

Resident Architectural Committee
Linden Hall
4765 Dorsey Hall Drive
Ellicott City, MD 21042
410 730-4005 Fax: 410 730-4008
email: nmeredith@columbiavillages.org

The RAC usually meets the first and third Wednesday of each month at **7:15 p.m.** at Linden Hall. All applications will have a property visit made by Committee members and Covenant Advisor. A list of application deadlines and meeting dates are listed below. If you have any questions, please contact the Covenant Advisor at (410) 730-4005.

Please be certain to include all the required information in order for the RAC to process your application. This includes, but is not limited to, plat plan, drawings to scale and acknowledgement signatures from adjacent neighbors. If the information is not complete, this can cause delay in processing your application. Please refer to the next sheet which explains the Accelerated Application Process, and if your application would be eligible for this process.

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

Should you reside in a condominium or townhouse, a signature is required from a board/architectural member or management company prior to submission to the village. Please inquire if you do not know who your representative is. This will ensure that your application is acted upon without delay.

Application Deadline Dates
Must be received by 4 pm

January 6, 2010
January 20, 2010
February 3, 2010
February 17, 2010
March 3, 2010
March 24, 2010
April 7, 2010
April 21, 2010
May 5, 2010
May 18, 2010*
June 2, 2010
June 23, 2010

RAC Meeting Dates

January 20, 2010
February 3, 2010
February 17, 2010
March 3, 2010
March 17, 2010
April 7, 2010
April 21, 2010
May 5, 2010
May 18, 2010*
June 2, 2010
June 16, 2010
July 7, 2010

* This meeting and deadline is on a Tuesday.

Accelerated Application Process

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

Accelerated applications must be submitted by 4 p.m. any Monday that Linden Hall is open.

The application form for the accelerated process is the same form used for all exterior alteration requests. It is necessary that the information be complete. If you reside in a townhouse/condominium, you **will need** to secure the approval from your respective association, both for the regular process and the accelerated process prior to submission. The Covenant Advisor or a member of the RAC, will review the submitted application for accelerated eligibility and completeness. If the application is complete, and meets the criteria for accelerated review, it will then be approved or disapproved by a member of the RAC/AC. You will be called by Friday; and a follow-up letter will be mailed to you.

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

www.columbiavillages.org/dorseyssearch

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

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

Guidelines

- #3 Attic Fans
- #8 Clotheslines, Exterior
- #9 Compost Piles
- #15 (A & B) Gardens
- #18 Replacement Garage Doors, Gutters, Downspouts
- #23 Landscaping (Minor), Tree removal (1)
- #24 Exterior Lighting(replacement light fixtures)
- #33 Radon Units
- #37 Replacement Roofs, Siding, Shutters
- #43 Storm Doors
- #46 Replacement Windows-Trim
- #47 Woodpiles

Dorsey's Search

Return to:
Linden Hall
4765 Dorsey Hall Drive
Ellicott City, MD 21042
410 730-4005 Fax 410 730-4008
nmeredith@columbiavillages.org

Village use only
Log # DS _____
Date/Time Rec'd _____
Tabled _____
Final Action _____
Accelerated _____
App. Ltr. _____

Name _____

Address _____

Home Telephone _____ Work _____

Email Address _____

Property Owner's Signature _____

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|                     |
|---------------------|
| <b>Type of Home</b> |
| _____ Single Family |
| _____ Townhouse     |
| _____ Condominium   |
| _____ End Unit      |
| _____ Mid Unit      |
| _____ Other         |

|                    |
|--------------------|
| <b>Design</b>      |
| _____ Contemporary |
| _____ Traditional  |
| _____ Colonial     |
| _____ Victorian    |
| _____ Other        |

|              |
|--------------|
| <b>Color</b> |
| House _____  |
| Trim _____   |
| Roof _____   |
| Other _____  |

**Please describe proposed alterations or additions below: Use additional paper if necessary.**

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**Acknowledgement:** Please obtain the signatures of two adjacent and/or visually affected neighboring adult property owners, if required. Please refer to list below of alterations that would require signatures.

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

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**Signature**

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**Address**

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**Signature**

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**Address**

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

**Signature Requirement:** In a few instances, the RAC has recommended that signatures on the exterior alteration form be eliminated, in some instances, to make the application process easier for our residents. This recommendation was approved by the Village Board of Directors, with input from our residents, at the October 2002 board meeting.

Residents that live in **Townhouse/Condominium Associations still need to secure** the approval of their respective Board or Management Company **prior** to the application's submission to the Village Office for all alterations.

Please find listed below, the exterior alterations that will **retain** the requirement for neighbor's signatures. If the alteration is not listed below, neighbors' signatures are not needed. If there are any questions, please contact the Covenant Advisor at 410-730-4005.

**Additions/Enclosures, Antennas, Awnings, Basketball units (all types), all home decks, Fencing, Gazebos, Hot tubs/spas, Lawn ornamentation, In-Home Businesses, Play equipment, Pools, Propane tanks (used for fireplaces, stoves,) Sheds, Woodpiles.**

**Checklist: Please attach the following information to the application in order for it to be reviewed. Applications will not be processed or placed on the Agenda for review until all necessary information is provided.**

\_\_\_\_\_ Surveyor's plat plan, showing proposed changes.

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

\_\_\_\_\_ Sizes and descriptions of all materials.

\_\_\_\_\_ Description of color(s) or samples of materials.

\_\_\_\_\_ Landscaping design (if appropriate).

\_\_\_\_\_ Lighting design (if appropriate).

**Note: If the change applies to a townhouse or condominium having architectural control, please have the following section signed by your Board of Directors or Management Company prior to submission to Dorsey's Search Village Architectural Committee.**

**Applications will be considered incomplete and cannot be reviewed until signed off by the respective townhouse/condominium association to assure compliance with any further townhouse/condominium restrictions.**

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**Name of Townhouse/Condominium Association**

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**Association Approval Signature of Officer**

**Phone #**

**Date**

## **Application Review Process**

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

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

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

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

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

day after the architectural meetings. You will be notified by mail of the final decision in approximately 10 days after the meeting.

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

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

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

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

The Dorsey's Search Covenants and Guidelines require that all plans proposed for exterior alteration to homes and surrounding property be submitted to the village Resident Architectural Committee (RAC) for review and approval. If residing in a townhouse or condominium, approval from the respective association is required prior to submittal to the village RAC. Exterior alterations include but are not limited to the addition of porches, patios, decks, pools, fences, walls and major landscaping.

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

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

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

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

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

**Approved alterations must be completed within 120 days of the Committee’s approval. Extenuating circumstances should be included in the application and brought to the attention of the Covenant Advisor and RAC.**

**For Village Use Only**

**Resident Architectural Committee Recommended Action**

\_\_\_\_\_ Recommended for approval as submitted.

\_\_\_\_\_ Recommended for approval as an exception.

\_\_\_\_\_ Recommended for approval with provisions.

\_\_\_\_\_ Recommended for approval as amended.

\_\_\_\_\_ Recommend for denial.

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**Final Action** \_\_\_\_\_

**Signature of ARC sign-off member** \_\_\_\_\_

**Date** \_\_\_\_\_