

## Dorsey's Search Community Association (Village) Architectural Process

### **Single Family Property Owners ONLY:**

- Download the Village Exterior Alteration Application from the covenant corner on the village web site <http://dorseyssearch.org>
- Fill in all required information on the application.
- Submit the completed application directly to the village office staff for processing either by accelerated processing or it will be processed by the Resident Architectural Committee at a scheduled meeting.
- The application can be approved as submitted, approved with conditions, approved as amended, approved as an exception or denied.

**You are considered in violation if you begin work prior to approval**

### **Townhouse/Condominium Property Owners ONLY:**

- Download the Village Exterior Alteration Application from the covenant corner on the village web site <http://dorseyssearch.org>
- Fill in all required information on the application.
- Submit the completed application to the Village office staff **and** to your townhouse/condominium association. Both entities need to review and process your application prior to starting any work.
- If you submit your application to the Village the Covenant Advisor will forward the application to your townhouse/condominium association to assist you in the application process. You will still need to follow up with your association on the processing timeline. Each townhouse/condominium association processes applications differently.
- If your application was **approved** by the Village and **approved** by the townhouse/condominium association, **you can proceed with your project.**
- If your application was **approved** by the Village and **denied** by the townhouse/condominium association, then **your project cannot proceed.**
- If your application was **denied** by the Village and **approved** by the townhouse/condominium association, then **your project cannot proceed.**
- If your application was **denied** by the Village and **denied** by the townhouse/condominium association, then **your project cannot proceed.**

**If either the Village or townhouse/condominium association denies your application, you CANNOT PROCEED WITH YOUR PROJECT.**

**If you made changes prior to submitting an application and your application is denied by either the townhouse/condominium association or the Village YOU ARE IN VIOLATION**



# Accelerated Application Process

Effective May 2003, an accelerated application process (AAP) was offered for the approval of certain exterior alterations. This was developed to shorten the processing time for selected standard alterations and to assist our residents.

Accelerated applications can be submitted during regular business hours. The application form for the accelerated process is the same form used for all exterior alteration requests. It is necessary that the information be complete. The Covenant Advisor or a member of the RAC, will review the submitted application for accelerated eligibility and completeness. If the application is complete, and meets the criteria for accelerated review, it will then be approved or disapproved by a member of the RAC/AC. You will be called by Friday; and a follow-up letter will be mailed to you.

If your application is ineligible for the accelerated process, or if in the opinion of the Covenant Advisor it needs further review, it will be automatically shifted to the normal process and reviewed at the regularly scheduled RAC meeting. The decision by the RAC/Covenant Advisor to change an accelerated application to a regular one is final. The Committee usually meets on the first and third Wednesdays of the month. A schedule of deadlines and review dates is available at the village office and on the website (<http://dorseyssearch.org>)

Due to scheduling conflicts and /or unforeseen circumstances, this process may not be available during all weeks of the year. Please check with the Covenant Advisor.

Exterior alterations that may be considered for the accelerated application process are:

## **Guidelines**

- #4 Attic Fans
- #9 Ventilation Caps for Exhaust Fans
- #10 Clotheslines, Exterior
- #11 Compost Piles
- #13 Deck
- #15 Driveway
- #16 Fencing
- #18 (A & B) Gardens
- #21 Replacement Garage Doors, Gutters, Downspouts
- #22 Heating and Air Conditioning Exterior Unit, Generators, Above Ground Propane Tanks
- #26 Landscaping (Minor), Tree removal
- #28 Exterior Lighting (replacement light fixtures)
- #31 Painting & Staining
- #32 Patios/Walkways
- #36 Radon Units
- #42 Replacement Roofs, Siding, Shutters
- #47 Solar Collectors/Panels (Installed on roof or wall of house.)
- #48 Storm Doors
- #51 Replacement Windows-Trimmed in same style as existing
- #52 Woodpiles

# Dorsey's Search Community Association

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

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

Property Owner Name: \_\_\_\_\_ Date \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

**ALL WORK MUST BE COMPLETED WITHIN 180 DAYS FROM THE START OF THE PROJECT.**

**Checklist:** Please attach any *applicable* information from the list below. 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.

- \_\_\_\_\_ 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).



**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.

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**Signature**

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**Print Name, Address, & Phone Number**

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**Signature**

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**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.

**Owner's Signature:**

*Signature required for submission of application. Indicates homeowner has read and understands all requirements.*

**STATEMENT FROM THE COLUMBIA ASSOCIATION:**

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.

## **Application Review Process**

Your request for an exterior alteration will be put on the Resident Architectural Committee (RAC) meeting agenda for review. Your attendance at that meeting is optional but if the change requested is very involved, we recommend that you attend the meeting. The Committee can then ask you any pertinent questions regarding your application. If changes need to be made to the application, they can be reconciled and approved at the meeting that evening rather than holding up your project if it must be tabled until the next scheduled meeting.

Here are some additional pieces of information we would like to pass on to you regarding your application and approval process:

All RAC members are Board appointees. Each committee member is responsible for reviewing applications and making site visits prior to each meeting. The purpose of the meeting is to allow the committee members to discuss the application, with the other committee members, the Covenant Advisor, and yourself.

The Committee uses the Dorsey's Search Architectural Guidelines you received with the purchase of your home. Additional copies are available at the village office located in Linden Hall. In addition, if you reside in a townhouse or condominium, there are additional guideline restrictions that pertain to your respective association. These can be obtained from your Management Company or association if you did not receive them at closing for your home. Village guidelines plus past-approved alterations are the basis for the Committee's decision. We try to keep the guidelines as current as possible but there will always be situations where the guidelines do not 100% reflect policy established by past approved applications. Please remember that your application is not judged on the basis of what may or may not be personally pleasing to a committee member. We try our best to keep our concerns to issues addressed by the guidelines. There are alterations that we may find personally appealing but are not allowed by the guidelines. Majority also rules so the comments or opinions of any one member do not necessarily reflect what the Committee's decision will be.

There is a ten (10) minute discussion limit that applies to each application. This is invoked particularly when there are many applications on the Agenda. This assures that all applications can be acted upon in a timely manner. The RAC will review the application and submit their recommendation to the Architectural Review Committee (ARC) for final approval. The Architectural Review Committee, in most cases, agrees with the recommendation set forth by the RAC. The ARC designated sign-off person usually reviews applications the day after the architectural meetings. You will be notified by mail of the final decision in approximately 10 days after the meeting.

If your application is denied at the village level, there is an appeal process that you may utilize if you feel that the Committee's decision is not appropriate. Your application will be reviewed by a quorum of the Architectural Review Committee, which consists of the Village Board of Directors.

The Committee thanks you for your cooperation in making Dorsey's Search Village a better place to live. The process that we follow is for the good of all residents and if it may seem lengthy or involved, please remember that we sincerely try to work with our residents as much as we can to move their applications along.

If you have any concerns about the process, you may contact the Covenant Advisor. If that does not alleviate the concern, the next level would be to contact the Village Manager and/or Board of Directors at 410-730-4005.

# **Dorsey's Search Community Association Exterior Alteration Application General Information**

The Dorsey's Search Covenants and Guidelines require that all plans proposed for exterior alteration to homes and surrounding property be submitted to the village Resident Architectural Committee (RAC) for review and approval. If residing in a townhouse or condominium association, you will need to apply for the exterior change with your townhouse or condominium association in addition to the Village. If there is a denial in either process (Village or townhouse/condominium association), the project cannot proceed.

Exterior alterations include but are not limited to the addition of porches, patios, decks, pools, fences, walls and major landscaping.

Applications for such alterations must include: a surveyor's site plan (plat plan) showing all boundary lines with the location of the home and proposed alterations to the lot and adjacent properties, a scale drawing of the proposed alteration with all dimensions and elevations, a manufacturer's drawing or photograph if available, and a detailed list of all materials and colors to be utilized.

A complete description of the Dorsey's Search Architectural Requirements and Limitations is covered in Articles VII, VIII, X and XI of the Dorsey's Search Village Covenants. Copies are available at Linden Hall.

Residents are advised that certain alterations, including all decks, pools and some fences require a Howard County Building Permit. Information can be obtained by calling the Howard County Department of Inspections, Licenses and Permits at 410 313-2455. However, the RAC will not be responsible for seeing that residents acquire such permits. This is the resident's responsibility.

Residents also are urged to call "**Miss Utility**" @ **800 257-7777** for free information on the location of gas, power, telephone and cable lines before digging.

Applications will be reviewed initially by the RAC at its regularly scheduled public meetings. Applicants are urged to attend the session at which their proposals are scheduled for review. The RAC's recommendation for approval/disapproval is then sent to the Dorsey's Search Architectural Review Committee (ARC) for final action. Written notice of the decision is then sent to the applicant. The process usually takes 2-4 weeks.

**Approved alterations must be completed within 180 days from the start of the project. Extenuating circumstances should be included in the application and brought to the attention of the Covenant Advisor and RAC.**