painted to match adjacent materials.
- B. Flues that exit the rear slope of the roof **and** are not visible from the front.
1. Flue cap shall be painted to match existing roof color.
  2. Flue shall not exceed **14** inches outside diameter.
  3. If the flue is visible from the street, the flue enclosure shall extend the entire length of the flue.
  4. If the flue is located on the rear slope of the roof and is not visible from the street, it may not need to be boxed in.
  5. Howard County building code states a minimum height requirement for chimneys. Height shall not exceed that minimum.
  6. Flashing and trim shall be painted to match adjacent materials.
- C. Flues that exit the front slope of the roof or the roof ridge are discouraged.
- D. Multiple Flues  
Additional flues must meet the guidelines outlined above. While each case will be reviewed individually, the following criteria will be considered.
1. If the flues can be simultaneously viewed, they must be identical with respect to design, proportion and materials.
  2. If an additional flue is added adjacent to an existing one, both flues must be combined in one boxed enclosure.
- E. Ventilation Caps for Exhaust Fans
1. The cap will be painted to match the surface in which it will be installed on (e.g.: brick, siding) or matches trim on house.
  2. Picture or diagram of the vent to be submitted with the application.
  3. Location of installation.

## **Application Requirements:**

The application must include a site (plat) plan and exterior elevations showing the exact location of proposed chimney, flue, and/or smokestack and a complete description of materials to be used. In the case of an additional flue or multiple flues, complete information on any existing chimney or flues must be included. For all new chimneys, flues, or smokestacks, a manufacturer's drawing or photograph should be submitted, if available.

### **GUIDELINE NO. 10 – CLOTHESLINES: EXTERIOR**

An Exterior Alteration Application must be submitted for all exterior clotheslines. Only umbrella or retractable types will be approved. These clotheslines must be removed when not in use and removed daily by sunset. Any umbrella or retractable clothesline must be located as close to the rear of the house as possible and within lines defined by the sides of the house (see Diagram D on page 50).

**NOTE:** Article XI, Section 11.04, of the Dorsey's Search Covenants states: "**No clothing or any other household fabrics shall be hung unless they are hung from an umbrella or retractable clothes hanging device. This device must be removed from view when not in use, unless the same are enclosed by a fence or other enclosure at least six inches higher than such hanging articles, provided such fence or other enclosure is approved by the Architectural Committee.**"

## **Application Requirements:**

Application must include a site (plat) plan showing exact location, size, type, and color of clothes hanging device and a manufacturer's drawing or photograph, if available. If screening is desired, include complete description (see guideline on **Screening**).

### **GUIDELINE NO. 11 – COMPOST PILES**

An Exterior Alteration Application must be submitted for all compost piles (see Diagram C on page 50). A compost pile includes any structure built to house composting or any compost pile. An application will most likely be approved if the following criteria are met:

1. A compost pile must be located at the rear of the house and within lines defined by the sides of the house exterior, extended to the rear, and within **20** feet of the house or **2/3** of the distance between the rear of the house and the rear property line, whichever is closer to the house.
2. Compost piles must be screened from view of all neighboring homes, open space, and/or streets (see guideline on **Screening**).
3. Use and maintenance: The bin is used to compost only plant materials such as grass clippings, leaves, and small brush and is turned regularly

- to prevent odors and aid decomposition. No household waste (kitchen scraps) should be composted, to avoid odors and animals.
4. If a compost pile is moved to a location other than that in the original application, a new application must be submitted. In addition, if the compost pile design or structure is altered in any way, a new application is required.
  5. Compost piles located on a townhouse property will be reviewed on a case-by-case basis.

If advice is needed, call the University of Maryland Home and Garden Information Center at **800 342-2507** or contact them @ [www.hgic.umd.edu](http://www.hgic.umd.edu).

### **Application Requirements:**

Submit a site (plat) plan showing the location of the compost pile relative to the house, property line, and neighboring houses. Also, include a drawing showing the exact dimensions and style of the compost pile, a description of the color and materials to be used, and the type and location of planting material to be used for screening (see guideline on **Screening**). If applicable, include a manufacturer's drawing and/or photograph, if available.

## **GUIDELINE NO. 12 – CONDOMINIUM AND TOWNHOUSE ASSOCIATIONS**

It is important to maintain the original architectural character or theme of the development governed by the association. Any exterior alterations should not conflict with the original plan. An Exterior Alteration application is required for **ALL** exterior alterations.

**Common Property** – Exterior Alteration Application must be in the respective association's name and signed by a member of the Board of Directors. If the work is to be done in stages, (e.g. landscaping), a master plan must be submitted.

**Individually Owned Property** – Homeowners must apply to the Village and the association. An approval from both is required for the project to proceed. Some homeowners associations have more restrictive architectural guidelines than the Village. If you have questions, consult your association and/or the Village Covenant Advisor.

## **GUIDELINE NO. 13 – DECKS, PORCHES, AND SCREENED OR ENCLOSED DECKS**

See also **Guideline No. 32 - Patios and Walkways.**

An Exterior Alteration Application must be submitted for all decks, porches, and screened or enclosed decks. The following criteria will be used as a guide in reviewing and approving these applications: the location, material, color, size, and relationship to

lot, conformity with design of house, townhouse, or condominium; and relationship of the proposed structure to neighboring dwellings. The Howard County building code must be adhered to in all its aspects, including the obtaining of a building permit. The application will most likely be approved if the following criteria are met:

1. All decks should be constructed of durable materials. If an addition is to be any color other than its natural color it will be reviewed on a case-by-case basis.
2. Privacy panels on second-level townhouse/condominium decks must be constructed of wood and be louvered style.
3. Privacy panels can be a maximum of 6 feet in height from the floor of the deck and may not be built on top of railings. The upper privacy panel would match the length of the lower privacy panel and is not to exceed 2/3 feet in length of the approved deck. (If deck is approved, adding a privacy panel that meets the listed requirements may be required.)
4. Privacy Panels will be reviewed on a case-by-case basis depending on the location and the individual association's requirements. (see illustrations on page 52)
5. Decks built on the second level of inside units for townhouses/condominiums must be set in a minimum of 1 foot from each side property line. End units must have one-foot set back from adjoining side property lines. Measurements for rear decks will be taken from the foundation out (not from any jut out sections, such as cantilevers, chimneys, etc.).
6. Two styles of railings will be accepted in each townhouse/condominium community to maintain a consistency within the community. Picket railings must extend from top to bottom cross rail.
7. Maximum depth for decks is 16 feet or 2/3 of the rear property measured from the foundation of the townhouse/condominium.  
Townhouse/condominium owners should be aware that there might be additional requirements or restrictions. If you have questions, please contact your association officers or the Village Covenant Advisor.
8. A change from wood to composite requires an application.

**NOTE: Townhouse and Condominiums –** All applications need to go to the Village and the association. An approval is needed from both for the project to proceed.

### **Application Requirements:**

Submit a site (plat) plan, detailed plan, and elevation drawings showing the size and elevations of the structure, details of any railings used, and any description of treatment or paint to be applied to the materials. Also, include a description of any plantings to be removed for the construction of the structure and any equipment such as meters or heating and air conditioning sources that will be relocated. Include any changes in window or door locations and a description of proposed installation of and/or changes in exterior lighting. A description of proposed landscaping or screening must be

submitted (see guideline on **Screening**.) A list of all construction materials must accompany the application.

### **GUIDELINE NO. 14 – DOG HOUSES AND DOG RUNS**

An Exterior Alteration Application must be submitted for all doghouses and dog runs (see Diagram B on page 50). This guideline includes all dog runs and a temporary or permanent structure for housing a dog or other animal otherwise allowed by Howard County and the Dorsey's Search Covenants. The application will most likely be approved if the following criteria are met:

1. The material and color of the doghouse roof are the same as the roof of the adjacent house. Additionally, the sides of the doghouse must match the color of the adjacent house.
2. The size of the doghouse does not exceed **4** feet in any direction (height, length, width), and the doghouse is located at the rear of the house and within **20** feet of the house, but not closer to any property line than half the distance from the house. If placed against the residence, the doghouse must abut the siding of the house. The doghouse must be adequately screened from view of adjacent properties and must not be visible from the front street or from the side streets of corner lots (see guideline on **Screening**).
3. Dog runs will be considered on a case-by-case basis.

**NOTE:** Maintenance of structures and surrounding areas is of prime importance! Cleanup of waste material must be on a daily basis.

#### **Application Requirements:**

Submit a site (plat) plan and elevation drawings detailing the location of the proposed doghouse and/or dog run, including the dimensions, materials, and color; include details of proposed screening, if applicable. Include a manufacturer's drawing or photograph, if available.

### **GUIDELINE NO. 15 – DRIVEWAYS**

An Exterior Alteration Application must be submitted if there will be any change of materials, size, shape, or grade to the already approved existing driveway. Materials of all driveways in the vicinity will be considered. Screening may be required (see guideline on **Screening**).

**NOTE:** Maintenance, repair, or replacement of all driveways is the responsibility of the owner or owners in the case of a flag lot or shared driveway. **Loose driveway materials such as crushed stone or gravel are prohibited.**

#### **Application Requirements:**

Submit a site (plat) plan detailing the dimensions of the proposed driveway in relation to existing structures and property lines and any proposed changes in grade (care must be taken regarding any drainage change). Also include a description of materials to be used, including color and texture, and type of screening, if applicable.

## **GUIDELINE NO. 16 – FENCING**

Deer Fencing see Guideline 18A

Fundamental to Columbia's plan is the concept of public open space. The preservation of open space, natural features, and a feeling of openness all contribute significantly to Columbia's departure from typical subdivisions. The purpose of community open space is to enhance each small residential lot by providing an atmosphere of a larger open area. In addition, many side and rear yards are also public when they directly abut open space. Fencing, if it is carelessly used or placed, visually encroaches upon open space and even destroys this concept.

Fencing includes all hedges and solid, transparent, or semi-transparent barriers constructed of wood, metal, masonry, or any combination of materials.

Fencing will most readily be approved if the following criteria are met:

1. The proposed fence matches those approved fences on adjacent properties and/or respective cul-de-sac. Gates may not open onto adjacent properties.
2. Property line fencing does not extend forward of the rear line of the house. On corner lots the fence also must not extend past the side facing the street or the rear line of adjacent houses.
3. Front yard fencing is not permitted. Rear yard fencing, which will, in effect, create front yard fencing for a neighbor, must be set back a minimum of **5** feet from the property line and must be landscaped outside the fence.
4. Chain link fences, wire mesh fences, multi-style, and hedges are not permitted.
5. Gates must match the fence in material, style, and color.
6. The appearance of the fence shall be the same on all sides.
7. Vegetable garden fencing must be inconspicuous and no higher than **36** inches; it must be removed after the planting season. Screening may be required (see guideline on **Screening**).

Board-on-board fences (Solid fence) are best when placed perpendicular to the house. Special attention should be given to sloping terrain. The fence sections should be stepped and horizontal rails be made to match in the same plane. The maximum distance a solid fence can extend from a single-family house is **2/3** the distance from the house to the

property line or a maximum distance of **24** feet; under no circumstances can a solid fence extend into the side yard. Maximum height should be no greater than **6** feet.

Semi-transparent fences, such as spaced picket style fencing, will be reviewed on a case-by-case basis. Deer fencing guideline is Guideline 18A.

Transparent fences such as split-rail fences should have a maximum height of **36** inches for two-rail fences and **42 or 48** inches for three-rail fences, with the maximum height being 48 inches. These fences are appropriate for property line fencing. While 42 inches is the recommended height for three-rail fencing, a 48-inch height for three-rail fencing has been required in some situations (for example, Howard County requirements for fencing around a pool). The Committee will review the height requested for the property and base the approval on existing approved fences on the respective street/cul-de-sac area. Galvanized or black painted welded wire mesh may be attached to the inside of the fence but must not extend beyond the top rail. Black or dark green vinyl coated wire may be allowed. These fences are recommended to remain natural. (See illustrations on page 51.)

#### **NOTE: Townhouses and Condominiums**

Fencing must match approved style, material, and size within your townhouse/condominium association.

#### **Application Requirements:**

Submit a site (plat) plan showing the location of the fence on the property. Additionally, include a description of the fence style and materials to be used, the color of the fence style and materials to be used, the color of the fence and house, and architectural style of the house. The application must indicate the fence dimensions on the site (plat) plan, which shows the relationship to adjacent houses, open spaces, and property. Please include a description of the style and color of other fences in the immediate area and a description of the type of screening to be used, if applicable.

### **GUIDELINE NO. 17 – FLAGPOLES**

All temporary or permanent flagpoles installed on any lot require an application and will be considered on a case by case basis. Contact the Covenant Advisor for more information.

#### **Application Requirements:**

Submit a site (plat) plan or drawing to scale showing exact location and description of proposed flagpole.

## **GUIDELINE NO. 18A – GARDENS: FLOWER AND/OR VEGETABLE, DEER FENCING**

An annual exterior application is required for the following gardens:

Applications for small garden plots in the rear/side yard will be reviewed by using the following criteria:

1. Acceptability of garden plots shall be determined by visibility. Crops must be less than **4** feet tall at maturity. Most garden plots require screening (see guideline on **Screening**).
2. To avoid erosion and reduce visibility, sowing of a winter cover may be required in the non-planting season. All dead vegetables and plant supports must be removed by **October 15**.
3. Temporary wire fencing of welded wire mesh may be used to keep out small animals. Total height of fencing including supports shall not exceed **36** inches and may be installed only after **April 15** and must be removed by **October 15**.

**No** Exterior Alteration Application for a vegetable garden is required when either of the following criteria is met:

1. Small plots, located at the back of the house, that do not extend more than **3** feet from the house and do not exceed the length of the house and remains within the lines defined by the sides of the house.
2. One single plot per property located within the rear lines of the house and the rear property line in which **ALL** of the following conditions are met:
  - a. size does not exceed **200** square feet,
  - b. garden is not terraced or placed on a steep grade that may lead to soil erosion or property damage due to water or runoff;
  - c. and garden contents are limited to items with a mature height of **4** feet or less.

When having any bulk garden materials delivered, please have items placed on your own property or driveway, not sidewalk, right-of-way, etc., and have reasonable amounts delivered. Items may not be stored in a visible location for more than **2** weeks from delivery/purchase. Failure to maintain your garden is a violation of the maintenance provisions of the Dorsey's Search village covenants.

### **Application Requirements:**

**AN APPLICATION MUST BE SUBMITTED ANNUALLY.** Previous upkeep and maintenance will be of primary consideration for renewal applications. The application must include a site (plat) plan showing the location and dimensions of the garden and any fencing or planting materials to be used for screening (see guideline on **Screening**).

**NOTE:** In Howard County, the last frost date is May 6, and the first frost date is October 6.

**DEER/ANIMAL FENCING** – A system of webbing and posts manufactured specifically for the protection of plants from deer and to have minimal visual impact. The webbing is stranded plastic mesh and black. This material is used to protect larger permanent plants/landscaping, such as evergreens. This is intended to be temporary to allow plants to establish or to recover. This is not intended as a permanent solution for damage caused by deer. Other species of plants may need to be considered if substantial damage continues. **Deer/animal fencing is prohibited as property line fencing or sectioning off areas of the property.** It is to be used as a protective barrier for plants only.

No Exterior Alteration Application is required if the following criteria are met:

1. The plants to be wrapped are within the rear lines of the house.
2. the deer/animal fencing is low visibility, black, fine mesh.
3. Plants are individually wrapped or close groupings of plants are wrapped.
4. The fencing does not exceed the height of 7 feet.

An annual Exterior Alteration Application is required if:

1. The deer/animal fencing is to be placed in the side/front yard or outside the rear lines of the house.
2. The chosen fencing is not low visibility, black, fine mesh.
3. The fencing is taller than 7 feet.

#### **Application Requirements:**

**AN APPLICATION MUST BE SUBMITTED ANNUALLY.** Previous upkeep and maintenance will be of primary consideration for renewal applications. The application must include a site (plat) plan showing the location and dimensions of the deer/animal fencing.

### **GUIDELINE NO. 18B – GARDENS: ROCK**

An Exterior Alteration Application must be submitted for all rock gardens.

#### **Application Requirements:**

Submit a site (plat) plan showing the location of the garden and a detailed drawing describing its contents.

### **GUIDELINE NO. 19 – GAZEBOS**

An Exterior Alteration Application must be submitted for all gazebos. Gazebos will be reviewed on a case-by-case basis. Gazebos should be constructed of durable materials.

All visible portions should be wood, which may be natural, painted, or stained, depending on the application. The location and size of a gazebo in relation to surrounding houses, properties, and open space will be taken into consideration.

### **Application Requirements:**

Submit a site (plat) plan, detailed drawing, and elevation drawings showing the size and elevation of the gazebo and details of all materials to be used as any description of treatment to be applied to the materials. Also include a description of any plantings to be removed for the construction of the gazebo and any equipment such as meters or heating and air conditioning sources that will be relocated. Include a description of proposed installation of and/or changes in exterior lighting. Description of proposed landscaping or screening must be submitted (see guideline on **Screening**).

### **GUIDELINE NO. 20 – GRILLS AND BARBECUES: PERMANENT**

An Exterior Alteration Application must be submitted for all permanent grills and barbecues. The application will most likely be approved if the following criteria are met:

1. Permanent grills must be located behind the rear of the house and at least **10** feet from the rear and side property lines. The materials should be compatible with the adjacent house and not so large as to dominate the space.
2. Gas grills, permanently installed on a concrete base, must be located at least **10** feet from the rear property line, at least **7** feet from the side property line, behind the rear of the house, and within **15** feet of the rear of the house.

### **Application Requirements:**

Submit a site (plat) plan showing the location of the proposed grill, a scale drawing of the grill, and materials to be used for the grill.

### **GUIDELINE NO. 21 – GUTTERS, DOWNSPOUTS, FRONT & GARAGE DOORS: REPLACEMENT**

An application is not required for replacement gutters, gutter guards and downspouts provided they match the color of the house or trim. Gutter guards must match the gutter/downspout or roof shingle color and should not be visible from the street. An Exterior Alteration Application must be submitted for all changes to gutters, downspouts, and garage doors. Front doors and garage doors must be compatible in style, material and color scheme of the house. If a replacement garage door is of the same material, color, and style as the builder-installed or previously approved front or garage door, no application is required. An Exterior Alteration Application is required

for all other changes to front and garage doors, e.g. wood to aluminum, windowless to window style. No stained glass but frosted is allowed.

### **Application Requirements:**

Submit a site (plat) plan showing the location of the gutters and downspouts and a description of the color of the house and trim. Include paint chips showing the proposed color of gutters and downspouts. For front and garage doors replacement, provide a picture/description of proposed door change with color selection.

### **GUIDELINE NO. 22 – HEATING AND AIR CONDITIONING EXTERIOR UNITS, GENERATORS, AND ABOVE-GROUND GAS PROPANE TANKS**

An Exterior Alteration Application must be submitted for exterior heating and air conditioning units, generators, and apparatus and will most likely be approved and accelerated if the following criteria are met:

1. Units are screened from the street allowing proper airflow around it (see guideline on **Screening**).
2. Units are located as close to the rear of the house as possible.
3. Window or wall-mounted air conditioner units will usually not be approved. If a unit is located in the rear of the house and total screening can be demonstrated they will be reviewed on a case-by-case basis.

All gas propane tanks used for fireplaces require submission of an Exterior Alteration Application. The preferred location is behind a chimney or a jut in the wall. Materials used for any closures for tank must match existing materials of the house. All propane tanks must conform to Howard County code requirements. Please submit an approved permit from Howard County Department of Inspections, Licenses and Permits Division with the village application.

### **Application Requirements:**

Submit a site (plat) plan showing the location of the unit and any related equipment. Include a manufacturer's drawing and/or photograph, if available. For gas propane tanks, also include the location of the external vent, the dimensions and color of the tank, and proposed landscaping and/or enclosure required for screening purposes.

### **GUIDELINE NO. 23 – HOLIDAY DECORATIONS**

Holiday decorations do not require an application for individual houses; however, they may only be in place 21 days prior to and 21 days following a holiday.

## **GUIDELINE NO. 24 – HOT TUBS AND WHIRLPOOLS**

An Exterior Alteration Application must be submitted for all hot tubs and whirlpools (see Diagram B on page 50). Hot tubs and whirlpools will most likely be approved if the following criteria are met:

1. The applicant's lot shall be of sufficient size that the tub does not create a substantial acoustical or visual impact on adjacent property owners.
2. All hot tubs shall be located in the rear yards, within rear lines of the residence, and not more than **20** feet from the back of the house.
3. Generally, hot tubs shall not protrude more than **3** feet above the adjacent ground or deck level and shall be made of material that will blend with surrounding structures. A lid must be provided for any hot tub.
4. Additional screening with fences and landscape buffers such as shrubs may be required to reduce the impact on adjacent property owners (see guideline on **Screening**).
5. All hot tubs and whirlpools located on townhouse/condominium property will be reviewed on a case-by-case basis.

### **Application Requirements:**

Submit a site (plat) plan showing the location of the hot tub in relation to the applicant's house, property lines, and adjacent dwellings. Obtain signatures of all adjacent property owners who would be visually and acoustically affected by the hot tub. Include the dimensions, type, and color of proposed materials. Include a manufacturer's drawing and/or photograph, if available. Include details of proposed screening (see guideline on **Screening**).

## **GUIDELINE NO. 25 IN-HOME BUSINESSES**

An In-Home Business Application must be submitted for all professions and home industries. Applications are available at the Village Office.

An In-home business is defined as any business conducted on a residential lot, except for licensed in-home child day care as provided in the Maryland Homeowners Association Act. An in-home business approval once secured is not transferable to a new owner or new location.

The primary use of all residential properties must be as a **personal residence**. The following criteria will be enforced:

1. No profession or home industry shall be conducted in, or on, any part of a lot, or in any property thereon without the specific written approval of the Architectural Review Committee (ARC), who shall deem said business to be compatible with a high-quality residential neighborhood. The following

- activities may include, at the discretion of the committee: music, art, and dance classes, private tutoring, mail-order business, and schools, etc.
2. No sign or other advertising service relating to professions or home industries shall be placed upon any lot without approval by the ARC.
  3. Operating personnel shall be limited to one employee other than those members permanently residing in the residence unless specifically approved by the ARC.
  4. Any variance from the approved application will be considered a violation of the Dorsey's Search Village Covenants.
  5. Sheltered housing and assisted living are considered an in-home industry and thus require an application.

### **Application Requirements:**

All applications must include the following information:

1. Type of profession/home industry desired (complete description).
2. Where business-related materials will be stored.
3. How products, services, or materials will be distributed and advertised.
4. Impact of traffic and parking, and noise required.
5. Number and type of deliveries required.
6. Type and number of vehicles to be used in business and where such vehicles are to be parked.
7. The total square footage of the home and the percentage of that square footage to be utilized in the conduct of the proposed business.
8. The operating hours.
9. The number and times of meetings to be held per week and the number of people, who will attend meetings, as well as the number and type of vehicles that meeting members will drive and park at the meeting.

**Annual reapplication is not necessary if no changes have been made, and no complaints received.**

### **GUIDELINE NO. 26 – LANDSCAPING/FIRE PIT**

Landscape includes, but is not limited to, the planting of trees as a barrier, hedges over **2** feet tall, retaining walls, flowers, and changes in drainage. A master plan for landscaping is recommended even if planting is to be done in stages. It is strongly recommended that plantings be arranged in clusters or groups rather than in straight lines so as to create a more natural effect. Care should be taken to not over-plant one's lot with random plants and trees. Unnatural materials such as plastic fencing, artificial flowers, and painted rocks are not permitted. When having mulch or other bulk materials delivered, please have items placed on your own property, not sidewalks, parking pads, rights-of-way, or streets. Mulch, soil, etc., must be distributed within 14 days of delivery. Any tree or shrub on private property that overhangs the sidewalk must be trimmed to allow access to the sidewalk.

An Exterior Alteration Application must be submitted for, but is not limited to, the following:

1. Removal of any live tree with a diameter of **six (6) inches** or more measured from a point two (2) feet above ground level. (An application is not needed to remove dead or damaged trees.) Trees must be cut off at or below ground level. The intent is that there be no sign that a tree was ever there.
2. Any plantings used as a hedge or windbreak or for screening purposes (see guideline on **Screening**).
3. Landscaping that involves a change of slope and/or installation of a retaining wall or other structure.
4. Planting "islands" or clusters.
5. Major changes to existing approved landscaping, such as the addition of a landscaping pond.
6. The addition of rocks, stones, etc., to front, rear, or side of property as landscaping materials. The addition of rocks or stones may be approved to supplement/enhance shrubs, plantings, flowers, etc. but not in place of entire front lawns or rear lawns. Natural materials such as mulch or river rock will be more readily approved. White stone is not permitted.

An Exterior Alteration Application is not required for the following:

1. Individual shrubs (unless used as a hedge), foundation plants, annuals or perennial beds, ground covers, and single specimen trees that at maturity will be in scale with the house size.
2. Stepping-stones flush with the ground.
3. Removal of dead or damaged trees.

## FIRE PIT

An application for a permanent fire pit must be submitted with the following criteria:

1. Below-ground fire pits should be at least 25 feet away from structures and combustible materials such as trees, decks, cars, and sheds. They should be at least 4 inches deep and surrounded by a wall of non-combustible material, such as steel, brick, or cement.
2. The below-ground fire pit should be no more than 3 feet in diameter or no more than 2 feet in height.
3. A free-standing fire pit should be located at least 10 feet away from structures and combustible materials.
4. Both freestanding fire pits and below-ground fire pits must include a spark-resistant screen and the screen should always be able to fit comfortably on top of the pit.
5. The fire pit must be equipped with spark arrestors.
6. All fire pits must be located in the rear lines of the house.

Permanent fire pits will be reviewed on a case by case basis and will only be approved within the rear lines of the house.

**NOTE:** When an application includes landscape screening, follow the architectural guideline for **Screening**.

The following trees are not approved because of undesirable growth characteristics: black cherry, black locust, box elder, poplars, silver maple, standard weeping willow, sycamore, bamboo.

#### **Application Requirements:**

Submit a site (plat) plan showing the location and a complete description of plant material, including the size of plant material at maturity, the size and shape of flower/shrubbery beds, type of ground cover, and other pre-existing landscaping designs.

### **GUIDELINE NO. 27 – LAWN ORNAMENTATION**

An Exterior Alteration Application must be submitted for all lawn and /or decorative ornamentation, which includes but is not limited to, sculpture, statuary, fountains, birdbaths, freestanding bird houses, trellises, decorative fencing, weather vanes, house number signs, and landscape edging. No application is required for a decorative flag if flown on a temporary basis for specific holidays or occasions. Permanently installed in-ground flag poles will be considered on a case per case basis (see Guideline No. 15). Ornamentation will most likely be approved if the following criteria are met:

1. The ornamentation is small scale. Dimensions should not exceed four feet including any base. Trellises would be excluded.
2. The ornamentation is located in the rear yard. Any front yard ornamentation will be reviewed on a case-by-case basis.
3. The ornamentation is not readily visible from the street, open space, and neighboring yards.

#### **Application Requirements:**

Submit a site (plat) plan showing style, type of material, color, location of ornamentation, and a manufacturer's drawing and/or photograph, if available. When screening is necessary, submit details of proposed screening (see guideline on **Screening**).

### **GUIDELINE NO. 28 – LIGHTING: EXTERIOR**

An Exterior Alteration Application must be submitted for most changes to outside light fixtures and for additional exterior lights, including spotlights and skylights. These new

or additional lights should be aesthetically planned for each location. Exterior lighting should not illuminate adjacent property or public open space.

Residents are responsible for their own yard's post lights, which have been installed to serve in lieu of additional streetlights. (Baltimore Gas and Electric Company is responsible for the streetlights; residents should call **1-800-685-0123** to report malfunctioning streetlights). For security and safety purposes, residents are strongly urged to keep exterior lights operating. Bear in mind that if house numbers are not sufficiently illuminated, emergency vehicles may have difficulty in locating a resident's home.

1. Permanent Exterior Lighting and Wiring: All exterior lighting should be installed so as not to shine on or illuminate adjacent property or open space, and it should be aesthetically planned for each location.
2. Security Lighting: Floodlights and various types of high-output lights fall under this group. Exterior lighting of this type must be considered more carefully because of the impact on neighboring properties. Light fixtures of this type should be carefully aimed so that they illuminate only a specific area. Some high light fixtures may have to be shielded in a manner similar to some street light installations to prevent unwanted or excessive intrusion of light from one property to another. Security lighting under eaves is recommended. Toro lights and landscaping lights need an application to ascertain that the proposed lights are not too numerous nor overpowering for the requested area.
3. Temporary Lighting: Decorative holiday and festival lighting does not require an application; however, holiday lighting must not be operative prior to **21** days before the holiday and must be removed **21** days after the holiday. Temporary electrical lighting and wiring from street decorations on, over, or across any public street, avenue, or highway requires an application, a Howard County permit, and perhaps evidence of adequate insurance coverage.
4. Fluorescent Lights: In general, exterior fluorescent lights will not be approved. Compact Fluorescent Lights (CFLs) will be permitted to replace incandescent bulbs in exterior light fixtures as long as the bulb is not exposed. It is strongly recommended that the "Soft White" CFL bulb be used.

#### **Application is not needed for:**

Rear security lights if placed under house eaves.

#### **NOTES:**

**(1) The Resident Architectural Committee, upon receipt of a complaint from a resident that a light from a neighboring property is disturbing, may ask that the resident with the light adjust it if the committee deems such a change necessary.**

(2) Breaking ground –It is strongly recommended that before any digging is initiated the applicant call “Miss Utility” (**1-800-257-7777**) for existing locations of buried utility lines.

### **Application Requirements:**

Submit a site (plat) plan showing the location of the exterior light placement; a statement as to the architectural style of the home; the style, size, and wattage of proposed light fixtures; and a manufacturer’s drawing and/or photograph, if available.

### **GUIDELINE NO. 29 – MAINTENANCE.**

One of the most frequent sources of complaints and persistent problems in Columbia, generally, and in Dorsey’s Search, specifically, is the lack of proper maintenance on residential lots. This constitutes a violation of the Dorsey’s Search covenants as outlined below.

#### **A. General Property and Lawn Care**

The following is a direct quote from Section 6.01 of the Dorsey’s Search covenants:

**“Each owner shall keep all lots owned by him, and all improvements thereof, in good order and repair, including but not limited to the seeding, watering and mowing of all lawns, the pruning and cutting of trees and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements, all in a manner and with such frequency as is consistent with good property management.”**

The adjacent homeowner is responsible under Howard County law for mowing and maintenance of the outer sidewalk grass strips in a manner consistent with one’s own lawn program.

Sidewalk snow removal, which must be shoveled within **48** hours after the snow has fallen, is also the responsibility of adjacent residents and regulated by county code. Maintenance of the cul-de-sac islands and pruning of street trees is also the responsibility of the adjacent homeowners. Residents are encouraged to make a joint effort to beautify these areas.

#### **B. Trash**

The following is a direct quote from Section 8.06 of the Dorsey’s Search covenants:

**“If trash or other refuse is to be disposed of by being picked up and carried away on a regular basis, containers may be placed in the open, on any day that a pickup is made, at such a place on the lot so as to provide access to persons making such a pickup. At all other times such containers shall be stored in such a manner so they cannot be seen from adjacent and surrounding property.”**

Trash may not be put out before **6:00** p.m. the night prior to pickup and receptacles must be collected immediately following pickup and stored out of sight. No refuse or bulk materials may accumulate on any lot.

Information on use of the Howard County landfill or other trash information may be obtained by calling **410-313-6444**.

### **GUIDELINE NO. 30 – OPEN SPACE**

The Columbia Association does not allow unauthorized use of open space for gardens; play equipment, pets, tree removal, motorized vehicles, etc. Proposed changes of open space use must go through the Resident Architectural Committee and the Dorsey's Search Village Board before being considered by the Columbia Association. Individuals and/or the respective association must also submit an application at the village level for approval for any changes to Townhouse/Condominium open spaces.

### **GUIDELINE NO. 31 – PAINTING, STAINING**

An Exterior Alteration Application must be submitted for any repainting, re-staining, or re-siding of a home's exterior, excluding the re-use of an existing approved color.

A change in the color of one's residence is an alteration that can have a dramatic impact on the neighborhood. A "change" in house color includes any variations in shade, lighter or darker, from the original builder-approved and applied color as well as the addition of stone or masonry trim.

The number of colors used should be limited to one for siding, one for trim, one for shutters, and a compatible accent door color. Garage door color must match either siding or trim. Care should be taken to complement the roof color.

#### **A. Contemporary Homes**

When repainting or re-staining, medium to dark earth tone colors (browns, grays, tans) are encouraged. Very bright or pastel colors would not be approved. Trim should remain close to, but not lighter than, house siding color. Only "flat" finish paint or stain is to be used, although semi-gloss may be used on front doors. Duplication of colors in close proximity must be avoided, and the Resident Architectural Committee will take this into consideration when approving a color change. In general, house foundations must be painted the color of siding, not trim, when repainting occurs. Re-siding with aluminum or vinyl must follow the same guidelines as for house repainting as to color, and an actual sample is required. Vertical siding is preferred, and shutter additions will not be allowed. All window and door trim must remain contemporary in style.

#### **B. Traditional Homes**

Traditional homes in Dorsey's Search generally have maintenance-free aluminum or vinyl siding.

### **Application Requirements:**

Submit a site (plat) plan as well as paint/stain on wood or a piece of the proposed new siding and samples of all colors selected.

## **GUIDELINE NO. 32 – PATIOS AND WALKWAYS**

An Exterior Alteration Application must be submitted for all patios and walkways. The application will most likely be approved when the following criteria are met:

1. The design, location, and size of patios and walkways conform to the design and scale of the house and neighboring dwellings.
2. All new materials should be of a natural color, such as concrete, stone, clay, brick, or wood.
3. Existing contours should be disturbed as little as possible. Terracing to follow existing land contours should be built in small increments, or a safety railing should be provided.
4. The location should provide reasonable visual and acoustical privacy for neighbors. Screening, fencing, or planting may be required to preserve such privacy (see guideline on **Screening**).
5. Replacing existing walkway, stoop or front porch with concrete, pavers or slate and the footprint remains the same.

### **Note: Townhouse/Condominiums**

Patios should be made of one material and abut the home. Patios can be no larger than 2/3 of rear yard measured from the foundation. Contact your association for additional restrictions.

### **Application Requirements:**

Submit a site (plat) plan showing the location and dimensions of the new patio/walkway in relation to the house, existing patios/walkways, trees, and lot boundaries; a description or sample of the materials to be used; and a description of proposed lawn contour changes, planting, screening, railings, benches, and new exterior lighting, if applicable. (See individual guidelines for the above listed items.) Include a statement of the architectural style of the house and a manufacturer's drawing and/or photograph, if applicable and available.

## **GUIDELINE NO. 33 – PLAY EQUIPMENT: SWING SETS, PLAY HOUSES, AND SANDBOXES**

All equipment should be in proportion to lot size and be inconspicuously located in the rear yard (see Diagram C on page 51). Natural wood play equipment is recommended; however, metal play equipment may be used if painted a dark earth tone color (brown, green). In some instances, landscape screening may be required (see guideline on **Screening**).

**NOTE:** Townhouse and condominium associations may have further restrictions on play equipment; so please check with your association.

An application **is not** required for swing sets and play equipment as long as the following criteria are met:

1. Total height of equipment is **up to 12** feet or less.
2. Total length of equipment is less than **20** feet or less.
3. Equipment is located at the rear of the house and within the lines defined by the sides of the house exterior extended to the rear. This would include heavy-duty plastic play equipment such as Little Tykes, Fisher Price, or similar brands. Portable play equipment should not be left out in front or side of the house but placed in the rear after use.
4. Equipment is located within **20** feet of the house or **2/3** the distance between the rear of the house and the rear property lines, whichever is closer to the house.

An application **is not** required for sandboxes as long as the following criteria are met:

1. Total height of sandbox is **1** foot or less above ground.
2. Area of sandbox is **20** square feet or less.
3. Sandbox is within **20** feet of the rear of the house or **2/3** the distance between the rear of the house and the rear property line, whichever is closer to the house.

An Exterior Alteration Application **is** required for swing sets that do not meet the requirements above and all other play equipment and will most likely be approved when the following criteria are met:

1. Equipment is located in the rear of the house and within lines defined by the sides of the house extended to the rear.
2. Play equipment is within **20** feet of the rear of the house or **2/3** the distance between the rear of the house and the rear of the property line; whichever is closer to the house.

3. The overall size of the equipment is proportionate to the area and does not dominate the site. Fencing and planting may be required for screening (see guidelines on **Screening** and **Fencing**).

### **Application Requirements:**

Submit a site (plat) plan showing the location of the play equipment, a description of the play equipment and a manufacturer's drawing or photograph. If a manufacturer's drawing or photograph is not available, then a detailed scale drawing of the proposed play equipment must be submitted. Prior to submission of the exterior alteration application, please have the site staked out or visibly marked.

### **GUIDELINE NO. 34 – POOLS**

An Exterior Alteration Application must be submitted for all pools except portable children's wading pools that can be emptied at night and do not exceed **36** square feet.

Aboveground pools will **NOT** be approved.

A two-step approval process outlined below must be followed for all other pools.

1. Preliminary Application – Approval of the general concept and plan. This application should contain the basic information outlined below; however, the Howard County application and other information required by Howard County are not required at this time.

**An approved Howard County building permit does not constitute authorization for the construction of the pool nor does the approval of this preliminary application constitute authorization for the construction of the pool.**

2. Final Application – Within **60** days after the approval of the Preliminary application, the resident must submit a final application. This application must include a copy of the approval of the Howard County application.

An application will most likely be approved if the following criteria are met:

1. The size of the pool should be compatible with or proportionate to the lot size, be of reasonable proportion to the house, and conform to Howard County building codes.
2. Fencing requirements must meet the requirements of the Dorsey's Search Architectural Guidelines and covenants. Howard County fencing requirements will be taken into consideration. Contact the County for specific fencing requirements.
3. Approval of the fence is contingent upon completion of the pool.

## **Application Requirements:**

**The preliminary application** must include the following information:

1. Obtain signatures of all property owners adjacent to the applicant's property as well as signatures of all who would be visually and acoustically affected by the pool.
2. Submit a certified site (plat) plan showing, to scale, the location and size of the proposed pool and its associated equipment and indicating the location of all neighboring dwellings which will have visual access to the pool. Landscaping and grading as well as details of existing or proposed deck areas, patios, lighting, walkways, and other changes or additions to the existing property must be indicated on the application. See applicable guidelines for all architectural changes.

**The final application** must include all of the information listed above as well as the submission of a Howard County building permit.

## **GUIDELINE NO. 35 – PRIVACY SCREENS/PANELS**

A privacy screen/panel is considered to be any permanent or semi-permanent structure, which limits or eliminates viewing of a given area. A privacy screen will only be considered for special use purposes (e.g. townhouses, decks, etc.)

Privacy barriers/screens/panels for single-family homes are considered on a case per case basis. Plantings in staggered clusters are preferred instead of structural barriers/screens.

Privacy screens for townhouses/condominiums should be consistent with those existing in the community and compatible with design of the residence. Privacy screens/panels should be located in the rear and within the sidelines of the house and must be a full 6 feet in height from the floor of the deck and may not be built on top of railings. The upper privacy panel should match the length of the lower privacy section and is not to exceed 2/3 feet in length of the approved deck. If the requirements are met, this will be considered for the accelerated process.

For privacy panels on decks, please refer to the guideline on **decks**, etc.

## **Application Requirements:**

Submit a sketch of the proposed screen/panel including dimensions, materials, and colors along with a site plan showing the location of the screen/panel to adjacent homes, property lines, and/or open space common areas.

## **GUIDELINE NO. 36 – RADON UNITS**

An Exterior Alteration Application is not needed for radon units if the placement is in the rear or rear side of house.

An Exterior Alteration Application must be submitted for all exterior radon units that will be located in the front or front side of house. While the committee would never question the necessity of the unit, certain architectural requirements must be adhered to. The unit will most likely be approved if the exhaust pipe is either located alongside a downspout and painted the color of the downspout or placed vertically on the side of the house and painted to match the siding. White radon units will be approved if the trim and house color are considered compatible with white. The committee may require that the unit be screened (see guideline on **Screening**).

### **Application Requirements:**

Submit a site (plat) plan including the exact location of the radon unit and a manufacturer's drawing and/or photograph if available and a description of the type of screening (if applicable).

## **GUIDELINE NO. 37 – RAIN BARREL**

Rain Barrels must be located on a downspout at the rear of the house. Preferable colors would be colors that match the siding, trim or foundation color of the house. Evergreen decorative trees and/or bushes should be used to help screen the barrel. (Examples of evergreen trees and/or bushes are: boxwoods; yews; decorative spruce; Nandina and rhododendrons.) Please reference the Landscaping Guideline for plantings and show drainage plan for overflow drainage. Overflow drainage shall not adversely affect drainage conditions on adjacent properties. Rain barrels must be no more than 75 gallons in size.

### **NOTE: Townhouses and Condominiums**

Please check with your townhouse or condominium association for any further restrictions.

### **Application requirements:**

Application must include a site (plat) plan showing exact location of rain barrel, a drawing or picture with color sample of the rain barrel, and a mosquito mitigation plan. If pavers or a concrete pad will be used to keep the barrel(s) level, please include sample of pavers and the dimensions of pad.

## **GUIDELINE NO. 38 – RAMPS -ACCESSIBILITY**

An Exterior Alteration Application is required for a new accessory mobility structure or any change to an existing approved structure. Examples of this type of structure include wheelchair ramps or lifts, stair lifts and railings, as well as changes to walkways or decks to assist the mobility of the resident. When designing an accessibility structure, give consideration to creating a design that is harmonious, to the extent possible, with the style and color scheme of the residence.

Materials that are often used include metal, natural wood and synthetic materials such as composite decking and vinyl railings.

Temporary ramps, such as those that may be rented from medical equipment suppliers, do not require an application, but do require that you inform the Covenant Advisor of their presence and the length of time it will be in place. Such ramps should be removed as soon as practical when no longer needed.

### **Application Requirements:**

The following materials must be submitted with the application:

1. A site plan showing the location of the proposed structure drawn to the proper scale. Dimensions must be included.
2. Elevation drawings of the proposed structure that include dimensions. Include views of all visually affected sides of the property.
3. A description of the materials to be used for the structure, including color and style.
4. Color photos, samples and/or brochures of proposed equipment such as a chairlift.
5. Details about any additional alterations that will be installed to accommodate the mobility structure, such as lighting, landscaping or pathways.

If there are any questions please contact the Covenant Advisor. The Office of Aging can also be contacted for additional information and possible help with installation. The Office of Aging can be contacted at 410-313-1234.

## **GUIDELINE NO. 39 – REAL ESTATE SIGNS**

“For Sale” or “For Rent” signs do not require applications provided **ALL** of the following guidelines are met:

1. Signs shall be no larger than **20** inches by **28** inches.
2. Signs shall be erected on posts of sufficient strength to avoid bending or warping.
3. Signs shall stand no more than **3** feet above the ground if temporary. Crossbar post signs on the property are limited to no higher than 5 feet above ground. No more than one sign shall be erected on the property for sale/rent.

4. “For Sale” or “For Rent” signs may not be posted anywhere else except for the property that is being sold. You may not place any signs on county, open space, cul-de-sac islands, or any other person’s property.

Off-site directional signs (“open house”) do not require applications provided **ALL** of the following guidelines are met:

1. Off-site signs are permitted only at intersections and/or at the entrance to cul-de-sacs of the property being sold. Only one sign is allowed at a given intersection/entrance.
2. Off-site signs **may not** be posted on trees, light poles, street signs, or official neighborhood identification signs. All signs should comply with Howard County sign ordinances. Please contact 410-313-1830 for county sign information.
3. Signs must be no larger than **20** by **28** inches and no higher than **3** feet above the ground.
4. Signs will be neatly lettered, clean, and maintained in good condition.

No “**Sold**”, “**Under Contract**”, or **similar signage** allowed or permitted.

#### **GUIDELINE NO. 40 – RENTAL PROPERTIES: BOARDERS AND SHARED LIVING**

Howard County requires the licensing of any rental unit and an inspection of the premises. All known rental units must be reported to the county. Residents may call the Howard County Department of Inspections, Licenses, and Permits at 410-313-2455 for more information or you may visit their website at:  
[http://www.co.ho.md.us/DILP/Permits/Permits\\_Rentalproperty\\_license.htm](http://www.co.ho.md.us/DILP/Permits/Permits_Rentalproperty_license.htm).

Property owners are held responsible for the property’s covenant compliance and disclosure of requirements to tenants.

Vehicle parking is a prime concern, especially in multi-family, high-density areas. Howard County requires a minimum of two spaces per unit, and residents with vehicles exceeding allotted spaces should use overflow areas.

#### **GUIDELINE NO. 41 –RESERVED PARKING SIGNS**

In a townhouse/condominium situation, “reserved signs” may be approved on a case-by-case basis after a hard copy printout of assignment of places has been documented as not being effective. Approval of the color of the reserved signs must be compatible with the color scheme of the townhouse/condominium association submitting the application. Please contact the Covenant Advisor for samples of approved sign styles.

## **GUIDELINE NO. 42 – RE-SIDING, RE-ROOFING, AND RESTYLING**

An Exterior Alteration Application must be submitted for all re-siding or re-roofing when the material differs in color or texture from existing siding/roofing on the structure or it results in a change in architectural style. Re-roofing will be considered on a case-by-case basis taking into consideration the existing approved color scheme of the house and any proposed color scheme changes.

It is the owner's responsibility to ascertain whether the proposed building material meets Howard County building and fire codes.

The style of existing trim work at soffits, corners, eaves, windows, and doors and of accent panels, shutters, or other stylistic features should be retained in the re-siding design. Contemporary houses in general have vertical groove paneling while traditional house in general have horizontal clapboard siding. The Architectural Committee will render a decision on the basis of the following considerations:

1. Size and shape of the residence in relation to existing and proposed materials.
2. The variety of styles and siding materials of the homes immediately surrounding the residence.
3. The overall visibility of the residence from nearby public and private properties.

### **Application Requirements:**

Submit a site (plat) plan including details of the proposed change plus a description of proposed treatment of any outbuildings, such as sheds. Re-siding or repainting of such structures may be required. Samples of siding, roof shingle color and style must be included with the application.

## **GUIDELINE NO. 43 – SCREENING**

An Exterior Alteration Application must be submitted for screening of any kind. As was noted in a number of these Architectural Guidelines, the Resident Architectural Committee may require landscape or fence screening as part of, but not limited to, the following exterior alterations: antennas and satellite dishes, basketball units, clotheslines, compost piles, dog houses, driveways, vegetable gardens, heating and air conditioning units, hot tubs and whirlpools, lawn ornamentation, patios and walkways, play equipment, pools, sheds, and storage units.

The purpose of this guideline is to ensure that the property rights of others are not compromised because of a resident's exterior alteration. While there are numerous types of shrubbery and fencing material that would screen a structure, the Resident

Architectural Committee may recommend a certain width, height, and type of landscaping/fencing material for a particular alteration. Examples of width and height requirements would be that shrubbery be as tall and as wide as the object to be screened at the time of planting or that a tree be planted at least **6** feet tall at the time of planting. The committee may recommend a deciduous or coniferous type, whichever is more appropriate. Please pay particular attention to their recommendation.

It is the resident's responsibility to provide a landscape plan for screening. Many local nurseries are quite helpful with landscaping ideas. The village Covenant Advisor can also be of assistance, if needed.

### **Application Requirements:**

Submit a site (plat) plan including a scale drawing of the object to be screened and the location, variety, width, height, and description of landscape screening. The description should include the size of the tree/shrub at planting and the projected size at maturity. Include any existing landscaping and/or fences. With regard to fences used at screening, please include the material of the fences as well as the height, style, and color. Please refer to the guideline on **Fencing** for additional requirements

### **GUIDELINE NO. 44 – SHEDS AND STORAGE**

An Exterior Alteration Application must be submitted for all sheds and outside storage sites. This includes any permanent structure built to house tools and provide extra storage outside the existing house. *The Howard County Planning & Zoning requirements must be adhered to, please call 410-313-2393 for County information.*

The application will most likely be approved if the following criteria are met:

1. Sheds should be located behind the house as close to the house as possible and preferably attached to the house or within privacy fencing where the shed does not extend above the fence. However, if a more desirable location such as the back of any lot in heavily wooded areas is available, the Architectural Committee will give it consideration. *Sheds placed at a location in a wooded area may be stained/painted to match the surrounding area and should be staked or visibly marked out prior to application submission.*
2. Landscape screening may be required (see guideline on **Screening**). Material shall be the same as the house (i.e., wood for wood siding houses, aluminum for aluminum siding houses) and of the same quality and color. If the house is restyled, re-sided, or painted a different color, the shed must match. Decorative embellishments (e.g., eagles, etc.) will not be approved.
3. Size should be based on lot size, conform to Howard County building codes, and be in reasonable proportion to the house and/or fenced area. The structure must be compatible in architectural style with the house.

4. Townhouse sheds will be reviewed on a case-by-case basis and must also be approved by your Townhouse/Condominium Association.
5. Plastic Paneled storage containers/sheds (i.e. Rubbermaid, etc.) for units in townhome/condominium associations do not require an exterior alteration application, if the storage containers are placed either abutting the privacy fence, and/or the rear wall of the house, do not exceed a height of six feet or the height of the privacy fence if less than six feet. Please check with your respective townhome/condominium association to ascertain if any further restrictions apply. Storage containers in single-family houses may be placed abutting the rear wall of the house and are not to exceed 6 feet in height. All other sheds and sizes require submission of an application.
6. Portable storage units (i.e.: PODs) **will not** be allowed as a permanent structure on one's lot. A reasonable amount of time will be allowed for residents to fill the unit without an application. A portable storage unit shall not be left on a lot for more than 30 days. Please contact the Covenant Advisor if you plan on having one delivered to your property. Any Portable Storage Unit left on a lot for more than 30 days will go to the Board of Directors' for immediate resolution.

### **Application Requirements:**

Submit a site (plat) plan that shows the relationship of the shed to the house and property lines, a statement as to the architectural style of the house/townhouse, and a list of materials to be used. Include a description of the color along with all color samples (i.e., shed, house, and trim). In addition, a detailed drawing of the shed including elevation drawings, dimensions, style, and location of door(s) must be included. Proposed landscape screening, if applicable, must be submitted (see guideline on **Screening**). The shed must be a sturdy, permanently anchored structure, which will be maintained.

**NOTE:** Townhouse and condominium associations may have further restrictions on sheds; so please check with your local association.

### **GUIDELINE NO. 45 – SIDEWALKS, SNOW REMOVAL, AND STREET TREES**

Repair and maintenance, including snow removal, of adjoining sidewalks is the responsibility of the adjacent property owner under Howard County law. Sidewalks must be shoveled within **48** hours after the snow has fallen. The Howard County Non-Emergency telephone number, **410-313-2200**, may be utilized to report any concerns about non-abiding property owners for snow.

If your lot abuts any sections of sidewalk, you are responsible for the sidewalk. Deteriorated sidewalks must be replaced with concrete. (**NOTE:** No application is required to repair or replace existing sidewalks with concrete; however, any deviation from the original design or location requires that an Exterior Alteration Application be submitted to the Resident Architectural Committee).

Maintenance of the grass areas between the sidewalk and curb is also the adjacent property owner's responsibility and must include appropriate mowing, trimming, weeding, and fertilizing in the same manner and frequency as regular lawn care. Trees on any lot that hang over the sidewalk must be pruned to allow clearance for walkers/bikers. All street trees, trees between the sidewalk and street, are maintained by Howard County. Please contact Howard County @ **410-313-7450**, regarding any tree, sidewalk, or maintenance of the grass area issues as described above. They will be able to answer any questions about responsibility.

### **Application Requirements:**

Submit a site (plat) plan detailing the changes in material, design, and location of the sidewalk. A list of all materials must be included.

### **GUIDELINE NO. 46 – SIGNS: POLITICAL AND ALL OTHER**

An application is not required for political signs, home security signs, and temporary signs such as garage sales signs if in addition to being in compliance with the Howard County Sign Ordinance, and they meet the following criteria

1. Garage Sale signs may go up 24 hours prior to the sale and must be taken down within 24 hours following the sale.
2. Political Signs may not be posted in the community's common areas and must meet the criteria of Howard County, MD; State of Maryland; and Federal Law. According to Howard County Sign Code, signs should be taken down 7 days after the final elections.
3. Freestanding home security signs up to 12 inches square are permitted under the following conditions.
  - a. Signs must be mounted on metal stake or wood post located no further than 10 feet from the house.
  - b. Only one such sign may be placed in front of the house. Another may be placed in the rear of the house.
4. Contractor Signs
  - a. Signs shall be no larger than 20 inches by 28 inches.
  - b. One sign per property.
  - c. Sign is permitted to be displayed while work is being done on the property. When work is finished, the sign must be removed.

No sign shall interfere with vehicular or pedestrian traffic, obstruct traffic sight lines, or otherwise impair safety. No other sign shall be permitted on any lot without submission and approval of an application.

### **Application Requirements:**

The application must include a site (plat) plan showing the location of proposed sign(s). Also, include the color, materials, and dimensions of the sign.

### **GUIDELINE NO. 47 – SOLAR COLLECTORS**

An Exterior Alteration Application must be submitted for all solar collectors. Solar collectors can represent a large visual impact on a structure owing to their size. Therefore, it is important to properly integrate the collector into the design of the house to minimize visual impact.

Solar collectors will be evaluated subject to the following guidelines:

1. Collectors should be located to give maximum advantage to the use and minimum impact on the structure.
2. Freestanding collectors should normally be located behind the structure and completely concealed from the road, neighboring properties, and open space or worked into another architectural element. Screening may be required.

#### **Application Requirements:**

Submit a site (plat) plan along with elevations of the house showing the appearance of the collector, size and material of the collector, details showing how the collector edges will meet the roof, materials, and a manufacturer's drawing and/or photograph.

### **GUIDELINE NO. 48 – STORM/SCREEN DOORS**

An Exterior Alteration Application must be submitted for storm doors with the exception of full-view storm doors that will match the color of the house siding, exterior door, or trim. House trim constitutes two or more of the following in the same color: gutters and downspouts, shutters, corner molding, and wide front door molding. Storm doors will most likely be approved if they are of straightforward design without, for example, bars, cross-hatching, filigree, or decorative embellishments. The storm door must be compatible with the house style. Although aluminum-colored (mill finish) doors and windows are not approved, they can be painted if special primers are used.

**NOTE:** Townhouse and condominium associations may have further restrictions; so please check with your local association.

#### **Application Requirements:**

Submit complete details of the style, color, size, and location of the storm doors. Submit a manufacturer's drawing and/or photograph for all storm/screen doors.

## **GUIDELINE NO. 49 – TRELLISES**

An Exterior Alteration Application must be submitted for all trellises with the exception of small plant supports placed against the house or garage that match the background color.

### **Application Requirements:**

Submit a site (plat) plan showing the location of the trellis, materials, color and size of the trellis and its relation to neighboring properties. Include a drawing of the trellis and a photograph of the material if available.

## **GUIDELINE NO. 50 – VEHICLES**

### **See Guideline No. 7 - Boats, Trailers, Trucks, and Recreational Vehicles.**

An annual Exterior Alteration Application is required to store in the open; boats, trailers, trucks, campers and mobile homes. Trucks are defined as vehicles exceeding  $\frac{3}{4}$  ton with or without exterior signing or lettering or with or without and open, loaded or flatbed rear section.

### **Application Requirements:**

Submit a site (plat) plan indicating the type of vehicle, a complete description of the vehicle, including, but not limited to, size, color etc., the exact location of the vehicle on the property, and its relation to neighboring properties. The application must also include a description of screening to be used. The to be stored must be totally screened from the view of all adjacent lots, open space and the street (see guideline on **Screening**).

3. Major repair or renovation of vehicles, boats, trailers, trucks, campers, and similar equipment is prohibited except in enclosed garages. If minor repairs are being undertaken, materials and tools must be cleaned up by the end of each day.
4. Parking of any motor vehicle on other than driveways or an approved parking pad is prohibited. Information regarding storage in Columbia Association's RV Storage Facility can be obtained by contacting Columbia Open Space Department at 410-312-6330, or the Village office.

## **GUIDELINE NO. 51 – WINDOWS: REPLACEMENTS OR ADDITIONS**

An Exterior Alteration Application must be submitted for all replacement and/or additional windows.

All new/replacement windows must be compatible with the windows of the existing dwelling in style, size, and color, and they should be located at the same approximate height and trimmed in a similar manner as existing windows.

### **Application Requirements:**

Submit a site (plat) plan including elevation drawings with complete details about the style, color, size, and location of all new/replacement windows. Submit a manufacturer's drawing and/or photograph, if available.

## **GUIDELINE NO. 52 – WOODPILES**

No application is required for woodpiles if the following criteria are met:

1. Woodpiles should be located at the rear of the house and within the lines defined by the sides of the house exterior extended to the rear (see Diagram D on page 51).
2. Woodpiles should not be readily visible from the street or neighboring properties. Screening of woodpiles may be necessary (see guideline on **Screening**).
3. Stacking of wood on sidewalks, driveways, rights-of-way, etc., is not permitted, nor is the storage of excessive amounts of wood. The Columbia Association and Howard County do not permit use of their open space for this or any other personal use; violators will be cited.

## **GUIDELINE NO. 53 – OTHER ALTERATIONS**

It is impossible to write the guidelines necessary to cover all exterior changes. When a guideline is not available for the project you are proposing, a complete application is needed. Emphasis should be placed on proper scale, materials, color, and impact on neighboring properties. It should be noted that certain lots are not conducive to certain architectural and landscape revisions, and it is in your best interest to complete and submit an application prior to embarking on any project. If there is no Guideline for the proposed exterior alteration, the application will be considered an exception and will follow the procedures for reviewing exceptions.

**“...approval of any exception can be granted only after consideration at 2 consecutive RAC meetings. Homeowners or their representatives must be present at all exception hearings.”**

### **Application Requirements:**

All applications should include a site (plat) plan.

## Diagram A

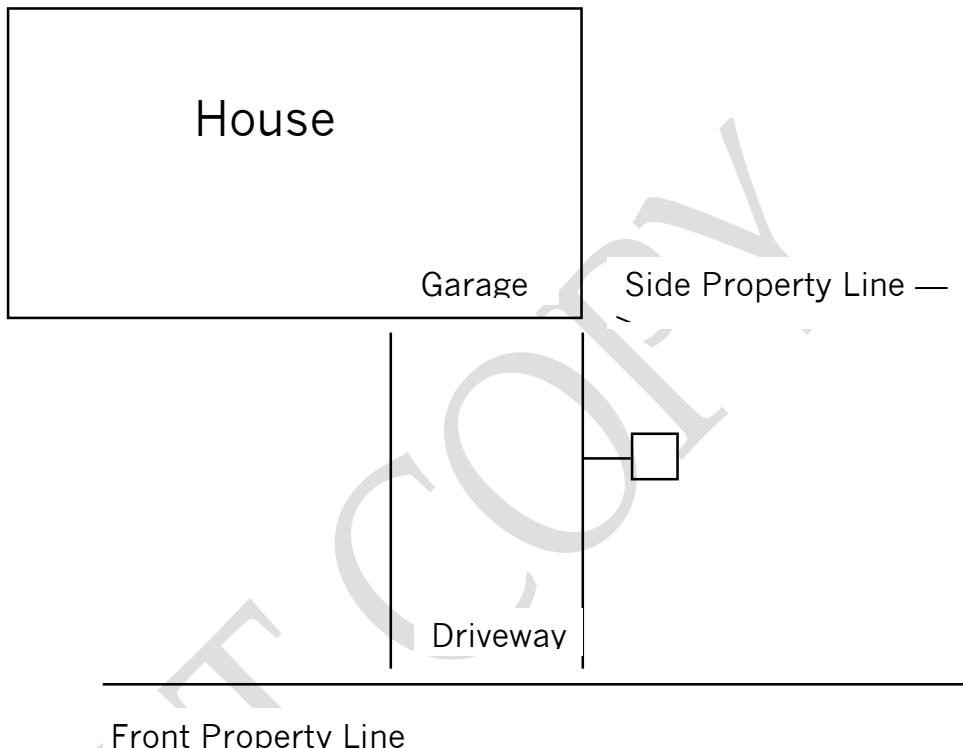
### Basket Ball Units

A minimum of 10' is required between backboard and side property line.

Backboard must be located no more than 4' from side line of driveway.

Backboard must be located no less than 3' and no more than 20' from the front of the garage.

A minimum of 30' is required from backboard to front property line.

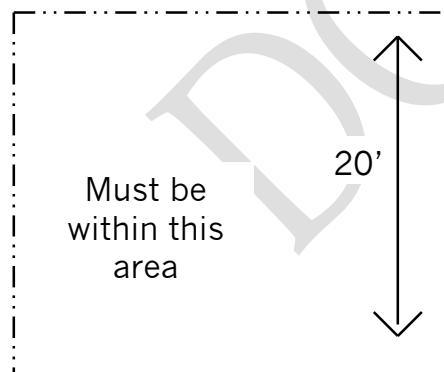


## Diagram B

Dog Houses

Must be within this area

20'



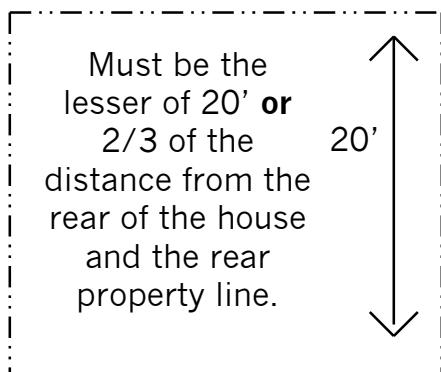
House

## Diagram C

Compost Piles & Play Equipment

Must be the lesser of 20' or  
2/3 of the distance from the rear of the house and the rear property line.

20'



House

## Diagram D

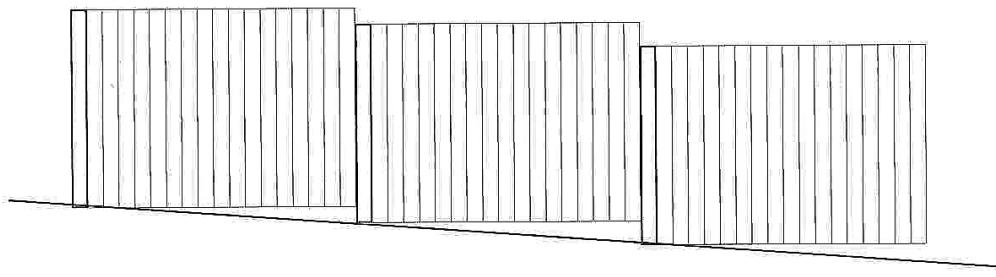
Woodpiles

Must be within the rear lines of the house.



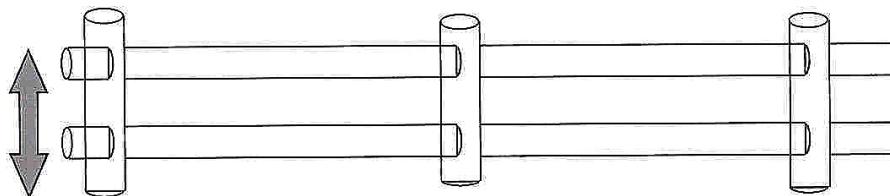
House

## Examples of Residential Fencing



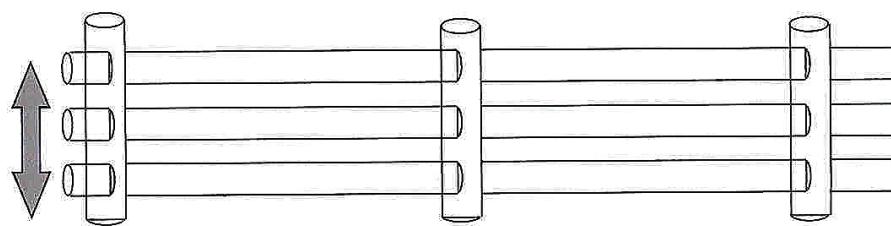
←Board on Board  
Fencing

Stepped Privacy Fence



36" From top rail to ground.

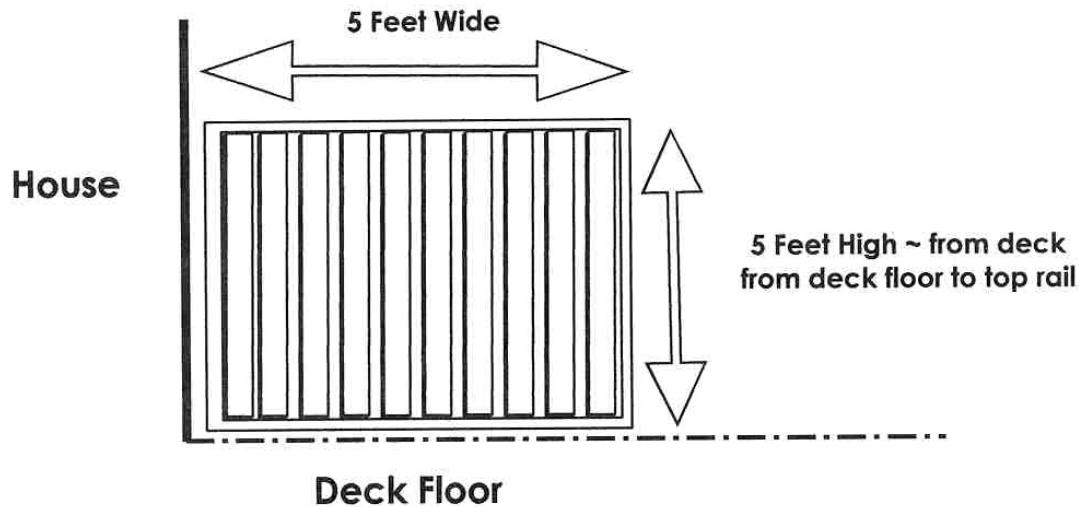
Two-Rail Split Fence



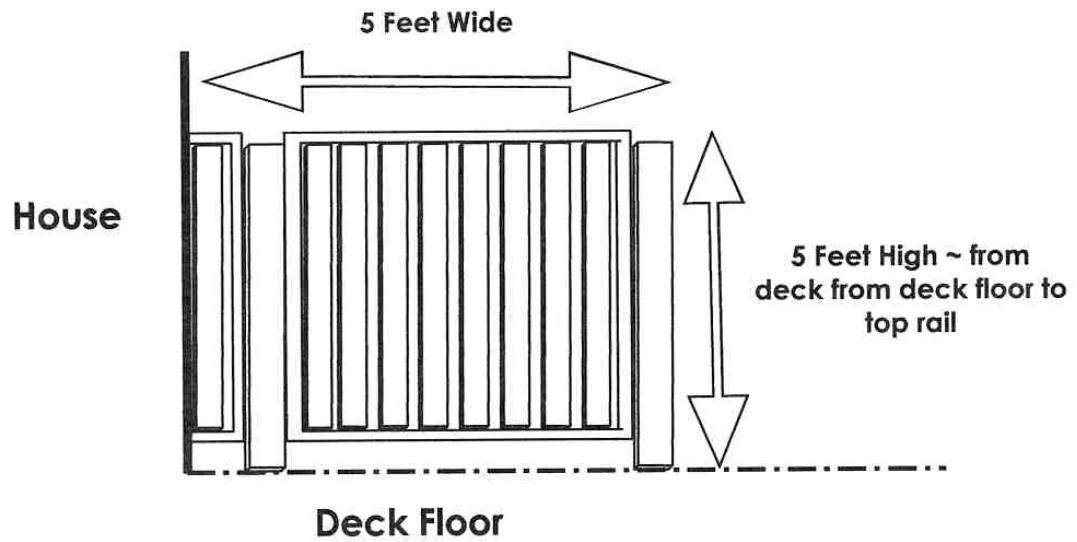
42" From top rail to ground.

Three-Rail Split Fence

## Louvered Privacy Panel "A"



## Louvered Privacy Panel "B"

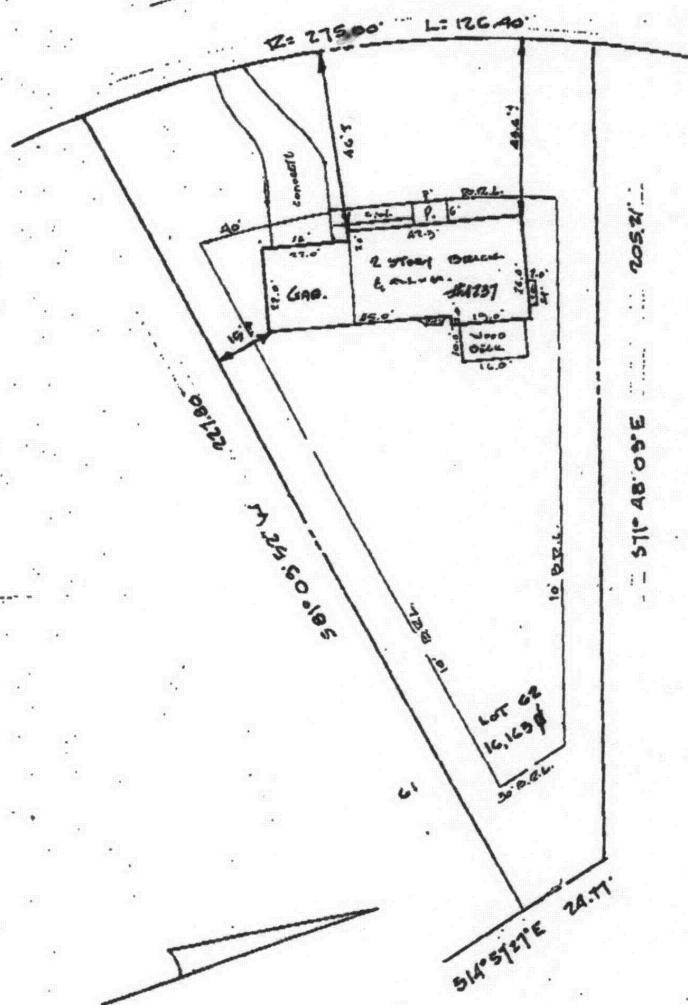


Property known as: **LOT 62**

THIS PLAT CAN NOT BE USED TO STABLISH PROPERTY  
LINES OR CORNERS.

DODGEY HALL SECTION 1 AREA 5 SHEET 4 OF 8 PLAT NO. 4422  
2ND ELECTION DISTRICT HOWARD CO. MD  
**4221 BRIGHT BAY WAY**

**BRIGHT BAY WAY**  
South



## Sample Plat Plan

CERTIFICATION	SEAL	SCALE 1:30 DATE 9-12-1983
This is to certify that I have surveyed the property known as: <b>4221 BRIGHT BAY WAY</b>		AXEL F. LOEN PROFESSIONAL LAND SURVEYOR 730 - 0967 10372 CURRYCOMB COURT COLUMBIA, MD. 21044
for the purpose of locating the im- provements thereon, and the improvements are located as shown.		

# Dorsey's Search

SAMPLE

Return to:  
Linden Hall  
4765 Dorsey Hall Drive  
Ellicott City, MD 21042  
410 730-4005 Fax 410 730-4008  
[amckissick@dorseyssearch.org](mailto:amckissick@dorseyssearch.org) - Covenant Advisor  
[nmeredith@dorseyssearch.org](mailto:nmeredith@dorseyssearch.org) - Asst. Covenant Advisor

Village use only
Log # DS _____
Date/Time Rec'd _____
Tabled _____
Final Action _____
Accelerated _____
In-Home _____

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Work \_\_\_\_\_  
Email Address \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_

**ALL WORK MUST BE COMPLETED WITHIN 180 DAYS FROM DATE OF APPROVAL.**

\*\*\*\*\*

## Type of Home Information Required

Single Family       Townhouse\*       Condominium\*

\*Please remember that you will need to apply at your townhouse or condominium association for approval. If either association denies your application you CANNOT proceed with your project

\*\*\*\*Applicant Signature Required

If this application involves the placement of a structure on a portion of the applicant's property adjacent to Columbia Association (CA) property and any portion of the 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 structure from CA's property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please completely describe proposed alterations or additions below: Use additional paper if necessary. This must be filled out. Incomplete or illegible applications will not be processed.**

**Acknowledgement: Signatures of two adjacent and/or visually affected neighboring adult property owners.**

This acknowledgement indicates awareness of the plans, but does not demonstrate approval or disapproval.

---

Signature

---

Print Name, Address, & Phone Number

---

Signature

---

Print Name, Address, & Phone Number

**Note: Individuals affected by this application are encouraged to contact the Village Office and/or attend the appropriate RAC meeting if there are concerns regarding this proposal.**

**Signature Requirement: It is encouraged that you obtain signatures from your neighbors out of courtesy, but it is not required.**

**Checklist:** Please attach the following information to the application in order for it to be reviewed. Applications will not be processed or placed on the Agenda for review until all necessary information is provided. It is the **Homeowner's responsibility** to ensure that all alterations are installed solely on their property.

Applicant's Signature Required \_\_\_\_\_ Date \_\_\_\_\_

**Surveyor's plat plan, showing proposed location of structure in relation to existing house and property lines and dimensions of proposed structures.**

**Drawing to scale of proposed alterations/additions including elevation of all views.**

**Sizes and descriptions of all materials.**

Color samples are required.

**Landscaping design (if appropriate).**

**Lighting design (if appropriate).**

Picture, photo, or detailed drawings showing style and design (required for new decks, additions, etc.)