

DORSEY'S SEARCH GUIDELINES
 FOR
 EXTERIOR ALTERATIONS
 AND
 IN-HOME BUSINESSES & PROFESSIONS

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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 Village Association, Dorsey's Search Architectural Committee, and the Architectural Review Process. You should have received these documents upon entering a contract whether you purchased or rented your home from a builder or resident. Similar Covenants exist from 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 Architectural Guidelines. These Guidelines are designed to prevent excesses and abuses, while allowing individuals flexibility in property use and keep our community an attractive and desirable place which will conform to the Covenants.

WHAT IS THE ARCHITECTURAL COMMITTEE?

There are two committees. Their roles and relationships are explained in detail under, "The Architectural Review Process."

DORSEY'S SEARCH ARCHITECTURAL COMMITTEE (DSAC)

The Dorsey's Search Architectural Committee, or DSAC, is responsible for setting rules and procedures for architectural control over the review and final approval of all exterior alterations to existing property and for new construction, including residential and commercial. During the "Development Period" as defined in Section 1.11 of Dorsey's Search Covenants, the DSAC shall be composed of those three or more individuals so designated from time to time by the Howard Research and Development Corporation and the Howard Research and Development Land Company. Under present agreements, one resident of the Village of Dorsey's Search is included as a member of that body. After the Development Period, the DSAC shall be composed of three or more individuals so designated by the Columbia Park and Recreation Association, Inc., (CPRA) and the Dorsey's Search Village Association, with CPRA being entitled to approve a majority there of. The

decisions in the Village. During the Development Period, the Resident Architectural Committee, as defined below, is purely an advisory body.

RESIDENT ARCHITECTURAL COMMITTEE (RAC)

The Resident Architectural Committee, or RAC, is composed of volunteers appointed by the Village Board to assist the DSAC by previewing all exterior alteration applications to existing structures and handling routine architectural matters such as conducting on-site visits, making recommendations to the DSAC and preparing guideline revisions.

HOW DOES THE ARCHITECTURAL REVIEW PROCESS WORK?

Applications conforming to the Guidelines will be most readily approved. A list of pending applications is required to be published in the Village newsletter and/or posted at the Village Office 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 resident member of the DSAC 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 DSAC. 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 DON'T WAIT FOR APPROVAL?

Proceeding with an alteration, professional or in-home industry prior to obtaining written approval is to do so at your own risk and your property would be in violation of the Covenants. You could then face the cost of removing or modifying the alteration/in-home business to comply with the DSAC's decision. In considering applications, the Committee will not be influenced for or against the application if work is commenced prior to approval; however, for reasons stated above, residents are strongly urged not to undertake construction/operation in advance. Prospective purchasers should check with the current owner or Village office to see if all alterations on a property have Architectural Committee approval.

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 is 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. Realtors may be notified of known Covenant violations.

WHAT IS A CERTIFICATE OF COMPLIANCE?

A Certificate of Compliance as to a newly completed home is a document which certifies that all original builder construction is completed according to approved plans, and will be issued from HRD. An updated Certificate of Compliance is issued only upon request (such as resale) and certifies that all subsequent alterations are approved by the Architectural Committee and comply with the covenants.

THE ARCHITECTURAL REVIEW PROCESS

Residents who are considering an exterior alteration to their house or property, or a profession or in-home industry, should review the Dorsey's Search Covenants, particularly Sections 1, 7.02 and 11.02, and the Village of Dorsey's Search Guidelines for Exterior Alterations, Maintenance, Profession and Home Industries, dated January, 1991. If there are any questions, please contact the Village Covenant Advisor.

A written application to the Dorsey's Search Architectural Committee is required for every new structure placed upon a lot and for most alterations made to existing structures. 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 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.

Application, Review, Appeal, Completion of Project, Letter of Compliance and Covenant Enforcement procedures are outlined below:

I. Application Procedure

- A. Obtain an "Exterior Alteration Application" from the village office or Covenant Advisor.
- B. Fill out the application as follows:
 1. Identification of location - all applications should include name, address, lot number, telephone numbers of tenant/owner/applicant (home and work) and the APPLICATION MUST BE SIGNED BY THE OWNER, OR OWNER AND THE TENANT.
 2. Description of changes - the following information should be included: picture or detailed drawing; certified site plat plan indicating relationship of structure to application's house, all adjacent houses and property lines; color samples; description of materials; all dimensions; and any other information pertinent to the alteration. All professions and home industries require written approval which is only valid up to one year and must be renewed. Please refer to Article XI,

Section 11.02 of the Dorsey's Search Covenants. Residents should be aware of County zoning when considering an in-home business.

3. Acknowledgement of adjacent property owners signatures of the affected and/or adjacent property are required. 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.
- C. Return application to the address shown on the application.
 - 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 submitted by Thursday, noon, are considered two weeks later at the regularly scheduled RAC meeting. The RAC usually meets the first and third Thursday night at 7:00 p.m. at the Dorsey's Search Village Office. The meetings are open to the public and residents whose applications are to be considered or who have an interest are encouraged to attend.

II. Review Process

- A. Prior to the Committee's consideration of an application, RAC members will, in most cases, view the 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 the previous meeting when applicants are in attendance.
 2. New applications from residents in attendance.
 3. Residents who wish to address the Committee.
 4. Remaining applications.
 5. Other business.

- D. The DSAC shall render a decision, in writing, usually 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 120 days of start of construction. Extenuating circumstances should be brought to the attention of the RAC.
- 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.
- C. Upon completion of the alteration, the resident should send notice of such completion to the address indicated on the approved application to ensure that his lot file is kept current.

V. Letter of Compliance Procedures

- A. Upon request the Covenant Advisor will inspect the property to verify compliance with the Covenants and all approved applications of record. If the property is found in conformance, a statement to this effect will be issued.
- B. A letter of compliance will not be issued if there are 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 remain anonymous and must be verified by the Covenant Advisor prior to any action.
- B. Violations will be processed in the following manner:
 - 1. Two letters (second by certified mail), fourteen or more days apart, will be sent to the violator and/or property owner. The letter or letters shall clearly state the nature of the Covenant or Guideline violation.

2. If there is no response within 30 days, the RAC may request the DSAC and the Dorsey's Search Village Board to serve notice and correct the violation in accordance with the Village Covenants.

GENERAL INFORMATION

When screening is required for any alteration (shed, woodpile, etc.), it must be a fast-growing evergreen such as white pine or hemlock, 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 staggered rows to maintain a natural landscape effect.

In some cases, residents may have to match a neighbor's approved alterations, i.e., fences in highly visible areas. Consult the specific Guideline for details.

When having mulch or wood delivered please have items placed on your property, not sidewalks, open space, rights-of-way, etc., as this is illegal! Mulch should be properly distributed and reasonable amounts delivered.

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

Please do not put your trash out prior to the night before collection and promptly remove receptacles after pick-up. Using the common mailbox area for a collection point is not advisable nor is the stacking of trash around fire hydrants. This could cause a critical delay for firemen trying to locate the hydrant during an emergency!

Howard County law requires adjacent property owners to maintain the grass areas on both sides of the sidewalk as well as remove sidewalk snow on the portions parallel to one's property.

Holiday decorations may be in place three weeks prior to and three weeks following the holiday.

"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.

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

The use of pressure-treated lumber for all exterior projects is strongly recommended.

Before digging, call "Miss Utility" toll free at 1-800-257-7777, for free location of gas, power, telephone, and cable lines. Plan ahead!

INDIVIDUAL GUIDELINES

The Guidelines which follow are intended to specify criteria used to evaluate requests for various types of structures and alterations and for conducting professions and industries 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 which may exist between Guideline and Covenant, the requirements of the Covenants prevail. Note: Approvals of the Dorsey's Search Architectural Committee may also be subject to local association covenants or restrictions and additional requirements of Howard County. In most cases, the more restrictive criteria shall apply; therefore, it is the homeowner's responsibility to insure compliance with all applicable types of restrictions.

GUIDELINE NO. 1 - ADDITIONS

Building additions include, but are not limited to, garages, greenhouses, porches, rooms, and deck enclosures. Any enclosed extension of the house is considered an addition. The design of additions should 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 with those of the existing dwelling. New windows and doors shall be located on walls at the same approximate height as those of the existing dwelling, and be trimmed in a similar manner.
3. Roof, eaves and facias shall be in the same depth, style and approximate height of existing eaves and facades. New roofs should be the same approximate slope as those of the existing dwelling.
4. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use of enjoyment of open space. New windows, doors, 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. If an existing deck, screen 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. For building permit information call Howard County at 313-2455. Before digging, call "Miss Utility" toll free at 1-800-257-7777 for existing utility and cable locations.

APPLICATION REQUIREMENTS:

Detailed drawings to scale of new construction, including a site (plat) plan and elevation views of each new exterior wall area. These should show dimensions and locations of such features as floors, windows, roof lines, trim and new exterior lighting fixtures.

Description of materials, including type of siding material, roof materials, trim materials and their colors.

To assist in its understanding of the application the Committee may require samples of the proposed materials and/or colors.

GUIDELINE NO. 2 - 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, including 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. Complete copies of the Animal Control laws and violation forms are available at the Village Office or call Howard County Animal Control at 313-2780. Citizens having animal problems may use these remedies:

- Personally bring the problem to the attention of the animal owner;
- Restrain the animal on property and contact Animal Control for pick-up (313-2780);
- Write or call Animal Control about the problem requesting action; and

- File a Violation Affidavit. This is a formal, notarized statement describing the problem (dates, times, etc.) to be sent to:

Animal Control Division
3430 Court House Drive
Ellicott City, MD 21043

- 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.

GUIDELINE NO. 3 - ANTENNAS

The most desirable location for any antenna is inside the structure; otherwise it must be completely concealed. In general, residents may use antenna installations inside the attic space or otherwise fully concealed space within the structure without application. All external installations require application and approval. Exterior antennas may not be approved if they are visible from any other lot, from open space, or from any public road. Some suggested locations for exterior antennas include:

1. In the least visible corner formed by the junction of an exterior flue and wall.
2. Attached to the trunk of a tree which is at least as tall as the antenna with all wires buried.
3. Adjacent to a down spout.
4. The antenna must be painted to match the background and the cable must be inconspicuous.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan and drawing to scale showing the exact location and a complete description of the proposed antenna including total height, color, etc.

GUIDELINE NO. 4 - ATTIC FANS

Attic fans which are of low profile and mounted on the least visible slope of the roof will be most readily approved. They must be painted to match roof color. Wind-powered units will not be approved. If it becomes necessary to block the air flow through the ventilation, this must be done from inside the structure.

APPLICATION REQUIREMENTS:

Submit a complete description of the proposed fan and show exact location and amount of projection on the roof. Color of unit must be indicated.

GUIDELINE NO. 5 - AWNINGS & SUN TRELLISES

Applications are required for all awnings and sun trellises. The criteria that the Committee will review in analyzing the application include:

1. That the style, color, materials and size are compatible with the architectural character and existing color or scheme of the house.
2. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.
3. Wood and/or cloth awnings in solid earth-tone colors are preferred.
4. Aluminum and fiberglass awnings are NOT ALLOWED.
5. Awnings are to be of straightforward design without embellishments such as fringes, contrast trim, etc.
6. If awnings are to be removed for winter storage (recommended), pipe frames must also be removed.

APPLICATION REQUIREMENTS:

Applications must include detailed drawings showing location of house, dimensions, color, style, method of attachment (where applicable), and a description of the material.

GUIDELINE NO. 6 - BASKETBALL BACKBOARDS

Applications are required for all basketball backboards, both free-standing and attached.

- A. Attached basketball backboards will most readily be approved if the following criteria are met:
1. The backboard is firmly attached to the garage and located over the driveway.
 2. Only those types of commercial quality will be considered for approval.

3. The backboard is white with an orange hoop and stripe or is painted to match the color of the area to which it is attached.
- B. Free-standing basketball backboards will most readily be approved if the following criteria are met:
1. The application shows the location of the backboard in relation to the property lines of the applicant and those of the adjacent neighbor on the side where it is located.
 2. The application should include drawings and description of materials, of both the backboard and support. Those types of commercial quality will be considered for approval. Required colors are the same as above.
 3. The location is in the 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 or less than 3 feet from the front of the garage, and no more than 4 feet from the side line 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 be perpendicular to the driveway.
 4. Adjacent neighbors' signatures are required on all applications.
 5. If the location is in the rear of the house, placement should be no closer than 10 feet of the rear or side property lines.

NOTE: Plantings as screening may be required to protect the streetscape and to lessen the impact on neighbors.

When maintenance is required on any previously-approved backboard, it is recommended that it be repainted the background color. Nets must also be kept in good repair.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan or drawing to the scale showing location and description of proposed backboard, including details of required screening.

GUIDELINE NO. 7 - BOATS, TRAILERS, TRUCKS & RECREATIONAL VEHICLES

Section 8.01 of the Dorsey's Search Village Covenants states that without prior approval ... "No boat trailer, house trailer, trailer, truck or any similar items shall be stored or parked in the open on any lot." Boats, campers and motor homes are similarly prohibited. Approval will only be granted with complete screening. (Trucks are defined by the Committee as commercial vehicles with exterior signing or lettering, exceeding 3/4 ton, or with an open, loaded, or flatbed rear section.)

APPLICATION REQUIREMENTS:

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

GUIDELINE NO. 8 - CHIMNEYS & FLUES

The purpose of this Guideline is to ensure that the flue installation will be compatible with the architectural style of the applicant's house and the surrounding residences. The architectural style of each dwelling is determined prior to construction and may not be changed. (Generally, "traditional" homes have aluminum siding with shutters and/or white window frames while "contemporary" homes have vertical/horizontal wood siding and plain anodized window frames without shutters.) This Guideline applies to townhouses and condominiums, etc. whose Associations should also be consulted for individual restrictions.

Applications are required for all chimneys, flues and smokestacks and will be most readily approved if the following criteria are met:

A. Traditional Units

1. Flues which exit through the foundation or wall of the house and run vertically up the exterior wall shall be totally enclosed with brick or boxed in with materials which match the exterior house finish such as wood or aluminum siding.
2. Flues which exit through the roof on the front slope or at roof ridge are discouraged due to their high visibility; however, they may be permitted if they are boxed in and do not exceed the minimum Howard County standard height requirement. Gaps or spark arresters should be of low profile.

3. Flues which exit through the roof on the rear slope and are not visible from the front, may not need to be boxed. If an exposed installation is allowed, the following will be required:
 - a. flue shall be painted to match roof color;
 - b. flue shall not exceed 14" at outside diameter;
 - c. flue shall not exceed minimum Howard County height requirement;
 - d. all flue enclosures shall extend the entire length of the flue; and
 - e. flashing on all flue installations must be painted to match.

B. Contemporary Units

1. Brick chimneys or those boxed in with matching siding are encouraged. Flues which exit through the roof on the front slope or at roof ridge are discouraged due to their high visibility; however, they may be permitted if they are boxed and do not exceed the minimum Howard County standard height.
2. Metal flues may be allowed provided they are painted to match adjacent material and are inconspicuously located.
3. When an exposed metal flue is proposed which does not exit through the roof, the following will be required:
 - a. all sections of the flue shall be plumb with no tilted or diagonal sections;
 - b. "zero-clearance" pipe must be used and mounted directly against the structure. Minimum Howard County requirements as to outside diameter and height will be the maximum allowed by the committee;
 - c. flue shall be painted to match adjacent siding color. Since upkeep is of prime importance, paint must be properly applied and maintained; and
 - d. all flashing, trim, spark arresters, etc., shall be painted to match adjacent materials.

C. Multiple Flues

Additional flues must meet the guidelines outlined above. While each case will be reviewed individually, the following criteria will be considered for both traditional and contemporary homes.

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 to be added adjacent to an existing one, both flues should be combined in one enclosure.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan and scale drawing showing exact location of proposed flue, and a complete description of materials to be used. In the case of an additional flue or multiple flues, complete information on any existing flues, plus a picture, if possible, should be included.

GUIDELINE NO. 9 - CLOTHESLINES (EXTERIOR)

An application is required for exterior clothes driers. Only umbrella or retractable types will be approved. These must be removed when not in use and removed daily by sunset.

NOTE: Article XI, Section 11.04, of the Dorsey's Search Covenants state: "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 or 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:

Submit a site (plat) plan showing exact location and type of drier. If screening is desired, include complete description.

GUIDELINE NO. 10 - CONDOMINIUM ASSOCIATIONS

It is important to maintain the original architectural character or theme of the association. Any exterior changes should not conflict with the original plan. A complete application is required for ALL exterior alterations.

Common Property - Applications must be signed by a member of the Board of Directors. If work is to be done in stages, i.e. landscaping, a master plan shall be submitted.

Individually Owned Property - Applications must be signed by the Association's representative prior to submitting the application to the Dorsey's Search Architectural Committee. Some homeowners' associations have more restrictive architectural guidelines than those of the Village and those guidelines will be taken into consideration. If you have any questions, consult your association representative.

GUIDELINE NO. 11 - DECKS, PORCHES, ADDITIONS, PATIOS, SCREENED
OR ENCLOSED DECKS

An application is required for all decks and patios and approval of decks and patios will be based on the standards set forth herein as well as on individual merits which include, but are not limited to, the location, color, size, conformity with design of the house, and relationship to neighboring dwellings. The Howard County Building Code should be observed in all its aspects, including the obtaining of a building permit.

1. An application is needed for all wooden walkways or platforms at or above level added after the construction of the house.
2. Landscaping may be required for screening purposes.
3. Decks should be constructed with durable materials. All visible portions should be wood, preferably pressure treated. It is recommended that wood be left natural. However, the owners of contemporary homes may propose to match the existing trim or house color.
4. Decks built on the second level of inside unit townhouses must be set in a minimum of one foot from the outside wall of adjacent townhouses. End unit townhouses must have a one foot set back from adjoining unit.
5. Privacy panels on second level townhouse decks must be constructed of pressure treated wood, louvered style. (See examples on back pages.) The dimensions of such panels should be 5 feet in height measured from the floor of the deck and 5 feet in length measured from the back wall of the townhouse. It must be noted that privacy panels will additionally be reviewed on a case-by-case basis depending on the location of the townhouse and the townhouse association requirements.
6. Two styles of railings will be accepted in each townhouse community to maintain a consistency within the community.

7. Townhouse owners should be aware that there may be additional requirements or restrictions. If you have questions, please contact your association officers or the Village Covenant Advisor.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan, detailed drawing showing the size and elevation of the structure, details of any railings used and any description of treatment to be applied to the materials. The following should be included in your application:

1. Description of any plantings to be removed for the construction of the deck, and any equipment such as meters or heating and air conditioning sources which will be relocated.
2. Any changes in window or door locations.
3. Description of proposed installation of and/or changes in exterior lighting, if any.

GUIDELINE NO. 12 - DOG HOUSES & DOG RUNS

This includes all dog runs and any temporary or permanent structure for housing a dog or other animal otherwise allowed by Howard County and the Dorsey's Search Covenants. An application is required for all dog houses and dog runs and will most readily be approved if the following criteria are met:

1. The roofing material and color of the dog house are the same as the roof of the adjacent house. Additionally, the sides of the dog house must match the color of the adjacent house.
2. The site of the dog house does not exceed 4 feet to any direction (height, length, width) and the dog house and dog run are located in 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. The dog house and run must be adequately screened from view of adjacent properties and not visible from the front street or from the side street of corner lots.

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

APPLICATION REQUIREMENTS:

Submit a site (plat) plan detailing the location of the proposed dog house or dog run, including the dimensions, materials and colors and type of proposed screening.

GUIDELINE NO. 13 - DRIVEWAYS

An application is required if there will be any change of materials, size, shape or grade to the already approved existing driveway. An application will be most readily approved if the driveway is:

Constructed of concrete (except when matching a differently originally-approved driveway (material)).

Note: Since there are many concrete mixes available, care should be taken to ensure that the proper mix is chosen which will prevent further maintenance problems. Maintenance, repair or replacement of all driveways is the responsibility of the owner or owners in the case of flag or shared driveways, and any construction must meet the above criteria.

APPLICATION REQUIREMENTS:

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

GUIDELINE NO. 14 - FENCING

Fencing includes all hedges and solid, transparent or semi-transparent barriers constructed of wood, metal, masonry, or any combination of materials. 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 relate to the open space system. Fencing, if it is carelessly used or placed, visually encroaches upon open space and even destroys this concept. Fencing will most readily be approved if the following criteria are met:

1. Fence matches those approved fences on the 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.
4. No chain link, wire mesh or hedge and wire fences will be approved.
5. Gates must match the fence in material, style and color.
6. The appearance of the fence shall be the same on both sides.
7. Vegetable garden fencing must be no higher than 36 inches, removed after the planting season and inconspicuous.

Solid fences, such as panel or board-on-board, are best when adjacent or attached to the house and 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 two-thirds the distance from the house to the property line; however, under NO circumstances can a solid fence extend more than 13 feet in the side yard and 24 feet in the back yard. Maximum height should be no greater than 6 feet. These fences should be stained or remain natural.

Transparent fences, such as two or three rail spit fences, should have a maximum of height of 36 inches for two rail fences and 42 inches for three rail fences. These fences are appropriate for property line fencing. Galvanized or black painted welded wire mesh may be attached to the INSIDE of the fence but may not extend beyond the top rail. Vinyl coated or colored wire is not allowed. These fences MUST remain natural.

NOTE: Townhouses and Condominiums

Fences shall match builder-installed as to style unless the individual association and/or Architectural Committee have approved alternative styles.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan showing the locations of the fence on the property. Additionally, include a description of the fence style and materials to be used, the color of fence and house, and architectural style of 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.

GUIDELINE NO. 15 - GARDENS & VEGETABLES

Large garden plots for the avid gardener or for tall, conspicuous crops are available through the Columbia Gardens. Even small vegetable gardens require extensive care and maintenance. Applications for small garden plots in the rear/side yard will be reviewed 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. At minimum, a flower screen should be planted around the perimeter.
2. To avoid erosion and reduce visibility, sowing of a winter cover, such as rye, 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. Temporary fencing may be installed after April 15 and must be removed by October 15.

No application for a vegetable garden is required when either of the following criteria are met:

1. Small plots, located at the back of the house, which do not extend more than three feet from the house, and do not exceed the length of the house.
2. A single plot located between the rear of the house and the rear property line in which ALL the following conditions are met:
 - a. size does not exceed 400 square feet or one-fourth of the rear lot, whichever is less;
 - b. garden is not placed on a steep grade which may lead to soil erosion or property damage due to water run off; and
 - c. garden contents are limited to items with a mature height of four feet or less.

When having any bulk garden materials delivered, please have items placed on your own property, not sidewalk, driveway, right-of-way, etc. and be reasonable about amounts delivered.

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 should include a site (plat) plan showing the dimensions of the garden and any fencing or planting materials to be used for screening.

NOTE: In Howard County, last frost date is May 6th, first frost date is October 6th.

GARDENS, ROCK:

APPLICATION REQUIREMENTS:

An application should include a site (plat) plan showing the location of the garden and a sketch describing its contents.

COMPOST PILES:

Includes any structure built or any compost pile. An application will most likely be approved if the following criteria are met:

1. Located at the rear of the house, and within lines defined by the sides of the house exterior extended to the rear.
2. Within 20 feet of the house or two thirds of the distance between the rear of the house and the rear property line, whichever is closer to the house.
3. Screened from view of all neighboring homes and street.
4. Failure to maintain your compost pile is a violation of the maintenance provisions of the Dorsey's Search Village Covenants.
5. If a compost pile is moved to a location other than that originally applied for, a new application must be submitted. In addition, if the compost pile design or structure is altered in any way you must reapply.

APPLICATION REQUIREMENTS:

1. A site (plat) plan showing the location of the compost pile relative to the house, property line, and neighboring houses.
2. A drawing showing the exact dimensions and style of the compost pile.
3. A description of the color and materials to be used.

4. Type and location of planting material to be used for screening.

GUIDELINE NO. 16 - GAZEBOS

An application is required for gazebos. Generally, a gazebo will be allowed only if it is well screened. Gazebos are approved on a case-by-case basis.

GUIDELINE NO. 17 - GRILLS & BARBECUES (PERMANENT)

This includes only permanent grills and barbecues made of cast iron, aluminum, brick, masonry, or incorporated into any other permanent structure. An application is required for all permanent grills and barbecues and will most readily 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:

The applicant should include 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. 18 - GUTTERS & DOWNSPOUTS

An application is not required for replacement gutters and downspouts provided they match the color of the house or trim. A complete application should be submitted for all other gutters and downspouts.

APPLICATION REQUIREMENTS:

The application must include a site (plat) plan. In addition, please submit a drawing showing the location of the gutters and downspouts and describe the color of the house and trim, and include paint chips to show the color of the gutters and downspouts.

GUIDELINE NO. 19 - HEATING & AIR CONDITIONING (EXTERIOR)

An application is required for all additional exterior heating and air conditioning units and apparatus used with same, and will be most readily approved if the following criteria are met:

1. Window or wall mounted air conditioning units will usually not be approved. The Committee may consider exceptions on a case-by-case basis, where total screening can be demonstrated.
2. Units are screened from the street.
3. Units are located as close to the rear of the house as possible.

APPLICATION REQUIREMENTS:

The application should include a description, drawing and/or picture of the unit and any related equipment and a site (plat) plan showing its location.

GUIDELINE NO. 20 - HOLIDAY DECORATIONS

Holiday decorations do not require an application; however, they may only be in place three weeks prior to and three weeks following a holiday.

GUIDELINE NO. 21 - HOT TUBS & WHIRLPOOLS

A complete application is required for all hot tubs and whirlpools. Hot tubs and whirlpools will be most readily approved if the following criteria are met:

1. The applicant's lot shall be of sufficient size as not to create a substantial acoustical or visual impact on adjacent property owners.
2. They shall be located to the rear and between the side walls of the residence, and generally not more than 20 feet from it.
3. Generally, they should not protrude more than 3 feet above the adjacent ground or deck level and shall be made of material that will blend with the surrounding structures.
4. Additional screening with fences and landscape buffers such as shrubs may be required to reduce the impact on adjacent property owners.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan showing the location of the hot tub/whirlpool in relation to the applicant's house, property lines, and adjacent dwellings. Obtain signatures of all adjacent property owners affected by the hot tub or whirlpool. Include the dimensions, type and color of proposed materials.

NOTE: Safety measures such as a secure lid and/or a fence should be considered for hot tubs and whirlpools.

GUIDELINE NO. 22 - LANDSCAPING

Includes planting of evergreen trees as a barrier, hedges over two feet tall, flowers, changes in drainage or across the lot. 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 to give a 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, etc.

Application is required for, but not limited to, the following:

1. Removal of any tree whose trunk is over 6 inches in diameter when measured at a point 2 feet above ground, whether tree is alive or presumed dead.
2. Any plantings used as hedge or windbreak, or for screening purposes. Hedges will be considered on an individual basis under criteria used in FENCES.
3. Landscaping which involves a change of grade or slope and/or installation of a retaining wall or other structure.

An application is not required for the planting of:

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

Note: When an application is approved with a requirement for landscape screening, the following criteria are required at time of planting:

1. Plants must be a fast-growing evergreen such as white pine or hemlock, and of a density to provide an immediate impact.
2. Material must be 2/3 of the height of the object to be screened or 4 feet tall, whichever is greater.

Note: The following trees are not approved due to undesirable growth characteristics: Thorny Locust, Silver Maple, Standard Weeping Willow, Box Elder, Sycamore Maple, Tulip Poplar, Black Cherry, Black Locust, and Poplars.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan with exact location and a complete description of plant material and other surrounding existing landscaping designs.

GUIDELINE NO. 23 - LAWN ORNAMENTATION

Application is required for sculpture, statuary, fountains, birdbaths, freestanding bird houses, trellises, decorative fencing and other ornamentation. Ornamentation will be most readily approved if the following criteria are met:

1. Small scale.
2. Located in the rear yard only.
3. Not readily visible from the street, open space and neighboring yards.
4. Permanently installed in-ground flag poles are not permitted.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan showing style, color and location. When screening is necessary, show drawings for concealment.

GUIDELINE NO. 24 - LIGHTING (EXTERIOR)

Residents are responsible for their own yard post lights which have been installed in most areas to serve in lieu of additional street lights. (Baltimore Gas and Electric Company is responsible for the street lights, and residents should call 685-0123 if out.) For security purposes residents are urged to keep exterior lights operating. Application is required to change any outside light fixture or to add any additional exterior lights including spotlights. These should be aesthetically planned for each location. Exterior lighting should not illuminate adjacent property or public open space. Lighted holiday decorations do not

require an application; however, they may not be installed more than three weeks prior to the holiday and must be removed three weeks following the holiday.

A. Types of Lighting

1. **Permanent Exterior Lighting and Wiring:**
Requires full application. All exterior lighting should be installed so as to not shine on adjacent property or open or public space, and should be aesthetically planned for each location.
2. **Security Lighting:**
Flood lights 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, such as a doorway. Some high output 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.
3. **Temporary Lighting:**
Decorative holiday and festival lighting does not require approval; however, holiday lighting shall not be operative prior to 21 days before the holiday and totally removed within 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 and a Howard County permit and may require evidence of adequate insurance coverage.
4. **Fluorescent Lights:**
In general, fluorescent lights used outdoors will not be approved.

Note: Breaking ground - It is recommended that before any digging is initiated the applicant call "Miss Utility" (1-800-257-7777) for existing locations of utilities.

APPLICATION REQUIREMENTS:

Submit a detailed drawing of exterior light placement on site (plat) plan including a statement as to architectural style of home.

GUIDELINE NO. 25 - 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."

When replacement is necessary of an essential house element, such as shutters, gutters, and downspouts, an application is required only for a change from original design or color. 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 is also the responsibility of adjacent residents. Maintenance of the cul-de-sac islands and street trees is also the responsibility of the 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 and recurring basis, containers may be placed in the open, on any day that a pickup is made, at such 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 that 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 bulk trash pickup and use of the Howard County landfill may be obtained by calling 313-5410. For other trash information, call ~~313-2388~~.

313-6444

GUIDELINE NO. 26 - 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 Dorsey's Search Open Space Committee and the Dorsey's Search Village Board before being considered by the Columbia Association.

GUIDELINE NO. 27 - PAINTING, STAINING & RE-SIDING

A change in the color of one's residence is an alteration which can have a dramatic impact on the neighborhood. A "change" in house color includes any variations as in shade, lighter or darker, from the original builder-approved and applied color as well as the addition of stone or masonry trim. Any repainting, staining or re-siding, including the re-use of existing color, requires an application with actual paint/stain samples on wood or an actual piece of the proposed new siding. The number of colors used should be limited to one for sidings, one for trim, with a compatible accent door color allowed. Garage door color must match either siding or trim. Care should be taken to compliment 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 are discouraged. Trim color should remain close to, but not lighter than, house siding color. Only "flat" finish paint or stain is to be used except semi-gloss may be used on front doors. Duplication of colors in close proximity must be avoided and the 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. Any changes in trim colors requires approval.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan as well as actual paint/stain on wood or a piece of the proposed new siding with application.

GUIDELINE NO. 28 - PATIOS & WALKWAYS

An application is required for all patios and walkways and will most readily be approved when the following criteria are met:

1. The design, location and size of patio and walkways conform to the design and scale of the house and neighboring dwellings.
2. All new materials should be of a simple material of a natural color, such as undyed concrete, stone, clay, brick or treated 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 the neighbors. Screening, fencing or planting may be required to preserve such privacy.

APPLICATION REQUIREMENTS:

Submit site (plat) plan with dimensions showing the new walkway/patio in relation to existing houses, trees and lot boundaries, a description or sample of the materials to be used, a description of proposed lawn contour changes, planting, screening, railings, benches, new exterior lighting, etc., (see the applicable Guidelines for these items) and a statement as to the architectural style of the house.

GUIDELINE NO. 29 - PLAY EQUIPMENT (SWINGSETS, PLAY EQUIPMENT, PLAYHOUSES, & SANDBOXES)

All equipment should be in proportion to lot size and be inconspicuously located in rear yard area at a reasonable distance from side and rear property lines. 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.

Note: Townhouse and condominium associations may have further restrictions on play equipment so please check with your local association.

An application is not required for swingsets and play equipment of open construction as long as the following criteria are met:

1. Height of eight feet or less.
2. Length of ten feet or less.

3. Located at the rear of the house and within lines defined by the sides of the house exterior extended to the rear.
4. Within 20 feet of the house or two-thirds the distance between the rear of the house and the rear property line, whichever is closer to the house.

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

1. Height one foot or less above ground.
2. Area 20 square feet or less.
3. Within 20 feet of the rear of the house or two-thirds the distance between the rear of the house, and the rear property line, whichever is closer to the house.

An application is required for all other play equipment and will be most readily 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 from the rear of the house or two-thirds 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 for the fencing and screening.)

APPLICATION REQUIREMENTS:

Submit a site (plat) plan showing location and description of play equipment.

GUIDELINE NO. 30 - POOLS

Portable children's wading pools that can be emptied at night, do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet do not require an application. An application is required for all other pools. The two-step approval process outlined below must be followed.

Above ground pools will not be approved.

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

1. The size of the pool should be based on the lot size, be of reasonable proportion to the house, and conform to Howard County Building codes. Fencing requirements must meet the requirements of Dorsey's Search Guidelines/Covenants. Howard County fencing requirements will be taken into consideration. Approval of the fence is contingent upon completion of the pool.
- B. The application should include the following information:
1. Signatures of all property owners surrounding the applicant's property.
 2. Each application must include a certified site (plat) plan showing, in detail, the location 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 any other changes or additions to the existing property must be indicated on the application.
- C. Two Step Approval Process
1. Preliminary Application - Approval of General Concept and Plan. This application should contain the basic information outlined above; however, the Howard County application and other information required by Howard County are not required at this time. Approval of this preliminary application does not 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.

GUIDELINE NO. 31 - PORCHES, SCREENED & ENCLOSED DECKS

SEE GUIDELINE NO. 1 - ADDITIONS

GUIDELINE NO. 32 - PROFESSIONS & HOME INDUSTRIES

The primary use of all residential properties must be as a personal residence. An application is required for all in-home professions and industries. Approval is valid for one (1) year only. Forms are available at the Village Office. 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 thereon the property without the specific written approval of the Architectural Committee who shall deem said business to be compatible with a high quality residential neighborhood. The following activities may be permitted at the discretion of the Committee, including but not limited to: music, art and dance classes; day nurseries and schools; medical and dental services; and seamstress services.
2. No sign or other advertising service relating to professions or home industries shall be placed upon any lot without approval by the Architectural Committee.
3. Operating personnel shall be limited to one employee other than those members permanently residing in the residence unless specifically approved by the Architectural Committee.
4. Any variance from the approved application will be considered a violation of the Dorsey's Search Village Covenants.

APPLICATION REQUIREMENTS:

All applications must include the following:

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 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.

GUIDELINE NO. 33 - REAL ESTATE SIGNS (For Sale, For Rent, Sold, or Open House)

1. For Sale or For Rent signs do not require applications provided the following guidelines are met:
 - a. signs shall be no larger than 20 inches by 28 inches;
 - b. signs shall be erected on posts of sufficient strength to avoid bending or warping;
 - c. signs shall stand no more than four feet above the ground; and,
 - d. no more than one sign shall be erected on any given property, unless it is a corner lot of sufficient size (larger than one acre) to warrant two signs. Two signs is the maximum allowable number.
2. Off-Site Directional Signs (Open House)
 - a. off-site signs are permitted only at the entrance to cul-de-sacs. Only one sign is allowed at the intersection; and,
 - b. the sign shall remain standing only during business hours of the open house.
3. Sold Signs

No Sold signs or strips across For Sale signs are permitted in Columbia.

GUIDELINE NO. 34 - RENTAL PROPERTIES, BOARDERS & SHARED LIVING

Howard County requires the licensing of any rental unit and an inspection of the premises. All known rental units are reported to the County. Property owners are held responsible for the property's covenant compliance and disclosure of requirements to tenants.

A residence may not be subdivided, partitioned, have additional kitchens, or efficiencies, or separate and exclusive entrances. All occupants must have equal and unrestricted use of the common household areas.

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

GUIDELINE NO. 35 - RE-SIDING, RE-ROOFING, & RESTYLING

It is the owner's responsibility to ascertain whether the proposed building material meets the Howard County building and fire codes. A complete application is required if the proposed residing material differs in color or texture from existing siding on the structure or it results in change in architectural style.

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 residing design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood by evoking similarities in style among nearby houses.

In those cases in which residents wish to alter the stylistic features of the existing facade -- for example by replacing rough, vertical groove paneling with smooth, horizontal clapboard siding, or by adding shutters or accent panels -- the Architectural Committee will render a decision based on 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 over-all visibility of the residence from near-by public and private properties.

APPLICATION REQUIREMENTS:

Application should include a site (plat) plan, including details of the proposed change plus a description of proposed treatment of any outbuildings, such as sheds. Residing or repainting of such structures may be required.

GUIDELINE NO. 36 - SHEDS & STORAGE

1. Includes any permanent structure built to house tools and provide extra storage outside the existing house.
2. An application is required for all sheds and will most readily be approved when the following criteria are met:
 - a. 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 area is

available, the Committee will give it consideration. Landscape screening may be required;

- b. 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, resided or paint color change is made, the shed must match. Decorative embellishments (i.e., eagles, etc.) will not be approved; and
- c. size should be based on lot size, or slope conform to Howard County Building Codes, and be in reasonable proportion to the house or fenced area. Compatible in architectural style with the house.

APPLICATION REQUIREMENTS:

1. Site (plat) plan which shows relationship of shed to the house and property lines.
2. Picture and/or detailed drawing of the shed to include shed dimensions, style and location of door(s).
3. List of materials to be used.
4. Color of shed, house and trim.
5. Approval is contingent on resident's commitment to building a sturdy, permanently anchored structure, which will be maintained.
6. Statement as to architectural style of home.
7. Proposed landscape screening.

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

GUIDELINE NO. 37 - SIDEWALKS, SNOW REMOVAL & STREET TREES

Repair and maintenance, including snow removal, of adjoining sidewalks are the responsibility of the adjacent property owner under Howard County law. This means that 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 and any driveway replacement requires application and approval of the Committee.) Maintenance of the grass areas between sidewalk and curb, including trees, is also the adjacent property owners' responsibility and must include appropriate mowing,

trimming, weeding and fertilizing in the same manner and frequency as regular lawn care. Trees must be pruned to allow clearance for walkers/bikers.

APPLICATION REQUIREMENTS:

Submit site (plat) plan and complete details.

GUIDELINE NO. 38 - SIGNS

With the exception of temporary signs advertising the sale or rental of residential property, no temporary or permanent sign or other advertising device of any nature shall be placed on any lot without the written approval of the Architectural Committee. In addition, the erection and placement of all signs must be in compliance with the Howard County Sign Ordinance.

1. No temporary sign shall be larger than 20 inches by 28 inches, nor stand more than 3 feet above the ground when measured from the top of the sign. Realtors will be permitted to use their logos, trademarks and other color schemes on signs, one per lot.
2. Signs will not be erected on trees, light poles, street signs or official neighborhood identification signs. No more than one temporary sign may be placed on any property. One direction sign is permitted on a corner leading to an open house but must be removed no later than one hour after the open house has taken place.
3. Signs will be neatly lettered, clean and maintained in good condition.
4. Garage sale signs are permitted on the day of the sale only and must be removed at the end of the day.

APPLICATION REQUIREMENTS:

Submit a drawing showing all details of sign including letter, size, color, materials and exact location.

GUIDELINE NO. 39 - SOLAR COLLECTORS

A complete application is required for all solar collectors. All applications should include a site (plat) plan plus elevations of the house showing the appearance of the collector. Details should show how the collector edges will meet the roof.

Solar collectors can represent a large visual impact on a structure due 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 design impact on the structure.
2. Large collectors on a sloping roof should appear to be flush with the roof and not laying on top. Collectors on a flat roof should be set back and concealed with a parapet unless integrated with the roof design of the structure. Smaller collectors may be laid on top of a sloping roof finished to appear like a skylight.
3. Collectors should be constructed of glass with wood or metal trim. All trim should be painted to match the background color of the roof or house trim. Plexiglass is not acceptable as it sags and yields an unsatisfactory appearance. All pipe work should be concealed.
4. Free standing 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.

GUIDELINE NO. 40 - STORM/SCREEN WINDOWS & DOORS (NEW & REPLACEMENT)

Storm/screen windows and doors will generally be approved if they are of straightforward design without decorative embellishments and are compatible with the house style. An application is not required if the door 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. Although aluminum-colored (mill finish) doors and windows are not approved, they can be painted if special primers are used. Security storm doors require an application and should be as plain as possible in design. Replacement windows should match original style as closely as possible in design and all windows should be replaced.

NOTE: Townhouse and condominium associations may have further restrictions on storm/screen windows and doors so please check with your local association.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan as well as details as to color, location, and style.

GUIDELINE NO. 41 - SWINGSETS

SEE GUIDELINE NO. 29 - PLAY EQUIPMENT

GUIDELINE NO. 42 - TOWNHOUSES

It is important to maintain the original architectural character of the association. Any exterior changes should not conflict with the original plan. A complete application is required for ALL exterior alterations.

Common Property - Applications must be signed by a member of the Board of Directors. If work is to be done in stages, i.e., landscaping, a master plan shall be submitted.

Individually Owned Property - Application must be signed by the Association's representative prior to submitting the application to the Dorsey's Search Architectural Committee. Some homeowners associations have more restrictive architectural guidelines than those of the Village and those guidelines will be taken into consideration. If you have any questions, consult your association.

GUIDELINE NO. 43 - TRELLISES

An application is required for all trellises except for small plant supports placed against house or garage matching the background color.

APPLICATION REQUIREMENTS:

The application should include a site (plat) plan showing the location, materials, colors, and size of the trellis and a sketch from the side most visible from the street or a neighbor's yard.

GUIDELINE NO. 44 - VEHICLES (also see GUIDELINE NO. 7)

Includes trucks, boats, trailers, campers and mobile homes. (Trucks defined as vehicles exceeding 3/4 ton with or without exterior signing or lettering or with or without an open, loaded or flatbed rear section.)

All applications should include a site (plat) plan. In addition, applications should include sufficiently detailed information to permit understanding and evaluation of your proposal.

DORSEY'S SEARCH COMMUNITY ASSOCIATION

EXTERIOR ALTERATION APPLICATION

Final Action: _____

Applicants Signature _____ Telephone: _____
 Name _____ Home _____
 Address _____ Work _____
 Lot No. _____

The Dorsey's Search Covenants and Guidelines require that all plans for proposed exterior alterations to homes and surrounding property be submitted to the Resident Architectural Committee (RAC). Such alterations may include (but are not limited to) the addition of porches, patios, decks, pools, fences, walls and landscaping. Applications for such alterations must include: a surveyor's site plan showing all boundary lines and the location of the home and alteration of the lot and to adjacent properties; a picture or detailed sketch, drawn to scale of the proposed alteration, showing all dimensions and elevations, and a list of materials and colors to be used.

A complete description of the Dorsey's Search architectural requirements and limitations is covered in Articles VII, VIII, X and XI of the Village Covenants. They are available at the Village Office.

Residents are advised that certain alterations, including all decks and some fences, require a Howard County Building Permit. These are available by calling the Bureau of Inspections, Licenses and Permits, 313-2455. However, the RAC will not be responsible for seeing that residents acquire such permits. Residents also are urged to call "Miss Utility" at 1-800-257-7777 for free information on the location of gas, power, and telephone lines before digging.

Applications will be reviewed initially by the RAC at its regularly scheduled public meeting. 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 resident member of the RAC for action. A written notice of the decision is then sent to the applicant. The process usually takes 2-4 weeks.

Approved alterations must be completed within 120 days of approval. Failure to follow this timetable will cause the approval to be rescinded and resubmission will be required. Extenuating circumstances should be brought to the attention of the Covenant Advisor.

The RAC and Covenant Advisor are available to aid in the discussion and planning of alterations to ensure compliance with the requirements and in the preparation of this form.

**** NOTE: If the change applies to a Townhouse or Condominium having Architectural control, please complete the following PRIOR to submission to the Dorsey's Search Architectural Committee.**

NAME OF ASSOCIATION: _____

ASSOCIATION APPROVAL: _____

(Signature of Officer)

(Date)

(Phone #)

An application is required to store in the open boats, trailers, trucks, campers, and mobile homes. An application will most readily be approved with complete screening from the view of all adjacent lots, open space and the street.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan. The application should show the location of the vehicle in relation to the house and the type and size of screening to be used.

GUIDELINE NO. 45 - WINDOWS (Replacements, Additions)

Window replacements must match the original style and all windows should be replaced simultaneously. Window additions must be compatible with the original house style.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan. Submit drawing of house elevation with complete details.

GUIDELINE NO. 46 - WOODPILES

Woodpiles should not be readily visible from the street or neighbor's view. Screening may be required which should be a fast-growing evergreen species at least 2/3 the height of woodpile or 4 feet, whichever is greater. Stacking of wood on sidewalks, driveways, rights-of-way, etc. is not permitted, nor is the storage of excessive amounts. The Columbia Association does not permit use of their open space for this or any other personal use and violators will be cited.

APPLICATION REQUIREMENTS:

Submit a site (plat) plan, location and screening details.

GUIDELINE NO. 47 - 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 for which an application is required.

<u>TYPE OF HOME</u>	<u>DESIGN</u>	<u>COLOR</u>
<input type="checkbox"/> Single Family	<input type="checkbox"/> Contemporary	House _____
<input type="checkbox"/> Townhouse End Unit	<input type="checkbox"/> Traditional	Trim _____
<input type="checkbox"/> Townhouse Mid Unit	<input type="checkbox"/> Colonial	Other _____
<input type="checkbox"/> Apartment	<input type="checkbox"/> Victorian	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	

CHECKLIST Attach these items to application:

- Surveyor's plat plan, showing proposed changes
- Drawing to scale of proposed alteration/addition, including elevation of all views
- Sizes and descriptions of all materials
- Description of color(s) or samples of materials
- Landscape design (if appropriate)
- Lighting design (if appropriate)

Describe proposed alteration or addition below. Use additional sheets if necessary.

Acknowledgement: Please obtain the signatures of at least two adjacent and/or visually affected neighbors. (acknowledgement indicates awareness of the plans but does not demonstrate approval or disapproval.)

_____ Signature	_____ Address
_____ Signature	_____ Address
_____ Signature	_____ Address

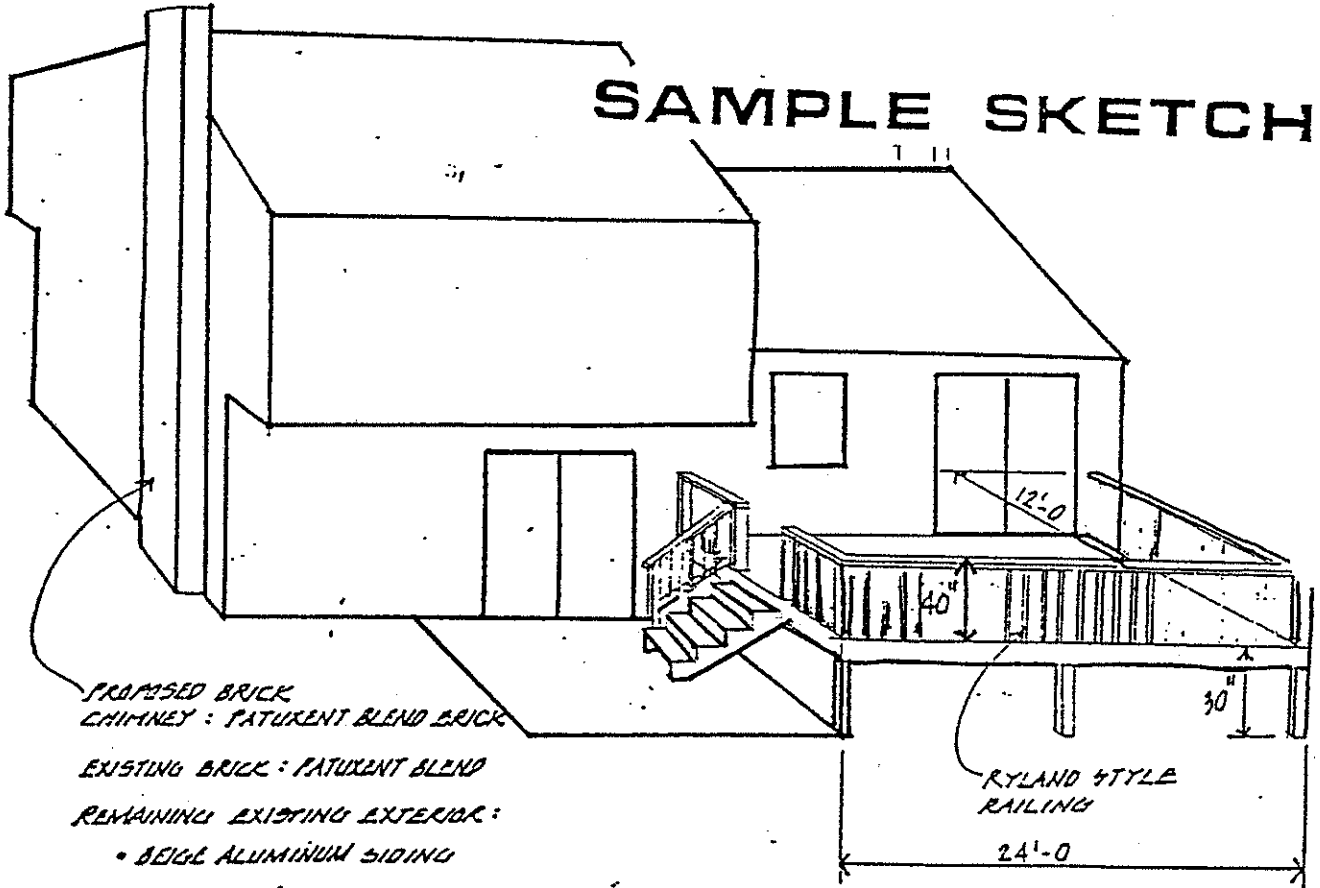
Note: Individuals affected by this application are encouraged to contact the Village Office or attend the appropriate RAC meeting if they have comments regarding this proposal.

RESIDENT ARCHITECTURAL COMMITTEE RECOMMENDED ACTION:

- () Recommended approval as submitted.
- () Recommended approval with the following provisions:

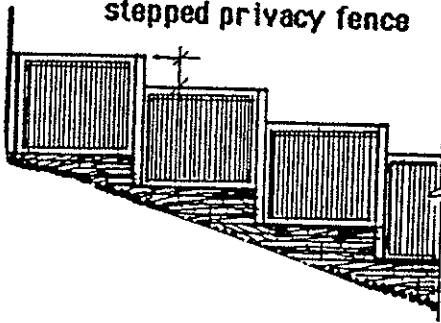
FINAL ACTION: _____ **DSAC MEMBER** _____
DATE _____

SAMPLE SKETCH

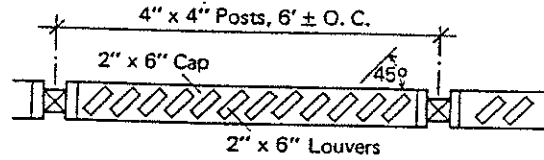


RESIDENTIAL FENCING

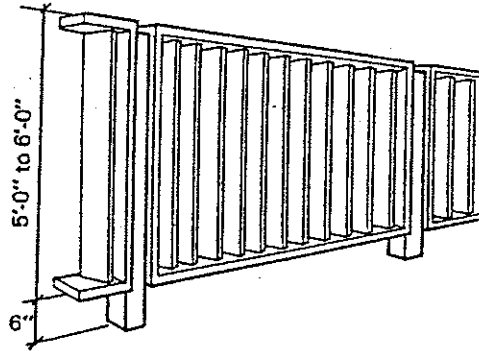
stepped privacy fence



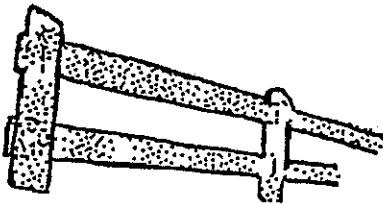
Louvered Panel



Split Rail

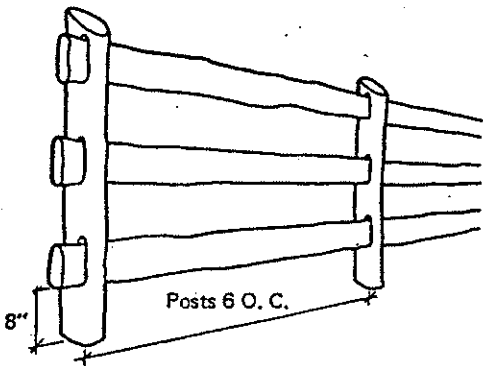
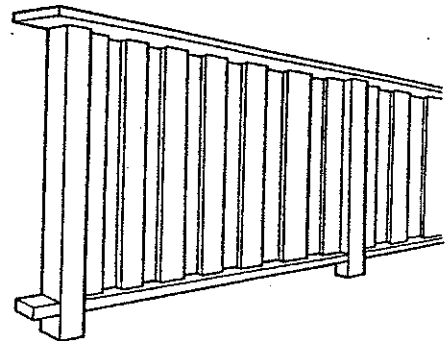
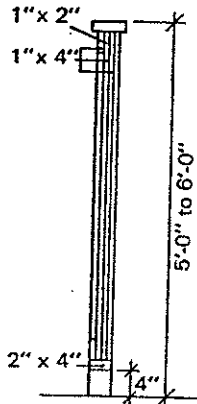
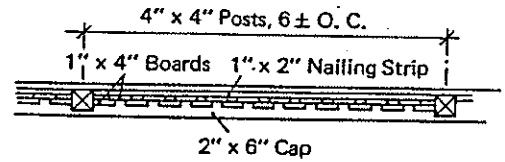


36"



2 rail fence

Staggered Board

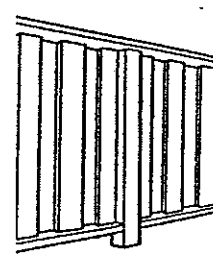
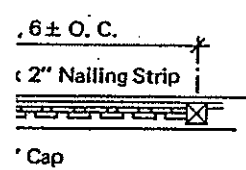
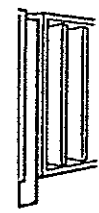
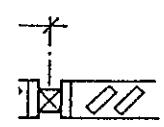
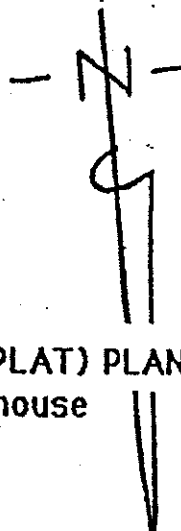
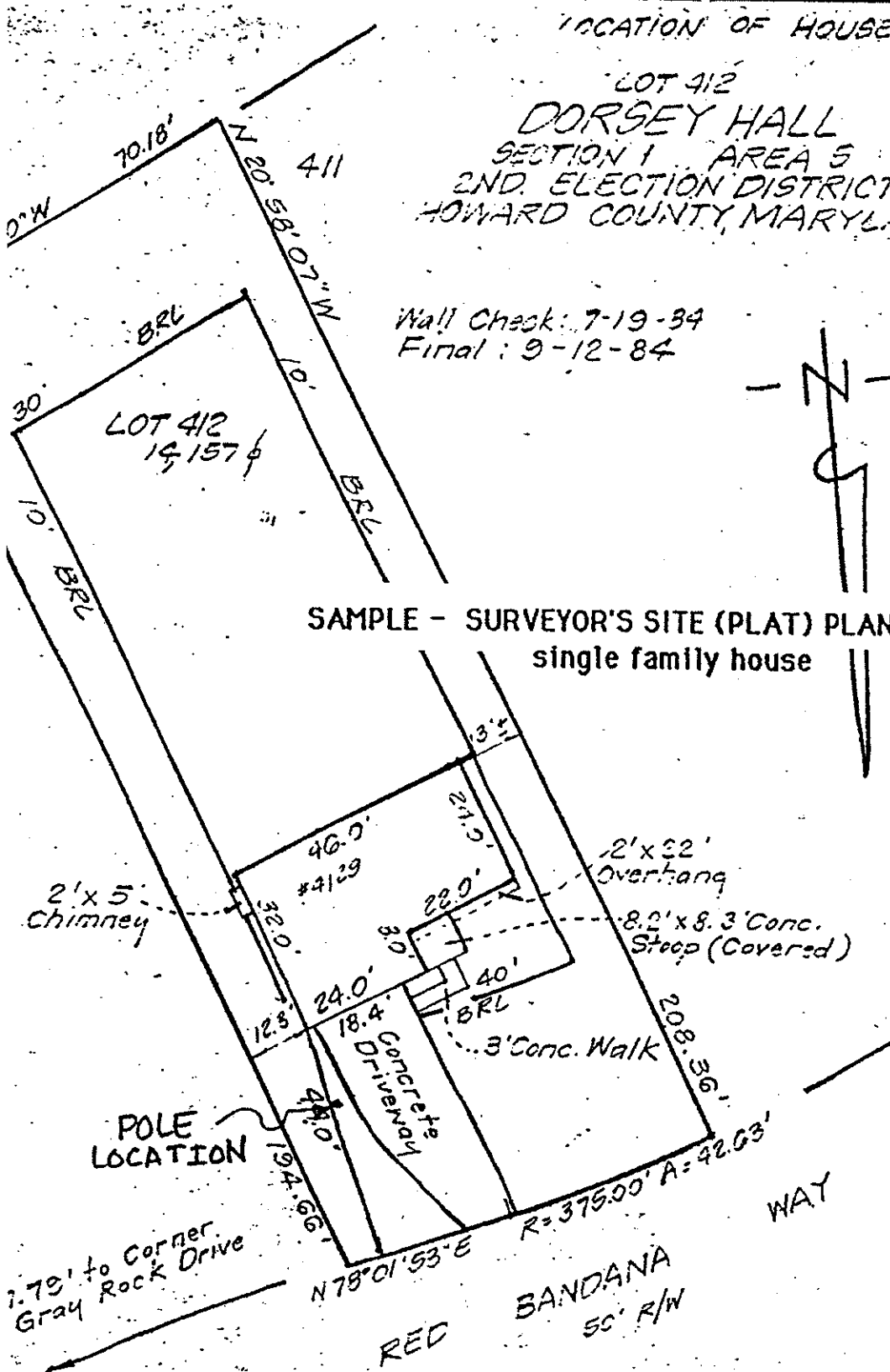


LOCATION OF HOUSE

LOT 412
DORSEY HALL
 SECTION 1 AREA 5
 2ND. ELECTION DISTRICT
 HOWARD COUNTY, MARYLAND

Wall Check: 7-19-84
 Final: 9-12-84

SAMPLE - SURVEYOR'S SITE (PLAT) PLAN
 single family house



SURVEYOR'S CERTIFICATE
 that the position and dimensions above described property have been established by a traverse to the points shown, there are no objections.

CLARK • FINEFROCK & SACKETT
 REGISTERED SURVEYOR
 NO. 28059

CLARK • FINEFROCK & SACKETT ENGINEERS • PLANNERS • SURVEYORS 11315 LOCKWOOD DRIVE SILVER SPRING, MD. 20 TEL. NO 593-3400		
REFERENCE	DRAWN BY <i>NPK</i>	CHECKED BY <i>KWC</i>
Plat 4877	DATE 9-13-84	FILE NO.
	SCALE 1"=30'	950-K

NOTE: Party Wall centered on Property line.

NOTE: No Portion of this lot lies within the 100 Year Flood Plain.

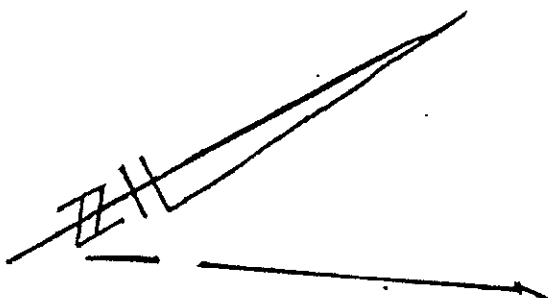
LOCATION OF HOUSE

LOT H-25

DORSEY HALL

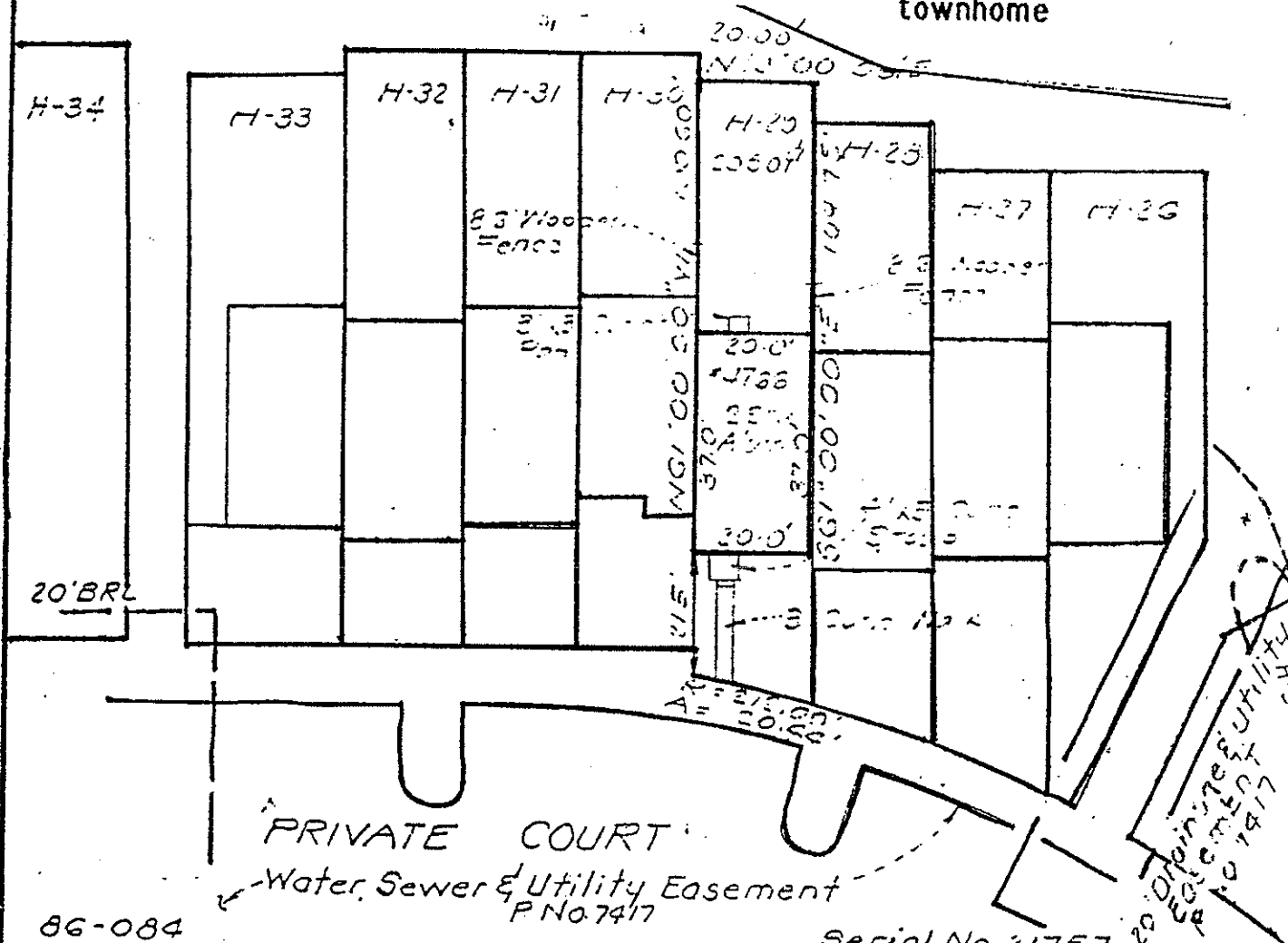
LOTS H-1 THRU H-73
A RESUBDIVISION OF PARCEL M
SECTION 2 AREA 2
2ND ELECTION DISTRICT
HOWARD COUNTY, MARYLAND

Wall Check: 1-5-83
Top of Wall Elevation: 2521
Elevation: 252 - 83



Part of Community Owned Open Space Lot H-72

SAMPLE - SURVEYOR'S SITE (PLAT) PLAN townhome



PRIVATE COURT

Water, Sewer & Utility Easement P No 7417

86-084

Serial No. 21757

SURVEYOR'S CERTIFICATE OF MARYLAND
I hereby certify that the position of all existing improvements on the above described property have been carefully established by a transit-tape survey and that unless otherwise shown, there are no encroachments.
Neal P. Sackett

CLARK • FINEFROCK & SACKETT, INC.
ENGINEERS • PLANNERS • SURVEYORS
7135 MINSTREL WAY COLUMBIA, MD. 21045
(301) 381-7500 BALTO. • (301) 621-8700 WASH.

REFERENCE	DRAWN BY <i>SNP</i>	CHECKED BY <i>KW</i>
Plat 7417	DATE 5-3-83	FILE NO. 9777-K