

# ARCHITECTURAL GUIDELINES

*REVISED MAY 2022*

Dear Resident:

The Architectural Committee (AC) and the Resident Architectural Committee (RAC) of Hickory Ridge Village are pleased to present Guidelines to assist you in applying for exterior alterations or in-home businesses.

The Guidelines are the result of much deliberation, generous amounts of legal counsel, and exploration of the ideals and intent of the developers of Columbia. It is hoped that this effort will result in the equitable and consistent handling of applications for exterior alterations and in-home businesses, as well as answering some of your questions about how the RAC and AC operate and on what basis their decisions are made.

The overall goal of these Guidelines and recommendations is to keep our community an attractive and desirable place to live, and their use will provide each resident with a practical means of doing so.

For your convenience, sections of the Hickory Ridge Village Covenants are included at the back of this book. Any questions may be directed to the Village Covenant Advisor via email at [applications@hickoryridgevillage.org](mailto:applications@hickoryridgevillage.org) or call 410-730-7327.

Sincerely,

The Hickory Ridge Resident Architectural Committee  
The Hickory Ridge Architectural Committee  
The Hickory Ridge Village Board

## **WHAT ARE THE COVENANTS?**

First, they are one of the many documents you (or your landlord) received at the time of settlement on your property. We hope that you took time to read and understand them; if not, portions of the Covenants are summarized later in this book.

More importantly, the Covenants are a binding legal obligation between the developer of Hickory Ridge and all the residents. There are similar covenants, or contracts, for each of the other Villages of Columbia. Our Covenants establish certain minimum standards for land use, architectural design, and property maintenance throughout the village.

The Covenants "run with the land" as part of your deed of ownership and cannot, as a practical matter, be changed. When the development period of our Village was completed, the Covenants became a contract between the Village Association as represented by its elected Board of Directors (the "Village Board") and the residents, and between each resident and every other resident of the Village. Thus, when dealing with the Covenants and the architectural control process, you will be dealing not with the developer but with your friends and neighbors in the Village of Hickory Ridge. It is our intent and duty to help you in every way possible to obtain the fullest enjoyment of your private property and Columbia Association property consistent with your obligations to the other residents.

## **WHAT ARE THE ARCHITECTURAL GUIDELINES?**

The Hickory Ridge Architectural Guidelines are based on the Covenants. The Guidelines describe exterior alterations and in-home businesses that are most likely to be approved in typical circumstances. They also describe conditions that are likely to be violations of the Covenants.

## **HOW DOES THE ARCHITECTURAL CONTROL PROCESS WORK IN OUR VILLAGE?**

The Covenants provide for the appointment of an Architectural Committee. Since the duties and concerns of the Architectural Committee (AC) members are many and varied, they are assisted in routine architectural control matters by a volunteer Resident Architectural Committee (RAC) which is appointed by the Village Board. All final decisions are made by the AC members, who are appointed by the Village Board and/or Columbia Association (CA), with CA entitled to appoint a majority.

In addition, the Village employs a Covenant Advisor who is available at the Village office to assist you in the preparation of exterior alteration applications, to receive complaints and inquiries on architectural and maintenance matters, and to carry out certain duties associated with covenant enforcement.

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

Many people who have lived in developments without architectural controls have seen or have experienced a well-cared-for home next to one which has been allowed to deteriorate, or has a lawn strewn with junk. These are, of course, extreme circumstances, but no one wants to live near or view an eye sore. The architectural controls in the Village Covenants are designed to prevent excesses and abuses, while affording flexibility in property utilization.

Residents should keep in mind that all lots are not suited to hold a swimming pool, large addition, shed or other alterations. Ultimately, it is the Architectural Committee that makes that decision.

## **WHAT ARE THE STEPS FOR APPROVAL OF MY PLANS?**

When you contemplate exterior alterations, the initiation of an in-home business or certain landscaping changes on your property, you should first consult the Guidelines contained in this booklet. They will help you in finalizing your plans and will tell you if an application is required. If in doubt, consult the Covenant Advisor at the Village Office.

After you have reviewed the Guidelines, complete and submit your application using the forms available on our website [www.hickoryridgevillage.org](http://www.hickoryridgevillage.org) and at the Village Office. Be sure that your application is complete and clear, and that it has the appropriate signatures, including your own. Submit your application early, allowing at least four weeks for its processing. During this time, you can be obtaining any necessary building permits or variances required by the county government. **NOTE:** *Approval of a project by the AC does not relieve you of the need to obtain county permits, or vice versa. If the property is part of a homeowner's association (HOA), like a townhouse or condominium community, additional approvals may be required by the HOA.*

When your application is submitted to the Village Office, it will be assigned a log number, and a brief description of your proposed alteration will be published on our website and on the agenda for the meeting. Your application will be assigned to one or more of the volunteer members of the RAC for a site visit and will be scheduled for review at a RAC meeting.

Prior to the meeting, RAC members may perform a site visit and they may contact you to discuss your application. If necessary, they may make suggestions for modifying your plans.

During the RAC meeting, your application will be presented by the members who reviewed it, and you will be invited to join the discussion. During that meeting, any other Village resident will have the opportunity to offer comments in support of or in opposition to your application. When the discussion has ended, the RAC will vote to approve or disapprove your application, or to approve it with modifications (called provisions). The RAC is a recommending body, but two members of the RAC are also Architectural Committee members. If these members approve the application, the applications are officially approved by the Architectural Committee. If your application is approved, the approval is final, and you should receive your approved application via e-mail or regular mail within ten (10) days, authorizing you to start work.

If you, the applicant, would like to appeal an unfavorable action by the RAC, an appeal must be initiated within ten (10) business days of receipt of a denial letter by giving written notice to the Hickory Ridge Architectural Committee via email at [applications@hickoryridgevillage.org](mailto:applications@hickoryridgevillage.org) or by mail to 6175 Sunny Spring, Columbia, MD, 21044. The Covenant Advisor will schedule the appeal hearing at a date and time mutually agreeable to the Architectural Committee and the appellant. The Architectural Committee's decision is then legal and binding.

The process works because of the interest and cooperation of our residents and those who work on the RAC and AC. Each year, hundreds of applications are handled, and only a handful are appealed.

**NOTE:** Properties may also be subject to townhouse and condominium association covenants or restrictions and additional requirements of Howard County. It is the homeowner's responsibility to ensure compliance with all applicable restrictions.

## **HOW DO I COMMENT ON MY NEIGHBOR'S APPLICATION?**

Signing an application for your neighbor does NOT indicate your approval of the request, only your awareness of the intent. If you are opposed to the project being proposed, consider discussing your concerns with your neighbor. If that is not possible, email the Covenant Advisor at the Village Office at [applications@hickoryridgevillage.org](mailto:applications@hickoryridgevillage.org) and indicate your concerns. You are also welcomed to attend the RAC meeting at which the application will be reviewed and comment on the application. If the application was denied, and an appeal is filed, you would also be welcomed to attend the Appeal Hearing.

## **WHAT IF I DON'T WAIT FOR APPROVAL?**

If you start alterations or an in-home business without first obtaining written approval of your plans, you do so at your own risk. If you fail to apply, or if your application is denied down or modified, you may face the cost of removing the alteration plus the costs of litigation. The Covenants (Section 7.06)

provide means for placing these costs as a lien against your property. These circumstances may also arise if your property has been altered without approval before you purchased it. Inquiries regarding the status of an alteration should be directed to the Covenant Advisor.

## **WHAT IS THE PROCESS FOR COVENANT ENFORCEMENT?**

The Covenant enforcement process is complaint driven. When potential violations are brought to the attention of the Covenant Advisor, they are investigated as promptly as possible. If a complaint is found to be a violation, the property owner is contacted and asked to correct the violation. Our experience is that most violations are corrected at this stage.

If the initial contact does not result in action, the property owner will continue to receive notifications requesting action. If the problem is not corrected within the stipulated time, legal action may be initiated. See Hickory Ridge Covenants Section 7.06.

## **HOW CLOSELY MUST I ADHERE TO THE GUIDELINES IN THIS BOOK?**

The Covenants (Section 7.05) give the Architectural Committee the responsibility to set rules and procedures for architectural control.

The Guidelines will tell you what is most likely to be approved in typical circumstances and give you important information on how to prepare your application. Applications are reviewed on a case-by-case basis.

## **LETTER OF COMPLIANCE REQUEST**

All sellers should submit to the Covenant Advisor a request for a compliance inspection. The letter stating the result of the inspection should be given to the buyers as a notification of compliance or noncompliance.

## **HAS THE HICKORY RIDGE COMMUNITY ASSOCIATION EVER TAKEN ANYONE TO COURT BECAUSE OF A COVENANT VIOLATION?**

Yes. The Hickory Ridge Community Association and other Village Associations in Columbia, in joint actions with the Columbia Association, have taken covenant violation cases to court and have been successful in enforcing the covenants for the benefit of the community.

# FAST TRACK Process

Certain exterior alterations may be reviewed under the Fast Track application process. This process was developed to shorten processing time for certain standard exterior alterations and in-home businesses. Due to scheduling conflicts and unforeseen circumstances, the Fast Track process may not be available during all weeks of the year.

Exterior alterations that may be eligible for **FAST TRACK** are:

- Decks (Townhouses only)
- Fences (Townhouses only)
- Gutters & Downspouts
- In-home business
- Columbia Association Rain Gardens (See Landscaping)
- Solar Collectors

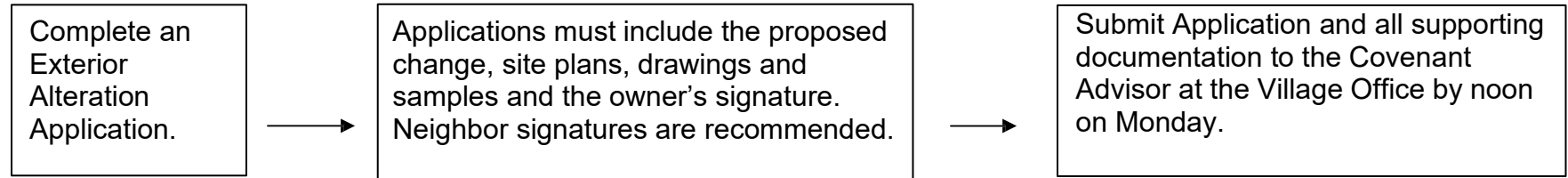
All applications for consideration under the Fast Track process must be submitted by 12 pm on any Monday that the Village office is open. The application form for the Fast Track process is the same form used for all exterior alteration or in-home business requests. The application must be complete for consideration under the Fast Track process.

The Covenant Advisor will review the submitted application for Fast Track eligibility and completeness. If the application is complete and meets the criteria for Fast Track review, it will then be approved or disapproved by a member of the AC. A letter detailing the decision will follow. The resident may call the office on Thursday to check on the approval status.

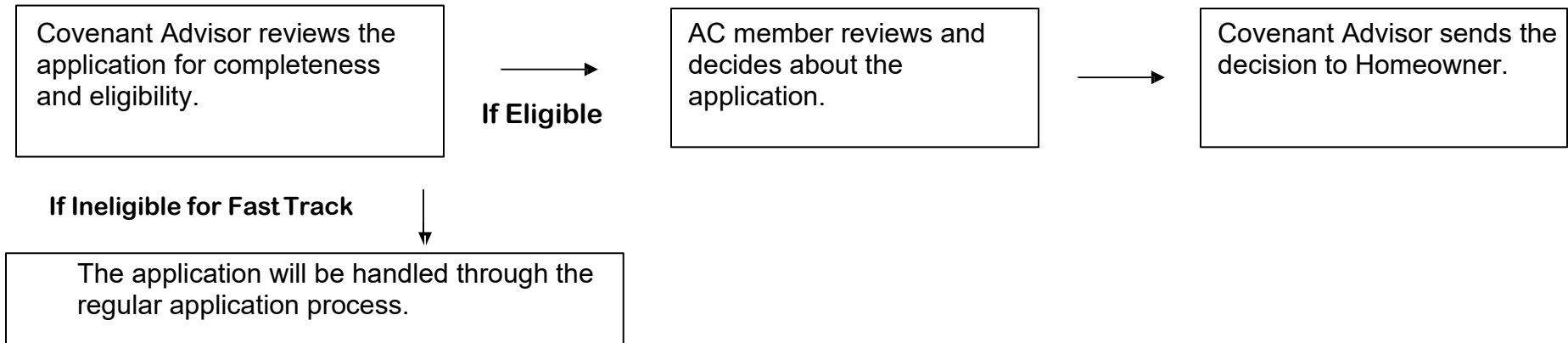
If your application is incomplete and/or not eligible for the Fast Track process, it will be reviewed at a regularly scheduled Resident Architectural Committee (RAC) meeting. The RAC usually meets the first and third Wednesdays of the month. A schedule of deadlines and review dates is available at the Village office and on our website [www.hickoryridgevillage.org](http://www.hickoryridgevillage.org).

# FAST TRACK General Approval Process

## Step 1: Application



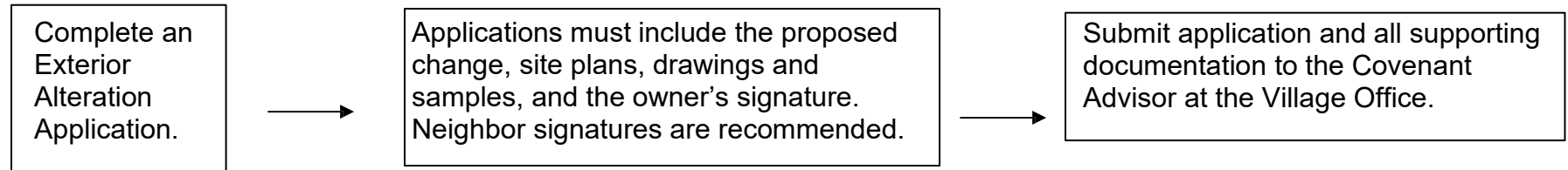
## Step 2: Review by an Architectural Committee Member



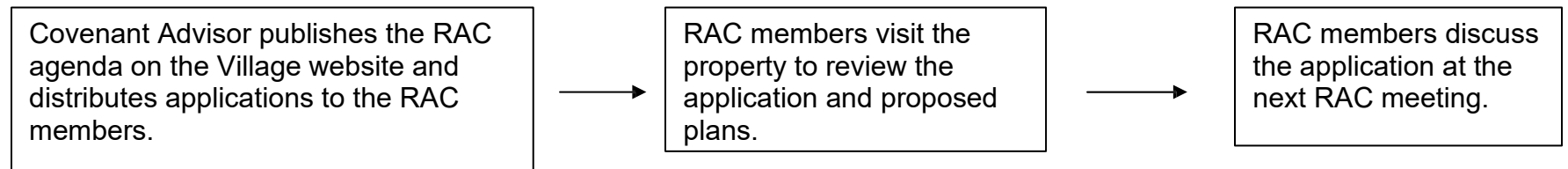
- Due to scheduling conflicts and unforeseen circumstances, the Fast Track process may not be available during all weeks of the year.
- Neighbors' signatures indicate awareness of intent, not the approval or disapproval of the proposed change.
- It is the Homeowner's responsibility to make sure that the alteration is constructed within property lines of the lot and within the applicable setback requirements.
- Townhouse owners should be aware that the townhouse association may have additional requirements or restrictions with which they must comply. It is the homeowner's responsibility to ensure compliance with all guidelines and/or restrictions. Consult with your townhouse association board.
- Avoid delays in processing your application by making sure that it is signed and has adequate supporting documentation including site plan, drawings, and samples. Example site plans and drawings are shown at the back of this booklet.

# General Approval Process

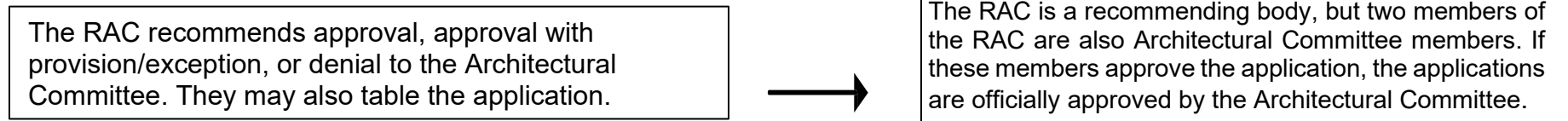
## Step 1: Application



## Step 2: Review by Resident Architectural Committee



## Step 3: Review by Architectural Committee



- Exterior Alteration Application forms are available at the Village Office. Call 410-730-7327 to request an application to be mailed or emailed to you. The application can be downloaded and printed from our website [www.hickoryridgevillage.org](http://www.hickoryridgevillage.org).
- The review process usually takes 2-4 weeks.
- Neighbors' signatures indicate their awareness of the intent, not the approval or disapproval of the proposed alteration.
- It is the homeowner's responsibility to make sure that the alteration is constructed within property lines of the lot and with the applicable setback requirements.
- Townhouse owners should be aware that the townhouse association may have additional requirements or restrictions with which they must comply. It is the homeowner's responsibility to ensure compliance with all guidelines and/or restrictions. Consult with your townhouse association board.
- Avoid delays in processing your application by making sure that it is signed and has adequate supporting documentation including a site plan, drawings, and samples. Example site plans and drawings are shown at the back of this booklet.

# Frequently Requested Phone Numbers

**Hickory Ridge Community Association** ..... 410-730-7327  
**FAX** ..... 410-992-5843  
**E-Mail** ..... [info@hickoryridgevillage.org](mailto:info@hickoryridgevillage.org)  
**Web Site** ..... [www.hickoryridgevillage.org](http://www.hickoryridgevillage.org)

## **Howard County:**

Animal Control ..... 410-313-2780  
Department of Inspections, Licenses, and Permits ..... 410-313-2455  
(Including building, electrical, plumbing, contractor licenses, rental housing)  
Signs ..... 410-313-1830  
Department of Planning & Zoning ..... 410-313-2350  
Highways ..... 410-313-7450  
Landfill (Alpha Ridge) & Bulk Trash Pick-up ..... 410-313-6444  
County Tree Issues ..... 410-313-7450  
Non-emergency Police ..... 410-313-2200

**Miss Utility** ..... 1-800-257-7777

## **Columbia Association**

General Information ----- 410-715-3000  
Open Space ----- 410-312-6330  
Membership Services ----- 410-730-1802  
Assessments ----- 410-715-3058





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# ACCESSIBILITY

## Ramps, Railings, Accessory Mobility Structures

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

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

### Application Requirements:

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

# ANTENNAS

## Radio Communication, Satellite Dish, Television

**No Application** is required for satellite dish antennas that are 39 inches/one meter or less in diameter and television broadcast service antennas which are twelve (12) feet or less if all the following conditions are met:

- Install the antenna in the least visible location on the lot without substantially degrading reception, and in such a manner as to blend in with the surroundings. Possible locations include: the rear yard, the deck surface, rear roof, or adjacent to a chimney.
- Run and secure any associated cables and wires in the least visible locations.
- Screen antenna from view if it is to be installed in a visible location e.g., visible from nearby streets and/or adjoining properties. If using screening, please refer to the landscaping guideline and/or fencing guideline to ensure compliance.

An application is required for satellite dish antennas that are more than 39 inches/one meter in diameter, all satellite dish antennas (regardless of size) that are mounted on a pole exceeding twelve (12) feet in height, and all television broadcast service antennas exceeding twelve (12) feet in height.

### Application Requirements:

1. A site plan of the property showing the location of the proposed satellite dish or antenna.
2. Description including materials, dimensions, and color of the satellite dish or antenna.
3. Color photo, brochure, and/or manufacturer's drawing of the satellite dish or antenna.

## APIARIES (BEEKEEPING)

An Exterior Alteration Application is required for all apiaries. Apiaries will be approved on a case-by-case basis.

### Application Requirements:

1. A site plan showing the location of the apiary. Please indicate the distance from the house and the property lines.
2. A detailed drawing, including materials and dimensions, of the apiary and the structure on which the apiary sits.
3. Color brochure or photos.
4. Landscaping plan for screening.

## ATTIC VENTILATORS

**No Application** is required if all the following conditions are met:

- No part of the ventilator protrudes more than 12" above the roof surface.
- All exposed parts are painted to match the exterior color of the material they penetrate to help conceal them.
- The ventilator is roof mounted, located on the least visible side of the roof, and does not extend above the ridgeline.

An application is required if any of the above conditions are not met.

### Application Requirements:

1. Site plan, photo or diagram of the home showing the proposed location of the attic ventilator.
2. Description including materials, color, dimensions, and style.

# **AWNINGS, SUN TRELLISES, PERGOLAS, and GARDEN TRELLISES**

An Exterior Alteration Application is required for all awnings, sun trellises, pergolas, and garden trellises. Sun control devices should be compatible with the architectural character of the dwelling in terms of style, color and materials, and should be consistent with the visual scale of the dwelling to which they are attached.

The location of any awning, sun trellis or garden trellis should not adversely affect views, sunlight, or natural ventilation of adjacent properties. Pipe frames for canvas awnings should be painted to match the trim or dominant color of the house. If awnings are removed for winter storage, pipe frames should also be removed.

## **Application Requirements:**

1. A site plan showing the location and approximate size of the proposed structure.
2. Color photo, brochure, or manufacturer's drawing.
3. Description including materials, color, dimensions, and style.
4. If lighting will be included in the design, please provide description of installation of or changes in exterior lighting.

# CHIMNEYS AND FLUES

An Exterior Alteration Application is required for all chimney and flues. Chimney and flue installations should complement the applicant's dwelling. Generally, the use of masonry or siding-enclosed construction is encouraged as the most architecturally appropriate style for chimneys. It is recognized, however, that under certain circumstances it may be necessary to utilize an exposed chimney pipe. One of the deciding factors in allowing a metal pipe chimney is the location and visibility of the pipe from the fronting street. All installations must be in compliance with Howard County code.

**Chimneys and flues exiting through a wall or foundation or running vertically along a wall must meet the following criteria:**

- The chimney should be of brick or stone masonry construction or must be boxed-in with materials which match the exterior wall finish in style and color.
- An exposed metal pipe may be acceptable on a contemporary style home.

**When an exposed metal pipe is proposed, it must meet the following criteria:**

- All sections of the pipe are plumb, with no tilted or diagonal sections.
- The pipe is painted to blend with the structure. All flashing must be painted to match the adjacent surface.

**Chimneys and flues which exit through the roof must meet the following criteria:**

- The flue should be boxed-in if it is to be located on the front slope of the roof or the roof ridge, or any other location where it will be visible from the fronting street. Flues located on the rear slope of the roof, and not visible from the fronting street, need not be boxed-in. Exposed metal sections must be painted black or the roof color. Conspicuous locations on the front slope of the roof should be avoided.
- In all cases, the height of the exposed metal section or the boxed-in chimney or flue shall be limited to the minimum permitted by Howard County building and fire codes.

When there is an existing chimney or flue on the dwelling and a second flue is to be added on the same end of the dwelling as an existing boxed-in chimney, both flues should be run through the same enclosure. When the second chimney is to be run along a different wall, it should be of the same basic design as the first chimney. Dissimilar chimneys should not be used unless it is impossible to see both at the same time.

## Application Requirements:

1. A site plan showing the location of the proposed chimney(s) or flue to the dwelling, as well as any existing chimney.
2. Description including materials, color, dimensions, and style.
3. Color photo, brochure, or drawing.
4. Elevations showing the exact location of any existing and proposed chimney or flue.

# CLOTHES LINES

As stated in Article XI, Section 11.04 of the Hickory Ridge Village Covenants: "No clothing or any other household fabrics shall be hung in the open on any lot unless the same are hung from umbrella or retractable clothes hanging device which is removed from view when not in use..."

**No Application** is required for umbrella or retractable clothes-hanging devices if all the following conditions are met:

- The devices must be located to the rear of the dwelling.
- The devices must be removed from view when not in use, unless they are enclosed by a privacy fence or other enclosure at least six (6) inches higher than such hanging articles, provided such fence or other enclosure is approved by the Architectural Committee.

An application is required if any of the above conditions are not met.

# COMPOST BINS/PILES

An Exterior Alteration Application is required for all compost bins or piles. Compost bins/piles in the backyard should be located within the side lines of the dwelling, and at least twenty (20) feet from the rear property line. Compost bins/piles should be no more than a 4' X 4' square and no more than three (3) feet tall and shall comply with the Maryland Extension Service guidelines.

## Application Requirements:

1. A site plan showing the location of the proposed compost bin/pile in relation to the dwelling and property lines. Indicate the distance between the bin/pile and the property lines.
2. Description including materials, color, dimensions, and style.
3. Color photo, brochure, or drawing.
4. Description of materials to be used for screening, if applicable.



# DECKS

## Fast Track Is Available for Townhouses Only

Decks should be constructed of durable materials. Decks should be made using natural pressure treated wood or acceptable composite material. It is recommended that wood be left natural. Painting or staining may be approved if the color complements the style and color of the dwelling (see PAINTING/STAINING). If composite material is used, it should be earth tone in color, or complement the color of the siding.

Railing and appropriate landscaping is recommended for all decks. Use of multiple baluster styles must be justified. Contrasting colored vinyl railings with metal balusters will be considered if the railing system complements the style and color of the dwelling.

Generally, townhouse deck dimensions should contain a setback of one (1) foot from the edges of the unit. Townhouse owners should be aware that there may be additional requirements or restrictions. Please consult with your townhouse association board.

Generally, single family dwelling decks should not extend more than twenty (20) feet from the rear of the dwelling and should be a minimum of ten (10) feet from property lines.

Decks must be built to meet Howard County Code. A permit may be required. Call the county at 410-313-2455 for more information.

**No Application** is required if the following condition is met:

- There is no change in material, color, dimensions (footprint), railing system, and height from the existing deck.

An application is required for all other situations.

**For Fast Track Process (for Townhouses only)**, the following conditions must be met:

- The deck's dimensions must have a setback of 1 foot (12 inches) from each edge of the unit.
- Decks must not extend more than sixteen (16) feet from the rear of the dwelling.
- Decks must have square or rectangular floors and 2"X 2" picket railings (balusters).
- The decking, railing system, stairs, etc. must be pressure treated wood and left natural. Decks using composite or multiple-colored materials cannot be fast tracked.

### **Application Requirements for all Decks:**

1. A site plan showing the relationship of the deck to the dwelling and property lines.
2. Descriptive drawing including dimensions, height above grade and details of railings and stairs (See sample sketch on pages 43 & 44).

**(Decks, cont'd)**

3. Composite material samples, color photos, or brochures, if applicable.
4. Paint or stain sample, if applicable.
5. 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.
6. Any changes in window or door locations.
7. Description of proposed installation of, or changes in, exterior lighting.
8. Description and placement of any new plantings associated with the deck construction, if applicable.

## DECORATIVE OBJECTS

An Exterior Alteration Application is recommended for all decorative ornamentation, which includes, but is not limited to, sculpture, statuary, fountains, birdbaths, trellises, and freestanding flag poles. No application is required for flag holder brackets attached to a dwelling.

### **Application Requirements:**

1. A site plan showing the location of the proposed ornamentation.
2. Description including materials, dimensions, color, and style.
3. Color photo, brochure, or manufacturer's drawing.

## DOG HOUSES AND DOG RUNS

An Exterior Alteration Application is required for all dog houses, shelters, and dog runs.

Dog houses, pens, and runs should be placed as close to the dwelling as possible and should not be placed where they could create a nuisance condition. To ensure privacy of adjacent neighbors, dog runs, and dog houses should be located at least ten (10) feet from property lines.

The color of the dog house and its roof should match those of the dwelling, or blend in with its natural surroundings. Landscaping may be required. Fencing should be provided and be consistent with the Fencing Guidelines (see FENCES).

### **Application Requirements:**

1. A site plan showing the location of the proposed dog house or run.
2. Description including materials, dimensions, color, and style.
3. Color photo, brochure, or drawing.

# DOORS

Applications are required to change the style, material, or color of a dwelling's exterior doors. Storm doors should be of straightforward design without decorative embellishments. Security bars are generally not permitted.

Townhouse and condominium owners should be aware that there might be additional requirements or restrictions. If you have any questions, please consult with your townhouse or condominium association board.

**No Application** is required if any of following conditions are met:

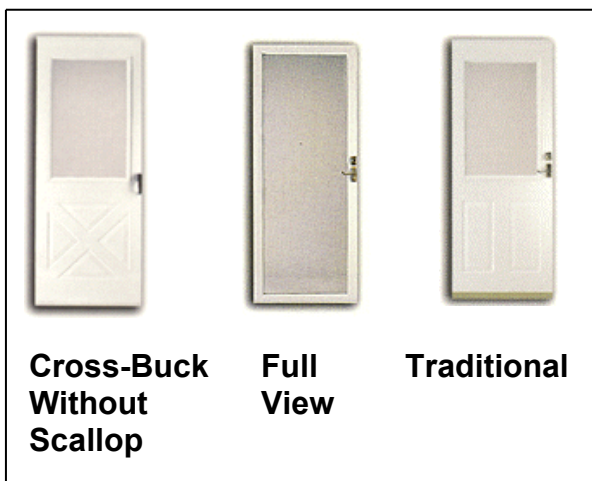
- The storm door style matches any of the approved styles shown below and the storm door matches the color of the exterior door or trim.
- There is no change in material, color, dimensions, and style of the existing exterior door or storm door.
- Sliding glass doors that are converted to French doors (and vice versa) that are the same color and size as the existing doors being replaced.

An application is required for all other situations.

## Application Requirements:

1. A color photo or brochure showing the door style and proposed color.
2. Description including materials, color, dimensions, and style.
3. Description of any glass insert or sidelight.

## Approved Storm Door Styles



# DRIVEWAYS AND PARKING PADS

Driveway and parking pad material other than concrete will be considered on a case-by-case basis. Scalloped edging is not permitted along driveways or parking pads. Residents should contact the County regarding changes to concrete aprons.

**No Application** is required if the following condition is met:

- There is no change in material, color, size, shape, or grade of the existing paving.

An application is required for all other situations.

## Application Requirements:

1. A site plan showing the dimensions of the proposed driveway or parking pad in relation to existing structures and property lines.
2. Description including materials, color, texture, and style.
3. Material sample, color photo or brochure showing the proposed design and color. However, this is not required for unstained concrete driveways.

# FENCES

## Fast Track is Available for Townhouses Only

An application is required for all fences, except when an approved fence is being replaced with a “like” fence, i.e., same size, materials, color, and location.

It is strongly recommended that you have your property surveyed before installing any fence. It is the homeowner’s responsibility to ensure that property lines are established and that no encroachment results.

### **The following are generally NOT permitted:**

- Chain link fencing.
- Wire fencing, with or without hedges as screening.
- Stockade fencing.
- Parallel fencing at property lines.
- Front yard fencing, except where builder installed as part of the original design.
- Rear yard fencing that would create front yard fencing for a neighbor.

### **Fences for Single-Family Residences:**

- New fencing should be compatible with existing fences in the neighborhood in style, material, color and height.
- Gates should match the fence in material, color and height. They should open inward unless property outside of the fence is also owned by the applicant.
- Fences should be installed up to the property line and should not extend forward of the rear line of the house.
- Fences should be constructed of wood left natural, or in a wood-tone color.
- Metal, composite, and low maintenance vinyl fences will be considered on a case-by-case basis.
- All fences should have the “finished” side on the outside.
- Split rail and paddock style fences are preferred for rear yard property line fencing, 36” high for 2-rail fences and 48” high for 3-rail fences. If wire mesh is used with these styles, it should be applied to the inside and not extend above the top rail.
- Picket style fences may be permitted, but are not recommended for property line fencing.
- Board-on-board fencing is generally not recommended for single-family residences. It may be considered as privacy screening if located close to the house in the rear yard, and in exceptional cases, the side yard. It should have a maximum height of six (6) feet.

- Fencing for in-ground pools may have different requirements (see POOLS, PRIVATE).
- Applicants should consider using plantings to soften the visual impact of fencing.



## Fences for Townhouses and Condominiums (Fast Track Available):

Fences eligible for **Fast Track** are Townhouse privacy fencing that meet all the following criteria:

- board-on-board style,
- constructed of pressure treated lumber left natural,
- installed on established property lines,
- maximum 6' height, and
- gate swings inward.



Townhouse and Condominium fences that do not meet the above will be considered on a case-by-case basis.

Townhouse and condominium communities may have additional requirements or restrictions imposed by their HOAs, Boards and/or Management Companies. Therefore, it is the responsibility of the applicant to ensure that their proposals are in compliance with their respective community's regulations.

### Application Requirements for all Fences:

1. Site plan showing the location of the fence and gate(s).
2. Description including style, materials, height, and color.
3. Color photo, brochure or drawing of fence and gate styles.
4. Description of any neighboring fence styles, and potential connection methods where applicable.

# GARAGE DOORS

Garage doors should be compatible with the style of the dwelling.

**No Application** is required for the replacement of garage doors if all the following conditions are met:

- The style is traditional raised panel or flush.
- The door is windowless or contains only standard, unembellished windows.
- The door matches the color of the dwelling's siding or trim.
- All garage doors must match in style, material, and color.

An application is required if any of the above conditions are not met.

## **Application Requirements:**

1. Color photo or brochure of the proposed garage door, showing the color and style.
2. Description including materials, dimensions, color, and style.
3. Paint or stain sample, if applicable.



# GAZEBOS

(For PERGOLAS see Awnings, Sun Trellises, Pergolas, and Garden Trellises)

An Exterior Alteration Application is required for all permanent gazebos. A railing or appropriate landscaping is recommended for gazebos. Use of multiple railing styles is discouraged.

**No Application** is required for seasonal/temporary fabric gazebos if all the following conditions are met:

- The unit is in the rear yard, behind the dwelling and is as inconspicuous as possible.
- The unit is anchored into the ground.
- The fabric is blue, green, or tan solid color, or blue, green, or tan with white stripes only.
- At the end of the summer, no later than October 1<sup>st</sup>, the unit is removed.

An application is required if any of the above conditions are not met.

## Application Requirements:

1. A site plan showing the relationship of the proposed structure to the existing structures and property lines.
2. Description including materials, dimensions, height above grade, and details of railing systems, stairs, and colors.
3. Color photo, brochure, or drawing.
4. Paint or stain sample, if applicable.
5. Description of installation of or changes in exterior lighting (see LIGHTING).

# GRILLS, OUTDOOR KITCHENS, AND FIRE PITS (PERMANENT)

An Exterior Alteration Application is required for all permanent grills, outdoor kitchens, and fire pits. Grills and fire pits should be located behind the dwelling, and at least fifteen (15) feet from the dwelling and ten (10) feet from property lines. Outdoor kitchens should be built into the deck or patio space. Fire pits should be no more than four (4) feet in diameter and no more than two (2) feet in height. Fire pits must include a spark-resistant screen on top of the pit unless located on hardscaping. All fire pits must conform to Howard County Fire Code.

## Application Requirements:

1. A site plan showing the proposed location of the grill or fire pit in relation to the existing structures and property lines, including dimensions.
2. Description including materials, dimensions, and color.
3. Description of grill or fire pit base and fire pit cover.
4. Color photo, brochure, or drawing.

# GUTTERS AND DOWNSPOUTS

## Fast Track is Available

Downspout extensions, including plastic corrugated drainpipes, which are positioned on top of the ground should be no longer than five (5) feet (measured from the base of the downspout). Residents should ensure that any repositioning of downspouts does not create drainage problems for neighbors.

**No Application** is required if any of the following conditions are met:

- The gutters and downspouts are the same color as the siding or trim.
- The replacement gutters and downspouts are the same color and in the same locations as the existing gutters and downspouts.

An application is required if one or both above conditions are not met.

## Application Requirements:

1. Description including materials and color.
2. Drawing, diagram, or photo of house showing the proposed location of the gutters and downspouts, if the proposed location differs from the existing gutters and downspouts.

## HEATING/AIR CONDITIONING SOURCES *and* ABOVE GROUND FUEL TANKS

The preferred location for a heat or air conditioning unit or tank is at the back of the house, or a screened location at the side of the house. A fuel or propane tank should be adequately screened. Generally, window A/C units will not be approved. The homeowner should consult Howard County Department of Planning & Zoning at 410-313-2350 to ensure compliance with any County regulations.

### Application Requirements:

1. A site plan showing the location of the heating/air conditioning unit or tank, and any proposed landscaping or fencing for screening purposes.
2. Description including materials, dimensions and color of unit or tank.
3. Color photo, manufacturer's drawing or brochure showing the unit or tank.
4. Description of any proposed screening, fencing (including materials, dimensions, and color) or landscaping, if applicable.

## H.O.A. DEVELOPMENTS

**Common HOA property:** When making an exterior change to the common areas or structures of a townhouse, condominium or other private HOA development, an Exterior Alteration Application shall be submitted. The application shall be signed by a member of the Board of Directors of the respective association.

Applications shall include sufficiently detailed information to permit understanding and evaluation of your proposal. HRCA office staff are available to answer questions about alterations and advise on what information should be included.

## HOLIDAY DECORATIONS

Temporary, holiday decorations and lighting are permitted if they are placed on a resident's property no more than 30 days prior to the holiday and removed within 30 days after the holiday.

# HOT TUBS, SWIM SPAS AND WHIRLPOOLS

An Exterior Alteration application is required for all hot tubs and whirlpools. Hot tubs, swim spas and whirlpools should be located to the rear and between side walls of the dwelling and generally not more than twenty (20) feet from the dwelling. They should not protrude more than four (4) feet above the adjacent ground or deck level, should not be more than eight (8) feet by fourteen (14) feet in size, and should be of a material that will blend with surrounding structures. Additional screening with fencing or landscape buffers, such as evergreen shrubs, may be required to reduce the impact on adjacent property owners' privacy.

Residents should keep in mind that not all lots are suited to hold a hot tub, swim spa, or whirlpool. All hot tubs, swim spas, and whirlpools must be in compliance with Howard County code.

## Application Requirements:

1. A site plan showing the location of the hot tub, swim spa or whirlpool in relation to existing structures, and property lines.
2. Description including materials, dimensions, color, and style.
3. Color photo, manufacturer's drawing, or brochure.
4. Description of proposed screening, fencing (including materials, dimensions, and color) or landscape screening, if applicable (see FENCING, and LANDSCAPING).

# IN-HOME BUSINESS GUIDELINES

## Fast Track Is Available

An in-home business is defined as any business conducted on a residential lot, except for licensed in-home child day care as provided in the Family Law Article, Code of Maryland. Such business ventures may include, but are not limited to, arts & crafts, professional services, private tutoring, and mail-order business. Those who work virtually from home are not considered an in-home business.

An in-home business approval is not transferable to a new owner or new location. Any variance from the terms of an approved application will be considered a Covenant violation. The Resident Architectural Committee (RAC) reserves the right to request a resubmission of the application if there is a complaint about the business.

No sign or other advertising device of any nature shall be placed upon any lot. This restriction does not prohibit the use of professional titles such as M.D., Attorney-At-Law, etc., on small (2" X 4") nameplates located on doors or adjacent to doorbell buttons (see SIGNS).

Approval is not required for occasional casual use, such as children's ventures, garage sales or yard sales, provided that all evidence of the use is removed at night, and that such use is not conducted for more than six (6) days within any six (6) month period.

### **An in-home business must meet all the following conditions:**

- Be clearly incidental to, or secondary to, the residential use of the dwelling unit.
- Not require the use of a commercial vehicle or require one to be parked on the property.
- Not involve the sale of goods or merchandise on the premises.
- Not require the alteration of the dwelling unit in any way which would make it unsuitable for future use as a residence or require the construction of accessory buildings or building additions not suitable for normal residential uses.
- Be of a type which is customarily and traditionally carried on within a dwelling unit by one or more occupants of the dwelling, except that in connection with the practice of a profession, one person not residing in the dwelling may be employed.
- Not be of a type which will create unpleasant odors, undue noise, pedestrian, or vehicular traffic, or which will make unusual demands on neighborhood parking, community facilities or services.
- Not violate any Howard County ordinances.

### **For Fast Track Process**, the following conditions must be met:

- All the conditions listed above are met.
- No employees will be working on premises.
- No additional parking required.

# LANDSCAPING, RAIN GARDENS, *and* VEGETABLE GARDENS

## LANDSCAPING

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 more natural effect. When having mulch or other bulk materials delivered, items must be placed on your own property, not sidewalks, parking pads, streets, rights-of-way, etc. For tree removal, refer to the guideline for Tree Removal.

### Suggested Guidelines for Watershed-friendly Landscaping:

- **Please use Maryland Native Plants for your landscapes** whenever possible. Once established, these plants require little maintenance, establish deep root systems that hold soil in place, decrease the amount of water needed for landscape maintenance, and provide food and habitat for native wildlife. Many Maryland native plants also produce beautiful foliage and flowers. A list of native plants for Maryland's Piedmont region, where Columbia is located, can be found at <https://www.nps.gov/plants/pubs/Chesapeake/pdf/chesapeakenatives.pdf>.
- **Please avoid planting invasive species** including commonly seen Bradford Pear (*Pyrus calleryana* species), Norway Maple (*Acer platanoides*), Butterfly Bush (*Buddleia davidii*), Japanese Barberry (*Berberis thunbergii*), Daylilies (*Hemerocallis* species), English Ivy (*Hedera* species), Burning Bush (*Euonymus alatus*), Bamboo (any kind), Nandina (*Nandina domestica*), Wintercreeper (*Euonymus fortunei*), Japanese Pachysandra (*Pachysandra terminalis*), Periwinkle (*Vinca minor*), and Yellow Archangel (*Lamium galeobdolon*). Invasive plants are easily spread by wind, seed, and rhizome and stolon (underground and above-ground stems, respectively) expansion, and often choke out native plants, kill trees, and can damage buildings. For a complete list of Maryland invasive plants, see [http://mdinvasivesp.org/list\\_terrestrial\\_plants.html](http://mdinvasivesp.org/list_terrestrial_plants.html).
- **Please keep your grassy areas** neatly trimmed but avoid giving them a "buzz cut." It is recommended that you mow your grass to a 3-4" height. This height will allow your grass to grow a strong root system and control erosion of your soil. Consider replacing grassy areas with deeper-rooted native shrubs, trees, perennial plants, or groundcover.
- **Avoid over-fertilizing.** If possible, let your grass clippings lie on the lawn, where they provide nutrients to the growing grass and can reduce fertilizer costs. Maryland provides guidance on fertilizing at [http://mda.maryland.gov/resource\\_conservation/Documents/fertilizerwebpage.pdf](http://mda.maryland.gov/resource_conservation/Documents/fertilizerwebpage.pdf). Maryland Lawn Fertilizer Law requires that homeowners do not fertilize between November 15 and March 1.
- For more information about watershed-friendly landscaping, please contact the village office at 410-730-7327.

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

- Any plantings used as a hedge, windbreak or for screening purposes. Hedges will be considered on an individual basis.
- Landscaping which involves a change of grading or slope, or installation of a retaining wall or other structure.
- Ponds/water features require plot plan, description of design and dimensions. It is recommended that ponds/water features be incorporated into a landscape plan.
- Using decorative objects (i.e., river rocks, pressure treated lumber, border fences, landscape edging greater than 6 inches high) around plantings.
- Edging should complement the style of the house.

When an application is approved contingent on a provision for landscape screening, the plants shall be of sufficient density and height to provide immediate impact.

The following items are not permitted:

- Unnatural materials such as plastic fencing, artificial flowers, artificial turf, and painted rocks (see Decorative Objects).
- Plastic or rubber driveway or parking pad edging that exceeds more than one inch above the ground.

**No Application** is required for the following:

- Shrubs (unless used as a hedge), foundation plants, small annual or perennial beds, ground covers, or single specimen trees which, at maturity, will be in scale with the dwelling size.
- Landscape edging if less than 6 inches high and made of earth toned wood, wood-like material, brick, or stone.

An application is required for all other situations.

### **Application Requirements:**

1. A site plan showing the location and dimensions of the proposed landscaping in relationship to the property lines, dwelling, and other structures on the property.
2. Description including dimensions and colors of plants, rocks, and other materials.
3. Color photo, brochure or sample of rocks, and other non-plant materials.

## RAIN GARDENS

### Fast Track is Available

An Exterior Alteration Application is required for all rain gardens.

**Fast Track Process** is only available for rain gardens installed through the Columbia Association (CA) Rain Garden Cost Share program.

### Application Requirements:

1. A site plan showing the location and dimensions of the rain garden in relationship to the property lines, dwelling, and other structures on the property.
2. A design plan or diagram showing the placement of rocks and plants.

## VEGETABLE GARDENS

Plant supports and dead vegetation must be removed at the end of the growing season.

Vegetable garden fencing should be as subtle as possible and removed after the growing season. Permanent fencing requires an application (see FENCES).

**No Application** is required if all the following conditions are met.

- Garden does not extend further than fifteen (15) feet beyond the rear of the dwelling.
- Garden size does not exceed 200 square feet.
- Garden is not planted on a grade which will cause damage to property below it by the flow of water onto lower property.

An application is required if any of the above conditions are not met.

### Application Requirements:

1. A site plan showing the location and dimensions of the proposed vegetable garden in relationship to the property lines, dwelling, and other structures on the property.
2. Description including types, sizes, and color of plants and other materials to be used.
3. Description including material, height, and color of fencing, if applicable. Color photo or brochure is helpful.



# LIGHTING

An Exterior Alteration Application is required for lighting if there is a change in style, size, shape, color, or location, or if additional light fixtures are to be installed on existing or new structures.

Applications for exterior additions, such as, garages or carports, should include details of the lighting fixtures proposed. All wires and related parts should be inside the structure with no exterior wires. Channel covers should be painted to match siding. Generally, fluorescent tube lights used in outdoor areas and carports are not permitted. Lighting for play or sports areas will be considered on a case-by-case basis.

Before digging, it is required that residents contact "Miss Utility" at 1-800-257-7777.

## 1. Replacement of existing light fixture

No application is required for the replacement of an existing light fixture if the following condition is met:

- Reasonable match to the old fixture in style, finish, and size.

An application is required if there is a change in style, size, shape, color, or location.

## 2. Security lighting, floodlights, and various types of high output lights

No application is required for security lighting, floodlights, and various types of high output lights if all the following conditions are met:

- No more than two sets of security lights (more require an application)
- Must be installed to be carefully aimed so that they illuminate only a specific area. Some fixtures may have to be shielded.
- Lights should be angled downward only, to not shine on adjacent property or public space.

An application is required if any of the above conditions are not met.



## 3. Path lighting

No application is required for path lighting if the following conditions are met:

- Color should be black, bronze/brown or complement siding color.
- The lights should be evenly spaced along the driveway or walkway.



## Application Requirements:

1. A site plan showing the location of the proposed lighting.
2. Description including materials, dimensions, color, style, and number of lights.
3. A photograph, brochure, or sample showing the style, and color/finish of the light fixture.

# MAINTENANCE

1. **Section 6.01** of the Hickory Ridge Village Covenants refers specifically to the maintenance of one's property.
  - "Each Owner shall keep all Lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering, and mowing of all lawns, the pruning and cutting of all trees and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements, all in a manner and in such frequency as is consistent with good property management."
  - "...good property management..." as stated in Section 6.01 of the Covenants is generally interpreted to mean taking reasonable efforts and measures to care for all exterior portions of dwellings and other improvements so that they in no way detract from the appearance of the neighborhood. It refers to the appearance of the lot in general, including but not limited to lawn, trees, shrubs, buildings and/or improvements.
  - Maintenance of sidewalks, the grass area between the sidewalk and the street, cul-de-sacs, and driveway apron areas, including mowing, trimming, and snow removal, is the responsibility of the adjacent property owner even though they exist on the county right-of-way. Trees on personal property must be pruned to allow clearance for walkers/bikers.
  - Cul-de-Sac Islands. Maintenance of the cul-de-sac islands is the responsibility of all adjacent homeowners.
2. **Section 8.06** of the Hickory Ridge Village Covenants states "No lumber, metals, bulk materials, refuse or trash shall be kept, stored, or allowed to accumulate on any Lot." Refuse and trash includes, but is not limited to garbage, unusable items, items no longer in use, vehicle parts, dead vegetation, tree branches, and plastic and paper bags. Out-of-season items, tools, ladders, and other similar items may not be stored in the open.
3. Howard County law requires owners to pick up after their pets and dispose of waste material in a sanitary manner or face possible legal penalties. This applies to dogs and cats, on and off one's property, including all open space and public land.
4. Trash and Recyclables – Please refer to the Trash and Recyclables Guideline.
5. If a resident requires the use of a dumpster or a storage unit on their property, call the Village Office at 410-730-7327 or send an email to [info@hickoryridgevillage.org](mailto:info@hickoryridgevillage.org) to alert staff as to the circumstances (see TEMPORARY STORAGE UNIT).

# MAJOR BUILDING ADDITIONS

An Exterior Alteration Application is required for all major building additions including, but not limited to adding additional stories, expanding the dwelling's existing footprint, carports, garages, greenhouses, porches, rooms, screened porches, deck enclosures, and carport enclosures. The design of major additions must be consistent with the existing shape, style, and size of the dwelling in the following ways:

- Siding, roofing, and trim materials should be the same as or compatible with the existing materials of the dwelling in color and texture.
- New windows and doors should be compatible with those of the existing dwelling in style, window grids and color. These should also be located on walls at the approximate height as those of the existing dwelling and be trimmed in a similar manner. If existing windows have grids, the new windows should have grids on the entire house; if existing windows do not have grids, the new windows should not have grids on the entire house.
- Roof eaves and fascia should be the same depth, style and approximate height as existing eaves and fascia. New roofs should be the same approximate slope as those existing on the dwelling.
- Living space (such as, but not limited to, room additions, sunrooms, enclosed porches) should not extend into the ten (10) foot setbacks of property lines.

The following conditions shall determine the acceptability of addition locations:

- Additions should not significantly impair the view or the amount of sunlight or ventilation of adjacent dwellings, or the public's use or enjoyment of open space. New windows, doors or viewing areas from the addition should not infringe upon existing internal or external private areas of adjacent dwellings.
- New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining their dwellings.
- Additions should not adversely affect drainage or runoff conditions on adjacent properties through changes in grade, diversion of flow, or other modifications.

## Application Requirements:

1. A site plan showing the location of the addition.
2. Drawings to scale of new construction, including all dimensions and elevations of all views.
3. Description including materials, dimensions, style, and color of all exterior items such as siding and trim, roof, windows, doors, garage doors, porches, skylights, light fixtures, landscaping, etc.
4. Color photos, samples or manufacturer's brochures of the proposed materials, colors, etc.

## OTHER ALTERATIONS

It is impossible to write guidelines necessary to cover all exterior changes. When a guideline is not available for the project you are proposing, a complete Exterior Alteration Application may be required. Applications should include sufficiently detailed information to permit understanding and evaluation of your proposal. HRCA office staff are available to answer questions about alterations and advise on what information should be included.

# PAINTING/STAINING

An Exterior Alteration Application is required when any structure, including decks and fences, or trim is to be painted or stained a color different from the existing color.

Residents are discouraged from using more than three colors on the exterior of the dwelling. The foundation color should complement the new siding color.

Detached garages should be painted or stained to match the dwelling. Color changes for shared garages or shared carports will be considered on a case-by-case basis.

**No Application** is required if the paint or stain is the same as the original in both color and shade.

An application is required for all other situations.

## **Application Requirements:**

1. Paint or stain color samples.
2. Description of the structures or areas to be painted or stained.

# PATIOS AND WALKWAYS

An Exterior Alteration Application is required for new or expanded patios and walkways, or for any material changes in existing patios and walkways.

Generally, for single family dwellings, patios should not extend more than twenty (20) feet from the rear of the dwelling and should not extend into the ten (10) foot setbacks of property lines. Additionally, patios should not protrude beyond sides of the house.

Care should be taken not to disturb existing contours. Terracing to follow existing land contours should be built in small increments, or railings should be provided.

**No Application** is required if any of the following conditions are met:

- If a patio or walkway is replaced with a new patio or walkway identical in color and size to the existing.
- If a ground-level patio or walkway would be fully enclosed by an existing privacy fence.

An application is required for all other situations.

## Application Requirements:

1. A site plan showing the location of the proposed patio or walkway, including dimensions.
2. Material description, including the dimensions, color, and style.
3. Color photos, samples, or brochure of the proposed materials.

# PLAY EQUIPMENT

An Exterior Alteration Application is required for most play equipment. All play equipment (swing sets, trampolines, playhouses, tree houses, etc.) should be located behind the dwelling as inconspicuously as possible. They should be at least ten (10) feet from the rear and side property lines. Trampolines and tree houses should blend with the surroundings and will be considered on a case-by-case basis.

Metal equipment should be painted dark brown or, green. Wood equipment should be left natural or stained/painted a dark wood tone color. It is preferred that the canopy be solid blue, green or tan. Playhouses should generally match the existing dwelling in style and color or blend in with the natural surroundings.

All play equipment must be in proportion in height and length to the property. Care should be taken not to overpower the property with play equipment.

**No Application** is required if one or more of the following conditions are met:

- Smaller play equipment, intended for toddlers, is limited to two pieces.
- A single sandbox that does not exceed twenty (20) square feet in area, and one (1) foot in height. Construction materials are wood or plastic.

An application is required for all other situations.

## Application Requirements:

1. A site plan showing the location of the play equipment.
2. Description including materials, dimensions, style, and color.
3. Color photos, drawings, or manufacturer's brochures.

# PRIVATE SWIMMING POOLS

An Exterior Alteration Application is required for all pools (other than portable above-ground pools not more than 24" deep). Private pools are generally discouraged.

The primary factors to be considered when evaluating an application for a pool will be the size and location of the pool, the fencing proposed (County regulations determine minimum fencing requirements), any grading changes, landscaping, proximity to neighboring properties and public areas.

Pools should be located in the rear yard. Generally, private pools and decking should be at least twenty (20) feet from the property lines. The homeowner is responsible for grading and drainage, which should be carefully evaluated when making site selection.

Careful consideration must be given to fencing used around any proposed pool. A landscape buffer, such as shrubbery, is encouraged to soften the visual impact of the pool and fencing on neighboring properties.

**Please note:** Above-ground pools will not be approved.

## Application Requirements:

1. A site plan showing the location of the proposed pool and its associated equipment.
2. Drawings of the proposed pool, with dimensions, showing:
  - Deck areas
  - Patio
  - Lighting
  - Walkways
  - Fence
  - Other structural changes (fire pit, grill, kitchen, pool house, etc.)
3. Description including materials, dimensions, style, and colors of all elements.
4. Color photos, samples, or manufacturer's brochures of the proposed materials.
5. Landscaping plan
6. Grading plan



# RADON MITIGATION UNITS

Radon mitigation units should be located in an area with minimal visual impact.

**No Application** is required if the pipe is located alongside a downspout (on the side or rear of the dwelling only) and painted to match. It is also acceptable for the pipe to be vertically placed on the side or rear of the dwelling and painted to match the siding.

An application is required for all other situations.

## Application Requirements:

1. Description including material, dimensions, colors, and location.
2. Color photo, brochure, or drawing of unit.

# RAIN BARRELS

An Exterior Alteration Application is required for all rain barrels. Rain barrels should be maintained at all times and kept free of standing water. The drainage/overflow/runoff should be properly diverted to not flow onto neighboring properties. Rain barrels must be located against the dwelling and landscape screening should be considered to soften the visual impact. If possible, rain barrels should complement the dwelling in color.

## Application Requirements:

1. A site plan showing the location of the proposed rain barrel(s).
2. Description including materials, dimensions, color, style, and capacity.
3. Color photo, brochure, or drawing.

# ROOFS

**No Application** is required if the roof will be replaced with a similar material and similar color.

An application is required for all other situations.

## **Application Requirements:**

1. Description including materials, color, and style.
2. Location description (dwelling, carport, garage, etc.).
3. Color photos, samples, or brochure of the proposed material.

# SECURITY CAMERAS

**No application** is required for security cameras if all the following conditions are met:

- Doorbell style cameras installed in the doorbell location.
- Wireless cameras no larger than 4" wide by 4" length by 4" height.
- The placement of no more than 4 cameras on the property.
- Camera exterior color should be black, white, or matching the color of the surface to which it is attached.

An application is required for cameras on shared carports or shared garages and all other circumstances. All wiring should be hidden from view.

## **Application Requirements:**

1. A site plan of the property.
2. A photo of the dwelling and structure(s) indicating the location of the cameras.
3. The number of proposed cameras.
4. Description including materials, dimensions, color, and style.
5. A color photograph or a manufacturer's illustration.

# SHEDS

An Exterior Alteration Application is required for all sheds. Generally, sheds larger than eight (8) feet wide by ten (10) feet long by eight (8) feet high may not be approved. Sheds with barn-style roofs, decorative embellishments, or contrasting trim are discouraged.

Sheds should be located behind the dwelling as inconspicuously as possible, and at least ten (10) feet from property lines. Landscape screening should be considered to soften the visual impact of the shed to neighboring properties and the street.

Sheds should be similar in color to the dwelling. If a dwelling color change is made, the existing shed should match.

Townhouse owners should be aware that there may be additional requirements or restrictions. If you have any questions, please contact your townhouse's homeowner's association.

## **Application Requirements:**

1. A site plan showing the location of the shed and distance to property lines.
2. Description including materials, dimensions (including height at peak), color, and style.
3. Color photo, brochure, or drawing.
4. Screening plan, if applicable.

# SIDING AND SHUTTERS

An Exterior Alteration Application is required if the new siding is different in orientation, style, color, or material. When changing the color of the siding, the foundation should complement the new color.

Detached garages and carports should be sided to match the associated dwelling.

The style of existing trim work at soffits, corners, eaves, windows, doors, accent panels, shutters or other stylistic features should be retained in the residing design.

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

## SIDING

**No Application** is required if any the following conditions are met:

- Aluminum siding is being replaced with vinyl siding in same orientation, color, and style.
- Vinyl siding is being replaced with vinyl siding in same orientation, color, and style.
- Wood siding is being replaced with wood siding in same orientation, color, width, and style.

An application is required for all other situations.

### Application Requirements:

1. Description including material, orientation, color, texture, width, and style.
2. Please include details about accessory buildings. Re-siding or repainting of such structures may be required.
3. Color photos, samples or manufacturer's brochures of the proposed materials, colors, etc.

## SHUTTERS

**No Application** is required if existing shutters are replaced with shutters that are identical in color and style to the existing. Louvered shutters may be replaced with flat-panel shutters (and vice-versa) of the same size and color and in the same locations. Shutter color and style must be consistent on all sides of the dwelling.

An application is required in all other circumstances.

### Application Requirements:

1. Description including material, color, and style.
2. Location description (e.g., all windows, front windows only, upper windows only, etc.).
3. Color photos, samples or manufacturer's brochures of the proposed materials, colors, etc.

# SIGNS

The placement of all signs, including temporary signs, must be in compliance with the Howard County Sign Ordinance. Signs should be neatly lettered, clean, have a professional appearance and be maintained in good condition. For County sign regulations, call 410-313-1830.

**No Application** is required for temporary signs as outlined below:

- Rental or sale of residential property.
- Signs advertising contracted work being done on a property may be posted for no more than thirty (30) days. These signs must be removed upon completion of the project. One sign is permitted per lot.

**No Application** is required for Home Security signs if the following criteria are met:

- A free-standing home security sign no more than twelve (12) inches square.
- Free standing signs mounted on a metal stake or wood post located no further than ten (10) feet from the front or back of the dwelling.
- No more than two freestanding signs per property.

An application is required for all signs of a permanent nature.

## Application Requirements:

1. Description of the sign(s) to include the color, font, wording, location, size, material, and shape must be provided.
2. Color photos, samples or manufacturer's brochures of the proposed materials, colors, etc.
3. A site plan showing the location of the sign(s) and their distances to property lines.

# SOLAR PANELS

## Fast Track is Available

An Exterior Alteration Application is required for all solar panels as they can have a considerable visual impact on a structure due to their size. Large panels on a sloping roof must appear to be flush with the roof. Panels on a flat roof should be set back and concealed with a parapet unless integrated with the roof design of the structure. All pipe work and its location should be illustrated in the application.

Free standing panels should be located behind the structure and concealed from the road, neighboring properties, and Open Space.

Please Note: The homeowner will be held responsible for the maintenance of solar panels regardless of whether they are rented or purchased.

**For Fast Track Process**, panels must be flush mounted to the roof.

### Application Requirements:

1. Description including the materials, dimensions, and color.
2. Drawing, diagram, or photo of house showing the proposed location and number of solar panels.
3. Drawing, diagram, or photo showing location of conduit piping and inverter box.

# SPORTS EQUIPMENT

An Exterior Alteration Application is required for all permanently installed sports equipment.

Seasonal sports equipment, when not in use, should be kept in the back yard where it is not visible from other properties. For long periods when equipment is not in use, the equipment should be stored out of sight.

For basketball equipment, freestanding poles are to be located close to the dwelling. Freestanding, in-ground basketball poles and basketball courts may be installed in rear yards. Any lighting provided for evening play should only illuminate the court and should not illuminate neighbors' properties.

### Application Requirements:

1. A site plan showing the proposed location of the sports equipment.
2. Description of the proposed equipment including materials, colors, dimensions, and style.
3. Color photo, brochure, or manufacturer's drawing.
4. Screening plan, if applicable.

## TEMPORARY STORAGE UNIT (i.e., PODS) AND DUMPSTERS

**No application is required.** Storage units (no more than two) and dumpsters may remain on the lot for **no more than** thirty (30) days within one (1) calendar year. Residents/Homeowners **must** contact the Covenant Advisor at Hickory Ridge (410-730-7327) **prior** to having a storage unit or dumpster delivered to their property.

For additional information on dumpsters please contact the Howard County Department of Planning & Zoning at 410-313-2350 to ensure compliance with the county code.

## TRASH AND RECYCLABLES

Please refer to Section 8.06 of the Hickory Ridge Village Covenants.

Trash and recyclables may not be put out before 6:00 pm the night prior to pick up. Receptacles must be collected the same day of the pickup and stored to minimize visibility from adjacent properties.

No refuse or bulk materials may accumulate on any lot and no items may be disposed of on Columbia Association Open Space.

Information about recycling, trash collection, and bulk item collection can be obtained by calling Howard County at 410-313-6444 or by emailing <https://www.howardcountymd.gov/>.



# TREE REMOVAL

When a tree is removed, the stump should be removed to below ground level. If there are large, protruding roots, they should also be removed. The area should then be blended with the surrounding landscaping. For example, if the surrounding area is grass, the area should be leveled and re-seeded. If the area is within a planting bed or grouping of trees, it should be mulched. The intent is that there be no sign that a tree was ever there.

All wood should be removed or stacked and split within 60 days of tree removal (see Woodpile Guideline for more information).

**No Application** is required if any of the following conditions are met:

- The tree is dead.
- The tree is less than six (6) inches in diameter (measured from a point two (2) feet above ground level).
- There is only one tree being removed, regardless of size, and no other trees have been removed from the property within the last twelve (12) months.
- Up to two trees may be removed, regardless of size, when they are within fifteen (15) feet of the dwelling.

An application is required for all other situations.

## **Application Requirements:**

1. A site plan showing the location of the tree(s) to be removed.
2. The tree(s) should be marked (ribbon, etc.) to assist in identification during the site visit.

## VEHICLES (Personal, Commercial and Recreational, including trailers)

- **Vehicles (cars, trucks, etc.) with current registration tags are permitted parking only on designated, paved, parking areas on any lot.** For alternate storage locations, please contact the Columbia Association Open Space Office at 410-312-6330.
- Vehicle renovation or extensive repairs may ONLY be undertaken in enclosed garages.
- Inoperable vehicles and any vehicle without current registration may NOT be stored in the open on any lot.
- Campers, boats, trailers, recreational vehicles, buses, jet skis and any other equipment/vehicles transported by trailer may NOT be stored in the open on any lot.
- Commercial vehicles, exceeding one ton, may only be parked on lots while carrying out of services on that lot. Contact the nonemergency police number for commercial vehicles in the street: (410) 313-3700.

# WINDOWS AND SLIDING GLASS DOORS

An Exterior Alteration Application is required for all windows and sliding glass doors that vary from the existing. Windows should be in keeping with the style and exterior color scheme of the dwelling. Proposed additional windows and sliding glass doors should be consistent with other existing windows (e.g., grids, mullions, trim, color, etc.).

**Please Note:** Townhouse and condominium owners may have additional requirements or restrictions. If you have any questions, please consult with your townhouse or condominium association's board.

**No Application** is required if either of the following conditions are met:

- The sliding glass doors or windows being replaced are the exact same color, size, and style as the existing.
- Sliding glass doors that are converted to French doors (and vice versa) that are the exact same color and size.

An application is required for all other situations.

## Application Requirements:

1. Description of the windows or sliding glass doors including the number, material, color, dimensions, and style.
2. Color photo, brochure or drawing showing the proposed windows or sliding glass doors.
3. For additional windows and sliding glass doors, or windows and sliding glass doors that are different dimensions or moving to a new location, please provide a drawing or photo of the dwelling showing the proposed windows and glass sliding doors in their new location(s).

# WOODPILES

Woodpiles are defined as neatly stacked wood, cut to a size intended for use in a fireplace. Screening or plantings may be required.

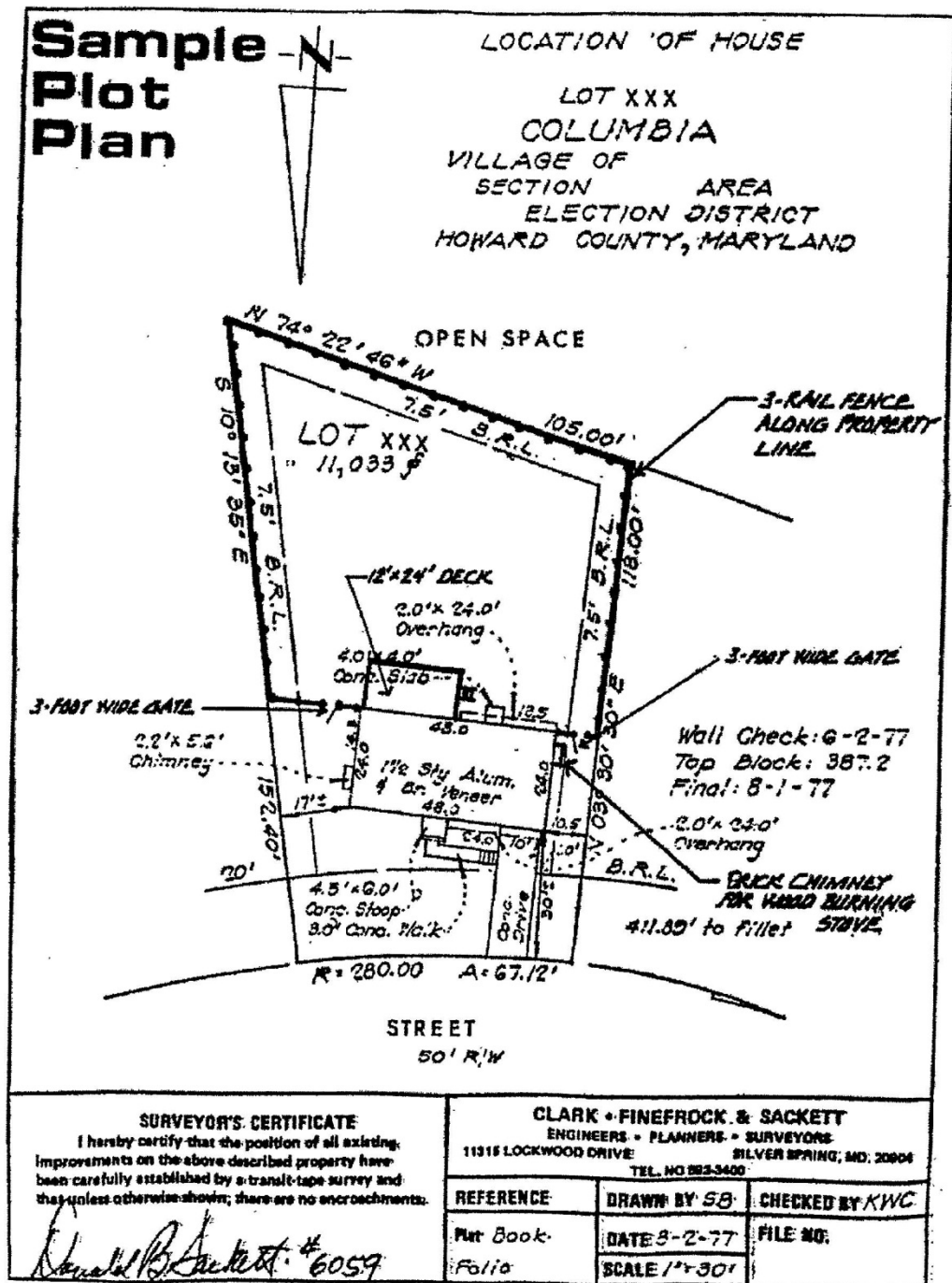
**No Application** is required if the following condition is met:

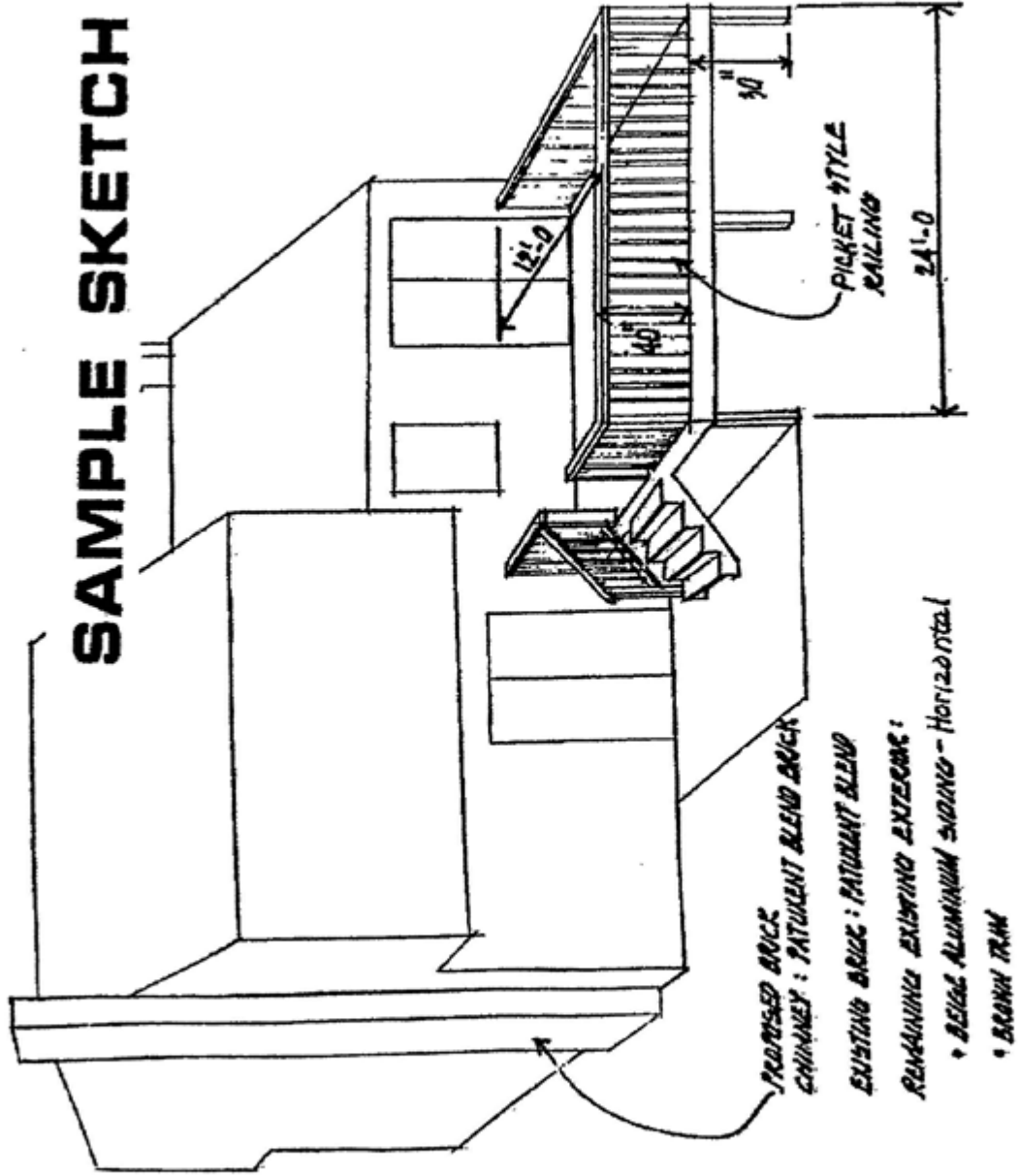
- The woodpile is in one location only.
- The woodpile is not visible from the street and is a minimum of ten (10) feet from property lines.
- The woodpile measures one (1) Cord or less (i.e., 4' wide x 8' long x 4' high).
- If a tarp is used, it is brown, dark green or dark gray.

An application is required for all other woodpile conditions and locations.

## **Application Requirements:**

1. A site plan showing the location of the woodpile, its dimensions, and distances to property lines.
2. Additionally, if a storage rack is proposed, include its dimensions, materials, and a color photo or brochure.





Note that the sample includes specific dimensions, materials, colors, etc.



## PLEASE READ BEFORE SUBMITTING APPLICATION

**Exterior Alteration Applications cannot be processed and placed on the agenda unless all required information is included. Incomplete applications will be returned to the Property Owner. Please use the following checklist.**

\_\_\_\_ Read the guideline pertaining to your alteration. The Architectural Guidelines can be viewed on the Village website, [hickoryridgevillage.org](http://hickoryridgevillage.org), under Making Exterior Changes. Printed copies are available at The Hawthorn Center.

\_\_\_\_ Complete the application form including Type of House; Design; Current Color of house/siding, trim, roof, shutters, door; Description of Proposed Changes.

\_\_\_\_ If changes apply to a property subject to another Homeowner's Association, it is the homeowner's responsibility to obtain approval, if required, from the Homeowner's Association which may have different or more restrictive guidelines. In most cases, the more restrictive criteria shall apply.

\_\_\_\_ Include site plan/plat plan. Show the location of any proposed exterior alterations including distance to property lines from proposed alteration. New or replacement doors, windows, siding, and painting/staining do not require a site plan.

\_\_\_\_ Include drawings to scale and/or pictures of the proposed alterations/additions. Please include all dimensions, including elevations of all views.

\_\_\_\_ Include color chips, material samples, clippings, brochures and/or photos of materials. A verbal or written description is NOT acceptable for color changes. If the alteration is wood and is to remain natural, the type of wood should be noted and a statement that it will remain natural.

\_\_\_\_ Obtain neighbor signatures. Neighbor signatures are strongly encouraged, especially in the case of the Fast Track application process. Signatures indicate awareness of intent, not approval or disapproval.

\_\_\_\_ Sign and Date the application. Property Owner signature is required on the application. A Renter may not sign on behalf of the Property Owner.

### **FAST TRACK Process**

Exterior alterations eligible for Fast Track are Decks, Fences, Gutters & Downspouts, an In-home business, CA Rain Gardens, and Solar Collectors. All applications for consideration under the Fast Track process must be submitted by noon on any Monday that the village office is open. Please review the Architectural Guidelines for the Fast Track requirements.

**For your information:** The Architectural Guidelines, Exterior Alteration Applications, In-Home Business Applications, submission deadlines and the RAC meeting dates can be picked up at The Hawthorn Center and can be found on our website [www.hickoryridgevillage.org](http://www.hickoryridgevillage.org). Applicants are encouraged to attend the RAC meetings which begin at 7:30pm at The Hawthorn Center. If you have any questions regarding the Exterior Alteration Application process, please contact the Covenant Advisor at 410-730-7327 or [applications@hickoryridgevillage.org](mailto:applications@hickoryridgevillage.org). You may also stop by The Hawthorn Center at 6175 Sunny Spring, Columbia, MD 21044.

**For Office Use**

HR # \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Fast Track \_\_\_\_\_

RAC \_\_\_\_\_

SEC \_\_\_\_\_ AREA \_\_\_\_\_ LOT \_\_\_\_\_

**EXTERIOR ALTERATION APPLICATION****Please deliver to:** Hickory Ridge Architectural Committee • 6175 Sunny Spring • Columbia, Maryland 21044Phone: 410 730-7327 • FAX: 410 992-5843 • E-Mail: [applications@hickoryridgevillage.org](mailto:applications@hickoryridgevillage.org)**CAUTION:** EXTERIOR ALTERATIONS BEGUN WITHOUT PRIOR APPROVAL OF THE ARCHITECTURAL COMMITTEE ARE IN VIOLATION OF THE COVENANTS AND AT THE APPLICANT'S OWN RISK. THE ARCHITECTURAL GUIDELINES ARE AVAILABLE AT THE VILLAGE OFFICE.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Neighborhood: Clemens Crossing \_\_\_\_\_ Clary's Forest \_\_\_\_\_ Hawthorn \_\_\_\_\_

**(Check one in each group and list colors)****TYPE OF HOUSE:**☐ Single Family, detached☐ Townhouse☐ Apartment or Condo.**DESIGN:**☐ Wood☐ Aluminum☐ Vinyl☐ Brick**CURRENT COLOR:**

House \_\_\_\_\_

Trim \_\_\_\_\_

Roof \_\_\_\_\_

Shutter \_\_\_\_\_

Door \_\_\_\_\_

Other \_\_\_\_\_

**All exterior alterations must be installed solely on the applicant's property.** If, at any time, it is determined that any portion of a structure is placed on CA property, applicant disclaims himself/herself and his/her successors any interest in CA's property, agrees to indemnify CA against any costs it incurs to protect its property rights, and agrees to remove the structure from CA's property.

Processing of this application will normally take 30 days, although the Covenants allow up to 60 days for review. I understand that members of the Resident Architectural Committee, the Architectural Committee and/or the Covenant Advisor are permitted by the covenants to enter my property to review the plans for any proposed alterations or in home business and this does not constitute trespass.

**Having read the instructions on the reverse side,** I have completed the application form in good faith, and it accurately represents the exterior alteration I propose to make. I understand that any approval is contingent upon work being completed in a workmanlike manner within **six months** of beginning construction.

\_\_\_\_\_  
Owner's signature\_\_\_\_\_  
Date

**NOTE:** If a change applies to a property subject to another Homeowner's Association, it is the property owner's responsibility to obtain approval, if required, from the Homeowner's Association which may have different or more restrictive guidelines. In most cases the more restrictive criteria shall apply. Consult with your Homeowner's Association board.

**DESCRIPTION OF PROPOSED CHANGES:**

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If more space is needed, use an additional page.

**APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL NOT BE PROCESSED  
AND WILL BE RETURNED TO THE PROPERTY OWNER(S) FOR COMPLETION.**



**INSTRUCTIONS TO THE APPLICANT:**

**1. The following items MUST be attached for the application to be processed:**

- **SITE PLAN** – plat plan showing lot boundaries, present structures, and proposed exterior alterations including distance to property lines from proposed alteration drawn on plat.
- **SCALE DRAWINGS** - of proposed alterations/additions, including all dimensions and elevations of all views. If drawings are larger than 11" X 17", submit in duplicate.
- **COLOR/MATERIAL SAMPLES** – paint chip, roof shingle, vinyl samples, brochures and/or photos of materials.
- **LIGHTING AND/OR LANDSCAPING DESIGN** - if appropriate.

2. Approval by the Architectural Committee may also be subject to additional Homeowner's Association covenants or restrictions. In most cases, the more restrictive criteria shall apply. It is the Homeowner's responsibility to ensure compliance with all applicable restrictions.

3. Any approval is contingent upon work being completed in a workmanlike manner and in EXACT compliance with all terms and conditions of the approval unless an amendment is requested by the applicant and approved by the Architectural Committee.

4. Work must be completed within **six months** of the beginning of construction.

**ACKNOWLEDGEMENT OF ADJACENT AND/OR VISUALLY AFFECTED PROPERTY OWNERS**

**For Fast Track Process, a minimum of two signatures are required.**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**NOTE:** Your signature indicates awareness of intent, not approval or disapproval. Please be advised that certain exterior alterations are eligible for the Fast Track process and your signature may be used for that purpose. If you have questions, please call the village office at 410-730-7327.

**FOR HICKORY RIDGE ARCHITECTURAL COMMITTEE USE ONLY**

**Approval of this application does not relieve you of your responsibility to comply with any provisions of the Howard County building and zoning codes, and Maryland state laws. Please contact the Department of Inspections, Licenses, and Permits at 410-313-2455.**

\_\_\_\_\_  
APPROVED

NOTE(S): \_\_\_\_\_

\_\_\_\_\_  
APPROVED WITH THE FOLLOWING PROVISION(S): \_\_\_\_\_

\_\_\_\_\_  
DENIED FOR THE FOLLOWING REASON(S): \_\_\_\_\_

\_\_\_\_\_  
Date of review

\_\_\_\_\_  
RAC signature

\_\_\_\_\_  
FAST TRACK Approval

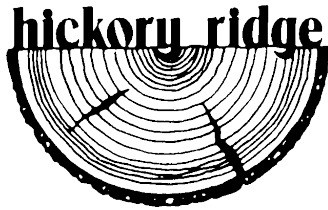
**ARCHITECTURAL COMMITTEE FINAL ACTION:**

Note: If you disagree with the decision, according to Article VII, Section 7.01, of the Village Covenants, a written appeal may be made within ten days of receipt: Covenant Advisor

6175 Sunny Spring, Columbia, MD 21044

\_\_\_\_\_  
Date

\_\_\_\_\_  
AC signature

**For Office Use**

HR # \_\_\_\_\_ Date Rec'd \_\_\_\_\_

RAC \_\_\_\_\_

SEC \_\_\_\_\_ AREA \_\_\_\_\_ LOT \_\_\_\_\_

**APPLICATION FOR IN-HOME BUSINESS**

**Please deliver to:** Hickory Ridge Architectural Committee • 6175 Sunny Spring • Columbia, Maryland 21044  
Phone: 410 730-7327 • FAX: 410 992-5843 • E-Mail: [applications@hickoryridgevillage.org](mailto:applications@hickoryridgevillage.org)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_ E-MAIL \_\_\_\_\_

TYPE OF DWELLING OR IMPROVEMENT (i.e., Single Family, Townhouse, Condo) \_\_\_\_\_

Owner's signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** If a change applies to a condominium or townhouse, you may need to seek approval from your condominium/townhouse community. It is the applicant's responsibility to ensure compliance with all guidelines and/or restrictions. Consult with your condominium/townhouse association board.

**Purpose and Description of Business:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ If more space is needed, use an additional page.

Number of vehicles owned by Property Residents \_\_\_\_\_ Number of parking spaces owned by or allocated to the Applicant \_\_\_\_\_

Will a truck or other vehicle be used? If so, how many, what type, and where will they be parked? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe the nature of parking requirements necessary to conduct profession or home industry and describe how parking requirements will be met. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will any business materials be stored on the property? If so, what type and where will they be stored? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In addition to residents, how many people will be employed? \_\_\_\_\_

What will be the hours of operation? \_\_\_\_\_

Nature and frequency of delivery requirements: \_\_\_\_\_

Describe impact to neighbors (such as traffic, late night noise, odors) from the operation of this business. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL NOT BE PROCESSED  
AND WILL BE RETURNED TO THE PROPERTY OWNER(S) FOR COMPLETION.**

ACKNOWLEDGEMENT OF AFFECTED AND/OR ADJACENT PROPERTY OWNERS

**For Fast Track, a minimum of two signatures are required.**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**NOTE:** Your signature indicates awareness of intent, not approval or disapproval. Please be advised that certain exterior alterations are eligible for the Fast Track process and your signature may be used for that purpose. If you have questions, please call the village office at 410-730-7327.

**FOR HICKORY RIDGE ARCHITECTURAL COMMITTEE USE ONLY**

**Approval of this application does not relieve you of your responsibility to comply with any provisions of the Howard County building and zoning codes, and Maryland state laws. For more information, contact the Department of Inspections, Licenses, and Permits at 410-313-2455.**

\_\_\_\_ APPROVED  
NOTES(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ APPROVED WITH THE FOLLOWING PROVISION(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ DENIED FOR THE FOLLOWING REASON(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of review

\_\_\_\_\_  
RAC signature

ARCHITECTURAL COMMITTEE FINAL ACTION:

**Note:** If you disagree with the decision, according to Article VII, Section 7.01, of the Village Covenants, a written appeal may be made within ten days of receipt:

\_\_\_\_\_  
Date

\_\_\_\_\_  
AC signature

Covenant Advisor  
6175 Sunny Spring  
Columbia, MD 21044

# **Hickory Ridge Village Covenants Pertaining to the Architectural Process**

## **ARTICLE VI**

### **COVENANTS FOR MAINTENANCE**

SECTION 6.01. Each Owner shall keep all Lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements, all in a manner and in such frequency as is consistent with good property management. If, in the opinion of the "Architectural Committee", as hereinafter defined, any owner fails to perform the duties imposed by the preceding sentence, HRD (or CPRA or the Association by written delegation of right and authority from HRD) during the Development Period and thereafter CPRA or the Association, after approval by a two-thirds (2/3rds) decision of the Association Board, and after fifteen (15) days written notice to the Owner to remedy the condition in question, shall have the right, through its agents and employees, to enter upon the Lot in question and to repair, maintain, repaint and restore the Lot or such improvements and the cost thereof shall be a binding, personal obligation of such Owner as well as a lien (enforceable in the same manner as a mortgage) upon the Lot in question. In the event of such action by CPRA or the Association during the Development Period either of such entities shall act only in its own right pursuant to any such delegation and shall not act as an agent of HRD for such purpose.

SECTION 6.02. The lien provided in Section 6.01 hereof shall be in favor of the entity acting but shall not be valid as against a bona fide purchaser (or bona fide mortgagee) of the Lot in question unless a suit to enforce said lien shall have been riled in a court or record in Howard County prior to the recordation among the Land Records of Howard County of the deed (or mortgage) conveying the Lot in question to such purchaser (or subjecting the same to such mortgage).

## **ARTICLE VII**

### **ARCHITECTURAL COMMITTEE; ARCHITECTURAL CONTROL**

SECTION 7.01. The "Architectural Committee" shall be composed of those three or more individuals so designated from time to time (i) by HRD during the Development Period and (ii) by CPRA and the Association after the Development Period, CPRA being entitled at all times after the Development Period to appoint a majority thereof. Except as hereinafter provided, the affirmative vote of a majority of the membership of the Architectural Committee shall be required in order to adopt or promulgate any rule or regulation, or to make any findings, determinations, ruling or order, or to issue any permit, authorization or approval pursuant to directives or authorizations contained herein. With regard to review of plans and specifications as set forth in this Article VII, however, and with regard to all other specific matters (other than the promulgation of rules and regulations) as may be specified by resolution of the entire Architectural Committee each individual member of the Architectural Committee shall be authorized to exercise the full authority granted herein to the Architectural Committee. Any approval by on such member of any plan and specifications submitted under this Article VII, or the granting of any approval; permit or authorization by one such member in accordance with the terms hereof, shall be final and binding. Any disapproval, or approval based upon modification or specified conditions by one such member shall also be final and binding provided, however that in any such case, any applicant for such approval, permit or authorization may, within the (10) days after receipt of notice of any such adverse decision, file a written request to have the matter in question reviewed by the entire Architectural Committee. Upon the filing of any such request, the matter with respect to which such request was filed shall be submitted to and reviewed as soon as possible by the entire Architectural Committee. Thereafter, the decision of a majority of the members of the Architectural Committee with respect to such matter shall be final and binding.

SECTION 7.02. No Structure shall be commenced, erected, placed, moved on to or permitted to remain on any Lot, nor shall any existing Structure upon any Lot be altered in any way which materially changes the exterior appearance thereof, nor shall any new use be commenced on any Lot, unless plans and specifications (including a description of any proposed new use) therefore shall have been submitted to and approved in writing by the Architectural Committee. Such plans and specifications shall be in such form and shall contain such information, as may be required by the Architectural Committee, but in any event shall include (i) a site plan of the Lot showing the nature, exterior color scheme, kind, shape, height, materials and location with respect to the particular Lot (including proposed front, rear and side set-backs and free spaces, if any are proposed) of all Structures, the location thereof with reference to Structures on adjoining portions of the Property, and the number and location of all parking spaces and driveways on the Lot; and (ii) grading and landscaping plans for the particular Lot.

SECTION 7.03. The Architectural Committee shall have the right to disapprove any plans and specifications submitted hereunder because of any of the following:

- (a) the failure of such plans or specifications to comply with any of the Hickory Ridge Village Covenants;
- (b) failure to include information in such plans and specifications as may have been reasonably requested;
- (c) objection to the exterior design, appearance or materials of any proposed Structure;
- (d) incompatibility of any proposed Structure or use with existing Structures or uses upon other Lots in the vicinity;
- (e) objection to the location of any proposed Structure upon any Lot or with reference to other Lots in the vicinity;
- (f) objection to the grading and landscaping plans for any Lot;
- (g) objection to the color scheme, finish, proportions, style of architecture, height, bulk or appropriateness of any proposed Structure;
- (h) objection to parking areas proposed for any Lot on the grounds of (i) incompatibility to proposed uses and Structures on such Lot or (ii) the insufficiency of the size of parking areas in relation to the proposed use of the Lot; or
- (i) any other matter which, in the judgment of the Architectural Committee, would render the proposed Structure, Structures or uses inharmonious with the general plan of improvement of the Property or with Structures or uses located upon other Lots in the vicinity.

In any case where the Architectural Committee shall disapprove any plans and specifications submitted hereunder, or shall approve the same only as modified or upon specified conditions, such disapproval or qualified approval shall be accompanied by a statement of the grounds upon which such action was based. In any such case the Architectural Committee shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal can be prepared and submitted for approval.

SECTION 7.04. Upon approval by the Architectural Committee of any plans and specifications, submitted hereunder, a copy of such plans and specifications, as approved, shall be deposited for permanent record with the Architectural Committee, and a copy of such plans and specifications bearing such approval, in writing, shall be returned to the applicant submitting the same.

SECTION 7.05. The Architectural Committee may promulgate rules governing the form and content of plans to be submitted for approval or requiring specific improvements on the Lots, including, without limitation, exterior lighting and planting, and may issue statement of policy with respect to approval or disapproval of the architectural style or details, or other matters, which may be presented for approval. Such rules and such statements of policy may be amended or revoked by the Architectural Committee at any time, and no inclusion in, omission from or amendment of any such rule or statement shall be deemed to bind the Architectural Committee to approve or disapprove any feature or matter subject to approval, or to waive the exercise of the Architectural Committee's discretion as to any such matter, but no change of policy shall affect the finality of approval granted prior to such change. Approval for use on any Lot of any plans or specifications shall not be deemed a waiver of the Architectural Committee's right, in its discretion, to disapprove such plans or specifications or any of the features or elements including therein if such plans, specifications, features or elements are subsequently submitted for use on any Lot or Lots. Approval of any such plans and specifications relating to any Lot, however, shall be final as to that Lot and such approval may not be revoked or rescinded thereafter, provided (i) that the Structures or uses shown or described on or in such plans and specifications do not violate any specific prohibition contained in the Hickory Ridge Village Covenants and (ii) that the plans and specifications as approved, and any condition subject to any such approval, have been adhered to and complied with in regard to all Structures on and uses of the Lot in question.

In the event that the Architectural Committee fails to approve or disapprove any plans and specifications as herein provided within sixty (60) days after submission thereof, the same shall be deemed to have been approved, as submitted, and no further action shall be required.

SECTION 7.06. If any Structure shall be altered, erected, placed or maintained upon any Lot, or any new use commenced on any Lot, otherwise than in accordance with plans and specifications approved by the Architectural Committee pursuant to the provisions of this Article VII, such alteration, erection, maintenance or use shall be deemed to have been undertaken in violation of this Article VII and without the approval required herein, and, upon written notice from the Architectural Committee, any such Structure so altered, erected, placed or maintained upon any Lot in violation hereof shall be removed or realtered, and any such use shall be terminated, so as to extinguish such violation.

If fifteen (15) days after the notice of such a violation the Owner of the Lot upon which such violation exist shall not have taken reasonable steps toward the removal or termination of the same, HRD (or CPRA or the Association by written delegation of right and authority from HRD) during the Development Period and thereafter CPRA or the Association shall have the right, through its agents and employees, to enter upon such Lot and to take such steps as may be necessary to extinguish such violation and the cost thereof shall be a binding, personal obligation of such Owner as well as a lien (enforceable in the same manner as a mortgage) upon the Lot in question. In the event of such action by CPRA or the Association during the Development Period, either of such entities shall act only in its own right pursuant to any such delegation and shall not act as an agent of HRD for such purpose. The lien provided in the Section 7.06 shall be in favor of the entity acting but shall not be valid as against a bona fide purchaser (or bona fide mortgagee) of the Lot in question unless a suit to enforce said lien shall have been filed in a court of record in Howard County prior to the recordation among the Land Records of Howard County of the deed (or mortgage) conveying the Lot in question to such purchaser (or subjecting the same to such mortgage).

SECTION 7.07. Upon completion of the construction or alteration of any Structure in accordance with plans and specifications approved by the Architectural Committee, the Architectural Committee shall, upon written request of the Owner thereof, issue a certificate of compliance inform suitable for recordation, identifying such Structure and the Lot on which such Structure is placed, and stating that the plans and specifications, the location of such Structure and the use or uses to be conducted thereon have been approved and that such Structure complies therewith. Preparation and recording of such certificate shall be at the expense of such Owner. Any certificate of compliance issued in accordance with the provisions of this Section 7.07 shall be prima facie evidence of the facts therein stated, and as to any purchaser or encumbrance in good faith and for value, or as to any title insurer, such certificate shall be conclusive evidence that all Structures on the Lot, and the use or uses described therein comply with all the requirements of this Article VII, and with all other requirements of this Declaration as to which the Architectural Committee exercises any discretionary or interpretive powers.

SECTION 7.08. The Architectural Committee may charge and collect a reasonable fee for the examination of any plans and specifications submitted for approval pursuant to this Article VII, payable at the time such plans and specifications are so submitted, provided, that such fee shall not exceed the amount chargeable by the appropriate governmental authority for the application for and processing of building permits for structures on the Lot with regard to which such plans and specifications are submitted.

SECTION 7.09. Any agent of HRD or the Architectural Committee or of CPRA or the Association when the latter two entities are entitled to exercise rights of enforcement hereunder may at any reasonable time or times enter upon and inspect any Lot and any improvements thereon for the purpose of ascertaining whether the maintenance of such lot and the maintenance, construction, or alteration of Structures hereon are in compliance with the provisions hereof and neither HRD, CPRA, the Association nor the Architectural Committee nor any such agent shall be deemed to have committed a trespass or other wrongful act by reason of such entry or inspection.

## ARTICLE VIII

### GENERAL COVENANTS AND RESTRICTIONS

SECTION 8.01. Without the prior written approval of the Architectural Committee:

- (a) No Lot shall be split, divided, or subdivided for sale, resale, gift, transfer or otherwise;
- (b) No facilities, including poles and wires, for the transmission of electricity, telephone messages and the like shall be placed or maintained above the surface of the ground on any Lot, and no external or outside antennas of any kind shall be maintained; and
- (c) No boat trailer, house trailer, trailer, truck or any similar items shall be stored or parked in the open on any Lot.

SECTION 8.02. No tree having a diameter of six (6) inches or more (measured from a point two feet above ground level) shall be removed from any lot without the express written authorization of the Architectural Committee. The Architectural Committee in its discretion may adopt and promulgate rules and regulations regarding the preservation of trees and other natural resources and wildlife upon the Property. If it shall deem it appropriate, the Architectural Committee may mark certain trees, regardless of size, as not removable without written authorization. In carrying out the provisions of this Section 8.02, the Architectural Committee and its agents may come upon any Lot during reasonable hours for the purpose of inspecting or marking trees or in relation to the enforcement and administration of any rules and regulations adopted and promulgated pursuant to the provisions hereof. Neither the Architectural Committee, nor its agents shall be deemed to have committed a trespass or wrongful act by reason of any such entry or inspection.

SECTION 8.03. No birds, animals or insects shall be kept or maintained on any Lot except for domestic purposes. Under no circumstances shall any commercial or business enterprise involving the use of animals be conducted on the Property without the express written consent of the Architectural Committee. The Architectural Committee may, from time to time, publish and impose reasonable regulations setting forth the type and number of animals that may be kept on any Lot.

SECTION 8.04. No sign or other advertising device of any nature shall be placed upon any Lot except as provided herein. The Architectural Committee may, in its discretion, adopt and promulgate rules and regulations relating to signs which may be employed. Signs and other advertising devices may be erected and maintained upon any portion of the Property zoned for industrial or commercial uses if approved by the Architectural Committee, as to color, location, nature, size and other characteristics of such signs or devices.

SECTION 8.05. No temporary building, trailer, garage, or Structure in the course of construction shall be used, temporarily, or permanently, as a residence on any Lot.

SECTION 8.06. No lumber, materials, bulk material, refuse or trash shall be kept, stored, or allowed to accumulate on any Lot. During construction of any improvements on the Property, the Owner shall keep any construction site free of unsightly accumulations of rubbish and scrap material, and construction materials, trailers, shacks and the like employed in connection with such construction shall be kept in a neat and orderly manner. 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 to be made, such place on the Lot so as to provide access to persons making such 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. The Architectural Committee, in its discretion, may adopt and promulgate reasonable rules and regulations relating to the size, shape, color and type of containers permitted and the manner of storage of the same on the Property.

SECTION 8.07. No water pipe, gas pipe, sewer pipe or drainage pipe shall be installed or maintained on any Lot above the surface of the ground, except hoses and movable pipes used for irrigation purposes. No Lot shall be used for the purpose of boring mining, quarrying exploring for or removing oil or other hydrocarbons, minerals, gravel or earth.

SECTION 8.08. HRD (or CPRA or the Association by written delegation of right and authority from HRD) during the Development Period and thereafter CPRA and the Association shall have the right to enter upon any Lot and trim or prune, at the expense of the Owner, any hedge or other planting which in the opinion of the Architectural Committee, by reason of its location upon the Lot or the height to which it is permitted to grow, is unreasonably detrimental to the adjoining property or obscures the view of street traffic or is unattractive in appearance; provided, however, that the Owner shall be given written notice fifteen (15) days prior to such action.

## **ARTICLE XI**

### **RESIDENTIAL PROTECTIVE COVENANTS AND RESTRICTIONS**

SECTION 11.01. The provisions of this Article XI shall relate solely to Lots designated by Final Development Plan Criteria for residential uses:

SECTION 11.02. No profession or home industry shall be conducted in or on any part of a Lot or in any improvement thereon on the Property without specific written approval of the Architectural Committee. The Architectural Committee, in its discretion, upon consideration of the circumstances in each case and particularly the effect on surrounding property, may permit a Lot or any improvement thereon to be used in whole or in part for the conduct of a profession or home industry. No such profession or home industry shall be permitted, however, unless it is considered, by the Architectural Committee, to be compatible with a high quality residential neighborhood. The following activities, without limitation, may be permitted by the Architectural Committee in its discretion: music, art and dancing classes, day nurseries and schools; medical and dental offices; fraternal or social club meeting place; seamstress services.

SECTION 11.03. Anything herein to the contrary notwithstanding, with the written approval of the Architectural Committee and until such approval may be revoked; any Lot may be used for model home purposes or for the maintenance of a real estate office during the Development Period.

SECTION 11.04. No clothing or any other household fabrics shall be hung in the open on any Lot unless the same are hung from an umbrella or retractable clothes hanging device which is 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. No machinery shall be placed or operated upon any Lot except such machinery as is usual in maintenance of a private residence.

SECTION 11.05. Notwithstanding other provisions herein, the Architectural Committee may authorize any Owner with respect to his Lot to:

- (a) temporarily use a single family dwelling house for more than one family;
- (b) maintain a sign other than expressly permitted herein;
- (c) locate structures other than the principal dwelling house within set-back areas; or
- (d) use Structures other than the principal dwelling house for residence purposes on a temporary basis.