



**Oakland Mills Community Association  
The Other Barn, 5851 Robert Oliver Place  
Columbia, MD 21045**

February, 2007

Dear Oakland Mills Resident:

The Oakland Mills Community Association (OMCA) Board of Directors and Architectural Committee (AC) are pleased to provide you with newly revised Architectural Guidelines. The newly revised Architectural Guidelines are also available online at OMCA's Web site: <http://oaklandmills.columbiavillages.org> and clicking on "Covenant Info" button.

The purpose of the OMCA Covenants and Architectural Committee Guidelines is to preserve and maintain the architectural character of Oakland Mills.

We hope that you find these Guidelines clear and useful. We have not changed any of the architectural, maintenance, and land use policies. However, we added several guidelines and rewrote other guidelines to clarify established policies.

If you have any questions or comments, please contact the OMCA Covenant Advisor at:  
Telephone: (410) 730-4610 or (301) 596-5237  
Fax: (410) 730-4620  
Email: [omcacov@columbiavillages.org](mailto:omcacov@columbiavillages.org)

Sincerely,

The Oakland Mills Community Association Board of Directors and Architectural Committee

**Telephone:** (410) 730-4610 **Fax:** (410) 730-4620 **Email:** [omca@columbiavillages.org](mailto:omca@columbiavillages.org)  
**OMCA Web site:** <http://oaklandmills.columbiavillages.org>

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## **STATEMENT OF RESPONSIBILITY AND AUTHORITY**

### **The Oakland Mills Community Association Covenants state that....**

*Anything which materially changes the exterior appearance of any lot and/or structure in Oakland Mills, any use other than the originally intended use of any lot or structure in Oakland Mills, and any matter which involves the maintenance of any lot or structure in Oakland Mills is subject to the review of the Oakland Mills Architectural Committee.*

The Oakland Mills Architectural Committee has the authority to require property owners to abide by the provisions of the OMCA Village Covenants and by the Architectural Committee Guidelines and procedures described in the following pages.

## **THE VILLAGE OF OAKLAND MILLS COVENANTS AND ARCHITECTURAL COMMITTEE GUIDELINES**

### **Covenants**

The Covenants are a binding contract among the residents of Oakland Mills. They assure residents of certain standards of land use, architectural design, and property maintenance throughout the village. You (or your landlord) received a copy of the Covenants when you purchased your property. Additional copies of the Covenants are available at the OMCA Village Office, The Other Barn, 5851 Robert Oliver Place.

### **Architectural Committee Guidelines**

The Architectural Committee Guidelines are based on the Covenants and are available at The Other Barn, 5851 Robert Oliver Place. They concern what exterior alterations and in-home businesses are most likely to be approved. They also describe conditions that are likely to be violations of the Covenants.

### **Resolving Covenant Violations**

Village residents are responsible for complying with the Covenants and the Architectural Committee Guidelines. Residents may report suspected violations of the Village Covenants and Guidelines to the Covenant Advisor. Complaints about Covenant violations are confidential. The Covenant Advisor investigates alleged violations as promptly as possible and contacts property owners who are in violation. Generally, simple notification is sufficient to resolve most Covenant violations. Occasionally, formal notification by the Architectural Committee is necessary when property owners fail to comply with the Covenants.

### **Covenant Enforcement**

The Architectural Committee enforces the Village's land use, architectural, and maintenance Covenants. The Village Board comprises the Architectural Committee, and the Covenant Advisor assists the Architectural Committee in enforcing the Covenants. If covenant violations are not resolved after formal notification, the Architectural Committee may ask the Columbia Association to join them in legal action. The Courts have consistently upheld the Covenants of the Villages of

Columbia.

**Resident Architectural Committee (RAC)**

The Resident Architectural Committee (RAC) is comprised of volunteers who meet twice a month to review applications for exterior alterations and in-home businesses. The RAC does everything possible to assist applicants in complying with the Covenants when they propose alterations to their property.

At least one member of the RAC visits each proposed alteration site prior to presenting the proposal to the entire Committee. At its meeting, each application is considered on its merits. After discussion, the RAC votes on its recommendation for each application. Applications are recommended either for approval as submitted, approval with provisions, tabled for further study, or disapproval.

The RAC’s recommendations are forwarded to the Chairman of the Oakland Mills Architectural Committee for final action. The Covenant Advisor will mail to you a copy of your application indicating the final action. We strongly recommend that you refrain from beginning alterations before you receive final approval.

If you are interested in becoming a member of RAC, please contact any RAC member or the Covenant Advisor.

**APPROVAL PROCESS**

**Step 1: Application for exterior change or in-home business**

Prepare in-home business application or exterior alteration application.

Applications should include the signature of the owner, and the signatures of all residents who are adjacent to and affected by the proposed change.

Applications for additions should include the signatures of all residents of the surrounding properties.

Submit proposal with adequate supporting information to Covenant Advisor.

\*Application forms for exterior alterations and in-home businesses are available at the OMCA Village Office in The Other Barn, 5851 Robert Oliver Place or OMCA’s Web site: <http://oaklandmills.columbiavillages.org> and clicking on “Covenant Info” button. Sample forms are shown at the back of this booklet.

\*Townhouse owners should be aware that townhouse associations might have additional requirements or restrictions with which they must comply.

\*Townhouse associations may require separate approval in addition to that which is required by the Oakland Mills Village Covenants.

\*Townhouse owners should contact their townhouse association officers for further information.

- \*Avoid delays in processing your application make sure you have:
  - signed the application and obtained neighboring residents' signatures.
  - adequate supporting documentation, including site plans, drawings, and samples (Example site plans and drawings are shown at the back of this booklet.).

**Step 2: Review by Resident Architectural Committee (RAC)**

Covenant Advisor posts an agenda and distributes applications to RAC members at its meeting.

RAC members visit property to review plans.

RAC discusses application at its next meeting. RAC recommends approval, approval with stipulations, or denial to AC Chair.

\*A decision is usually rendered within 2 to 4 weeks from the date the application is received, and the Covenant Advisor will assist you with any aspect of the process. Call 410-730-4610 or 301-596-5237 or Email:omcacov@columbiavillages.org.

\*Neighbors who disagree with the Resident Architectural Committee's recommendation to the Architectural Committee Chairperson may send written objections to the AC Chairperson, at The Other Barn, 5851 Robert Oliver Place, Columbia, MD 21045, within three days of the RAC recommendation. The AC Chairperson *may* hold a public meeting, if the application is controversial, before making a final decision.

**Step 3: Review by Architectural Committee Chairperson (AC Chairperson)**

AC Chairperson reviews materials submitted by applicant and RAC's recommendation; makes final decision.

**Waiting for approval**

Written approval is required before starting exterior alterations or initiating in-home businesses. You risk the cost of removing the alterations plus the cost of litigation when you begin alterations without approval. The Covenants provide the means for placing liens on properties to recover the costs of removing unapproved alterations. Processing of an application normally will take 30 days, although the Covenants allow up to 60 days for review.

**Approval**

- \*Approval of an Exterior Alteration or In-Home Business application does not authorize violating Howard County building and zoning codes. It is the resident's responsibility to ensure that the proposed alteration or business complies with applicable laws and regulations.
- \*The entire completed approved project must be completed within 180 days after construction begins.
- \*Approval by the Architectural Committee may be subject to Townhouse or Condominium Covenants or restrictions. Homeowners are responsible for ensuring that they comply with all applicable Covenant restrictions. The most restrictive criteria apply when properties are subject to multiple covenant agreements.
- \*Approval for an Exterior Alteration or In-Home Business is contingent upon completing the work in

a professional manner in compliance with all of the terms and conditions of the approved application. Changes to approved applications must be reviewed and approved by the Architectural Committee.  
\*If your application is not approved you may appeal the decision.

## **APPEAL PROCESS**

**Step 1:** An applicant disagreeing with the action of the AC Chairperson may appeal their application with the full Architectural Committee. Appeals to the Architectural Committee must be submitted in writing within ten days of the receipt of the decision to the OMCA Architectural Committee at The Other Barn, 5851 Robert Oliver Place, Columbia, MD 21045. The Architectural Committee will notify applicants when and where their appeal will be held.

**Step 2:** Appeals are heard by a majority of the Architectural Committee at a meeting called by the Architectural Committee Chairperson. The AC Chairperson may call upon the Covenant Advisor, the Chairperson of the RAC, or designated representatives of the RAC for information relative to the case under appeal. The appellant, if present, may present both written and oral information to support his or her appeal. Other residents may speak at the discretion of the AC Chairperson. The decision of the Architectural Committee is final and may not be appealed again.

### **Letter of Covenant Compliance**

Anyone purchasing property in Columbia also purchases existing Covenant violations. Property owners may ask the Covenant Advisor to inspect their properties for Covenant violations. The Covenant Advisor will issue a Letter of Compliance after a satisfactory inspection, verifying that properties are free of violations or will list existing violations. *If you are purchasing property in Columbia ask your Real Estate Agent or the current owner for a copy of the Letter of Compliance.* You will save time in selling your property by ensuring Covenant compliance prior to offering your property for sale.

### **Adhering to the Architectural Committee Guidelines**

According to the Covenants, the Architectural Committee is responsible for setting the rules and procedures for architectural control. These guidelines were written by the residents of the village, and approved by the Architectural Committee as part of that responsibility.

Based upon the policies and previous decisions of the Architectural Committee, the OMCA Architectural Committee Guidelines tell you what is most likely to be approved in typical circumstances. Special circumstances regarding your property may permit approval of an application, which might be denied at another location, or the denial of an application, which might be approved elsewhere. The fact that similar plans have been approved at other locations does not mean that it is automatically approved at every location.

# ARCHITECTURAL COMMITTEE GUIDELINES

Revised: February 2007

## EXTERIOR ALTERATIONS

### 1.0 ADDITIONS (See *Teardowns/New Construction*, page 16, Section 31.0)

**1.1** A complete application is required for all additions including, but not limited to, carports, garages, greenhouses, porches, rooms, and porch and carport enclosures.

**1.1.1** You must submit an amended application if you make, or if the County requires you to make any changes to your plans.

**1.1.2** We recommend calling "Miss Utility" before digging so they can identify the locations of your underground utilities.

**1.1.3** Any construction close to the Columbia Association's Open Space could adversely affect that Open Space. Please contact the Land Management Division of the Columbia Association for their permission to use Open Space prior to *any* use of open space during construction.

**1.1.4** The applicant is responsible for obtaining all permits & approvals from any relevant agencies (Howard County, Homeowner's Association, etc).

**1.1.5** The architectural character or theme of any structure should remain consistent with itself and compatible with the buildings around it.

**1.2** Consideration should be given to the proportional scale of the proposed addition as it relates to the existing structure and the lot.

**1.3** The design of additions should be architecturally consistent with the existing shape, style, and size of the dwelling (See *Re-siding, Re-roofing, and Re-styling*, Page 14, Section 24.0):

**1.3.1** Siding, roofing, and trim materials should be the same or compatible color and texture as the existing siding, roofing, and trim materials.

**1.3.2** New windows and doors should be compatible in style, size, and color with existing windows and doors. Generally, casement and slider windows are interchangeable. However, it is inappropriate to mix casements and sliders with double-hung windows. New windows and doors should have the same style, size, and color trim as existing windows and doors. New windows should be located at the same "head" height as existing windows on the same level.

**1.3.3** Roof eaves and fascia should be the same depth, style, and approximate height as existing eaves and fascia; new roofs should have the same slope as the existing roof.

**1.4** Consider the following in planning new additions:

**1.4.1** Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space; new windows, doors, or viewing areas from additions should not infringe on existing internal or external private areas of adjacent residences.

**1.4.2** Additions should not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions, including conditions during construction.

**1.4.3** New additions should not create situations in which neighbors will have difficulty adding to, modifying, or maintaining their dwellings.

**1.5** All applications should include:

**1.5.1** Signatures of acknowledgment from affected by the pool and/or adjacent residents. (A minimum of 4 required)

**1.5.2** A site plan showing the location of the proposed structure, distances from neighboring

structures, property lines, and other identifiable landmarks.

**1.5.3** Detailed drawings and plans showing dimensions, exterior elevations, changes in grade, and the relationship of the proposed structure to the existing dwelling and other buildings.

**1.5.4** Descriptions of exterior materials, including the type of siding on existing and proposed structures, the color of the existing house and trim, color samples of the proposed structure and trim, and exterior lighting arrangements.

**1.5.5** The number of off street parking spaces shall be maintained.

**1.6** For additional information, see applicable sections of the Guidelines such as painting, lighting, windows, roofs, and chimneys.

**1.7** Complete construction in six months from the starting date, and with professional workmanship. Trash, bulk materials, and general disruption of the work site should be kept to a minimum.

## **2.0 AIR CONDITIONERS**

**2.1** Window, through-wall units or freestanding units are not permitted on the front or street-facing side of the structure.

**2.2** Window or wall units are not permitted when they are prominently visible from open space.

**2.3** New whole house air conditioners do not require an application when:

**2.3.1** They are placed at the rear of the structure or

**2.3.2** They are screened from street view with evergreen planting if they are on the side of the house.

**2.4** An application is not required for a window or wall unit when

**2.4.1** It is at the rear of the structure, and

**2.4.2** It is removed at the end of the cooling season.

## **3.0 ANTENNAS**

**Note Restrictions:** All satellite dish antennas or multipoint distribution services (MMDS) antennas that are greater than one meter in diameter, all antennas, regardless of size, that are mounted on a pole exceeding 12 feet in height, and all television broadcast service antennas exceeding 12 feet in height require submission of an exterior alteration application and prior written approval by the Architectural Committee.

### **3.1 Satellite Dish Antennas**

**3.1.1** Approval is not required for satellite dish antennas or antennas designed to receive video programming via MMDS antennas that are one meter or less in diameter.

**3.1.2** If you are planning on installing a satellite dish or an MMDS antenna that meets these size criteria, you should:

**3.1.2.1** Install the antenna in the least visible location to the extent possible without substantially degrading reception. Possible locations include: the deck surface, rear roof, and adjacent to a chimney;

**3.1.2.2** Run and secure any associated cables and wires in the least visible location;

**3.1.2.3** Screen the antenna from view if it is to be installed in a visible location, e.g., visible from nearby streets and/or adjoining properties. When screening, please refer to landscaping and fencing guidelines;

**3.1.2.4** Select the color and finish that will have minimal visibility.

### **3.2 Television Broadcast Service Antennas**

**3.2.1** Approval is not required for television broadcast service antennas that are twelve (12) feet in height or less.

**3.2.2** If you are planning on installing a television broadcast service antenna:

**3.2.2.1** You are encouraged to utilize antenna installations that are inside a structure. Where construction such as a false chimney is proposed for concealment, guidelines appropriate to the false chimney will apply.

**3.2.2.2** Possible locations for exterior antennas include the least visible corner formed by the junction of an exterior flue and wall, attached to the trunk of a tree that is at least as tall as the antenna with all wires buried, and adjacent to a downspout.

## **4.0 ATTIC VENTILATORS**

**4.1** No application is required for attic ventilators and exterior attic ventilators provided the following provisions are met:

**4.1.1** No part of the ventilator protrudes more than 12 inches above the roof.

**4.1.2** All exposed ventilator parts are painted to match the exterior color of the material they penetrate.

**4.1.3** The ventilator must be roof mounted, located on the least visible side of the roof and below the ridgeline, and not be visible from the adjacent street.

**4.1.4** Blocking of airflow through the ventilator must be done from the inside of the structure.

**4.1.5** Ridge-line ventilators less than 3 inches in height and shingled to match the remaining roof do not require an application.

**4.2** All other installations require an application showing elevations of the ventilator installation.

## **5.0 AWNINGS AND SUN TRELLISES**

**5.1** A complete application is required.

**5.2** The style, color, and materials of sun control devices should be compatible with the architectural character of the house. Cloth or wood is the preferred material.

**5.3** Awnings should have a straightforward design without decorative embellishment.

**5.4** Awnings and trellises should be compatible with the visual scale of the house to which they are attached.

**5.5** The location of any awning or trellis should not adversely affect views, sunlight, or natural ventilation of neighboring properties.

**5.6** Pipe frames for canvas awnings should match the trim or the dominant color of the house. If awnings are removed for winter storage, pipe frames should be removed.

## **6.0 BASKETBALL BACKBOARDS AND POLES**

**6.1** No application is required for portable poles, as long as the following conditions are met:

A. Poles should be located close to the residence, within the building restriction lines, and at least 20 feet from the curb.

B. The backboard should be clear plastic or a neutral color.

C. Adequate plantings or other screening materials may be required to reduce the impact of the backboard on the neighborhood.

D. Basketball nets are to be maintained in good repair.

**6.2** No application is required if a backboard is attached to the front of the house, carport, or garage, and is either clear plastic or a neutral color.

**6.3** An application is required for a freestanding pole (sunk in ground).

**6.4** Basketball courts are prohibited.

## **7.0 CHIMNEYS AND SMOKESTACKS**

**7.1** A complete application, including exact dimensions, is required for all chimneys and smokestacks.

**7.2** Masonry or siding-enclosed construction is the most architecturally appropriate style for chimneys. Under certain circumstances and on contemporary-style homes, it may be possible to use a non-enclosed chimney pipe. Each application is considered on its merits, using the location and visibility of the chimney from the fronting street and open space as the main consideration.

**7.3** Chimneys which exit through a wall, or the foundation, or which run vertically up an exterior wall should be made of brick or stone masonry, or should be boxed in with materials matching the exterior wall finish in style and color.

**7.4** Exposed pipes will be considered only in inconspicuous locations, and only when they meet the following criteria:

**7.4.1** All sections of pipe are plumb, with no tilted or diagonal sections.

**7.4.2** The pipe is painted to blend with the structure; paint must be properly applied to avoid peeling.

**7.4.3** Zero-clearance pipe is used and mounted directly against the structure.

**7.5** Chimneys must be enclosed when they are visible from the street, or when they exit through the front slope of the roof or the roof ridge. Inconspicuous chimneys and chimneys that exit through the rear slope of the roof may not require an enclosure. Exposed metal sections must be painted black or the roof color. Conspicuous locations on the front slope of the roof should be avoided.

**7.6** The height of the exposed metal section or the boxed in chimney is limited to the minimum permitted by County building and fire codes.

**7.7** The following guidelines also apply when there is an existing chimney on the house (other than that installed by the builder for the central heating system)

**7.7.1** Dissimilar chimneys should not be used unless it is impossible to see both at the same time.

**7.7.1** Additional chimneys should use existing flue enclosures whenever possible.

## **8.0 CLOTHESLINES**

Only umbrella or retractable clothes drying devices are permitted and do not require an application. However, these must be removed from view when not in use unless they are enclosed by a privacy fence or other enclosure which has been approved by the Architectural Committee.

## **9.0 COMPOST PILES**

A compost pile is a contained, properly maintained area for decomposition of plant materials such as grass clippings, leaves, and wood. Compost piles are not dumping areas, and should not be used for household waste. Compost piles should be turned regularly to speed decomposition and to avoid attracting pests and vermin.

**9.1** Applications are required for all compost piles.

**9.2** Compost piles should typically be located in the backyard, within the sidelines of the house, and at least 20 feet from the rear property line. Compost piles should be as unobtrusive as possible.

**9.3** Compost piles should be no more than 4 feet by 4 feet (16 square feet and no more than 3 feet tall).

## **10.0 DECKS, PATIOS, AND WALKWAYS (See *Tear Downs/New Construction*, Page 16, Section 31.0)**

**10.1** No application is required when replacing an existing approved patio, deck or walkway, as long as the new patio, deck or walkway is the identical size and style, and identical or similar composite material in type, color and texture.

**10.2** All other patios, decks and walkways require an application. Materials should be simple and of a neutral color, such as unpainted concrete, stone, brick, pressure treated wood, or composite.

**10.2.1** Generally, new patios, decks or walkways should:

**10.2.1.1** Disturb existing contours as little as possible—construct terracing to follow existing land contours and in small increments, or provide a railing

**10.2.1.2** Be located to provide reasonable visual and acoustical privacy for both applicants and their neighbors—consider screening or plantings where necessary to preserve privacy.

**10.2.1.3** New decks should be constructed of pressure treated wood or composite. Railings should be compatible with existing architectural style of the house; deck should be stained, sealed or painted, as appropriate. All stairs should have railings.

**10.2.2** Applications should include the following information:

**10.2.2.1** Site plan showing the relationship of the proposed deck to the house, lot and adjacent structures.

**10.2.2.2** Descriptive drawings (plan and elevations) including dimensions, height above grade, and details of railings and stairs.

**10.2.2.3** List of proposed materials.

**10.2.2.4** Indicate removal or relocation of any plantings, meters or air conditioning equipment for the construction of the deck;

**10.2.2.5** Description of changes in exterior lighting or alterations in existing doors or windows.

## **11.0 DOG HOUSES AND DOG RUNS (See *Teardowns/New Construction*, Page 16, Section 31.0)**

**11.1** A complete application should include the following:

**11.1.1** Signatures of acknowledgment from affected and/or adjacent residents. (A minimum of 4 required)

**11.1.2** Site plan showing the relationship of the proposed dog house or run to the house, property, and adjacent structures.

**11.1.3** List of proposed materials, finishes, and exact dimensions, plus an elevation drawing.

**11.2** Locate doghouses and runs behind and as close to the house as possible. They should not be located near property lines.

**11.3** The color, texture and style of doghouses or runs should match existing structures or fences as closely as possible. Wire fencing will be considered only to fill the spaces between rails in split rail fences. (See *Fences*, Page 10, Section 13.0)

## **12.0 DRIVEWAYS**

**12.1** An application is not required when replacing or resurfacing an existing driveway if the materials, size, shape, and grade do not change from the current situation.

**Note:** Partial resurfacing and/or repair will be permitted only where the existing driveway is free of heaving and large cracks. Partial resurfacing and/or repair with unlike materials will not be permitted.

**12.2** An application is required for replacing or resurfacing an existing driveway if the material, size, shape or grade differs from the current situation.

**12.2.1** See *Driveways, Note*, Page 9 above, Section 12.1.

**12.2.2** An application for replacing or resurfacing an existing driveway must include a site plan showing the existing driveway and its relationship to adjacent streets, driveways, and sidewalks.

**12.2.3** For resurfacing with asphalt, the following conditions also apply:

**12.2.3.1** The new surface shall be at least 1 ½ inches thick;

**12.2.3.2** Joints between new surfaces and existing paving should not present a hazard to pedestrians; and

**12.2.3.3** Asphalt should not extend beyond the back face of the curb or beyond the back face of the sidewalk where the driveway intersects with the sidewalk.

**12.3** An application is required for construction of new driveways or additions to existing driveways. The following conditions apply:

**12.3.1** Howard County requires an entrance permit for any new driveway, change in location, vertical grade, horizontal, realignment or repair, per Section 18.402 of the Howard County Code. A permit is also needed for any asphalt overlay in the County right-of-way.

**12.3.2** When adding to an existing driveway, the same materials should be used for the addition as were used on the original.

**12.3.3** Any changes in grade should be shown on a site plan.

**12.3.4** The location of street trees should be shown on a site plan.

**12.3.5** Driveway aprons should be of concrete.

**Note:** We strongly recommend that the homeowner call Miss Utility and check with the Howard County Department of Public Works, Verizon, BGE and Comcast Cable prior to any work on a driveway. These companies will mark all of their underground facilities so as to avoid disrupting utility services to the neighborhood.

## **13.0 FENCES**

**13.1** Open space is a concept that is fundamental to Columbia's plan. The preservation of green space and natural features, as well as a feeling of openness, is a significant difference between Columbia and typical subdivisions. Community open space provides small residential lots with the feeling of larger open spaces. The street sides, and many backyards, of homes are visually part of the open spaces of our neighborhood.

**13.2** A complete application is required for all fences and should include a site plan showing buildings and property lines.

**13.3** As a general rule, only split rail fences will be allowed on the property line. Other types of fences will be considered based on consistency with house style, and compatibility with the neighborhood.

**13.4** As a general rule, opaque (e.g., board-on-board) fencing will be approved only if located near the dwelling. Sloping terrain requires special attention: fence sections should be stepped, and horizontal rails must match one another in the same plane. Fences which extend to property lines or which are distant from the residence should be transparent (e.g., split rail).

**13.5** Fencing should not extend forward of the rear lines of houses. On corner lots, fences should not extend past the sideline of houses on their street facing sides, or the rear lines of the adjoining houses.

**13.6** Fencing should match in height and style with the existing adjacent fencing. Stain attached opaque fences so that they match the color of the siding or trim.

**13.7** Gates and fences should be the same material, style, color, and height.

**13.8** General guidelines:

**13.8.1** Chain link fences, stockade fences, and picket fences generally will not be approved. Hedge fences will not be approved for property line fencing.

**13.8.2** Split rail or similar fences shall not exceed 48 inches in height except where county laws

require a greater height, such as for surrounding swimming pools; solid and opaque fences should not exceed 6 feet in height from the ground.

**13.8.3** Vegetable garden fencing should be no taller than 36 inches, and should be as inconspicuous as possible; vegetable gardens should be installed only during the growing and planting season, and should be cleared at all other times. (See *Vegetable Gardens*, Page 16, Section 31.0)

**13.8.4** An application is required for the addition of wire mesh to a new or an existing fence. Wire mesh may be attached to the interior of an approved fence. It should be a flat dark color, rustproof, 2 by 4 inches welded wire mesh. Chicken wire is not acceptable.

**13.8.5** Townhouse owners should be aware that townhouse associations might have additional requirements or restrictions. Please contact your association officers.

**13.8.6** Fences that may be a public safety hazard are prohibited.

#### **14.0 GAZEBOS (See *Tear Downs/New Construction*, Page 16, Section 31.0)**

An application is required for gazebos. Generally, only well-screened gazebos are allowed using natural or composite construction materials that blend well with the surrounding environment. Gazebos should be small enough to fit comfortably on the property, and they should be built in a minimally distracting location.

#### **15.0 GRILLS, PERMANENT**

An application is required for all permanent grills.

#### **16.0 GUTTERS AND DOWNSPOUTS**

No application is required when adding gutter guards, replacing gutters or downspouts, which match the color of the house or trim. A complete application should be submitted for all other gutters/downspouts.

#### **17.0 HOT TUBS AND WHIRLPOOLS**

**17.1** A complete application is required for all hot tubs and whirlpools.

**17.2** Applicants' lots should be large enough so that proposed hot tubs and whirlpools do not have substantial acoustical or visual effects on adjacent property owners. Locate hot tubs and whirlpools at the rear of the property and between the sidewalls of the residence and not more than 20 feet from it. Generally hot tubs and whirlpools should not protrude more than 3 feet above the ground or deck level and should be constructed with materials that blend with surrounding structures. Additional screening with fences and landscape buffers such as shrubs are encouraged to reduce the impact on adjacent property owners.

**17.3** Applications should include the following information:

**17.3.1** Signatures of ALL adjacent residents affected by the hot tub or whirlpool.

**17.3.2** A site plan showing the location of the hot tub or whirlpool relative to the applicant's house, property lines, and adjacent dwellings.

**17.3.3** Dimensions, type, and color of proposed materials.

**17.4** Safety measures such as secure lids or fences should be considered for hot tubs and whirlpools.

#### **IN-HOME BUSINESSES (See Page 22)**

## **18.0 LANDSCAPING: Plantings and Trees (See *Vegetable Gardens*, Page 16, Section 31.0)**

### **18.1 Plantings**

**18.1.1** An application is not required for individual shrubs (unless used as hedge), foundation plants, annual or perennial beds, or ground covers.

**18.1.2** An application is required for the following:

**18.1.2.1** any plantings used as a hedge, windbreak, or for screening purposes.

**18.1.2.2** landscaping which involves a change of grade or slope or the installation of a wall or any other structure.

**18.1.2.3** the use of artificial decorative objects such as fences (**See *Fences***, Pages 10-11, Section 13.0), painted rocks, railroad ties, birdbaths, ornaments etc.

**18.1.3** New planting of trees should take into consideration both proximity to a neighbor's property and also the size of the tree when fully grown.

**18.1.4** Remove or prune gardens or other plantings that:

**18.1.4.1** block sight lines of vehicles and the street and pedestrians and cyclists on the sidewalk;

**18.1.4.2** prevent pedestrian access to the sidewalk; or

**18.1.4.3** create a security or safety hazard to the public, especially at night.

### **18.2 Trees**

**18.2.1** Any tree that presents an imminent safety hazard should be reported to the Covenant Advisor immediately. An application is required for removal of a tree whose trunk is over 6 inches in diameter when measured at a point 2 feet above the ground; this provision applies to all such trees, whether alive or dead. All trees removed from a property and/or new tree plantings are recorded in the individual property files.

**18.2.2** The following provisions apply to tree removal:

**18.2.2.1** Applications for tree removal(s) as a general rule shall include a plan for replacement(s). This shall apply if:

**18.2.2.1.1** there are fewer than 3 trees on a single-family lot, excluding street trees planted by the County;

**18.2.2.1.2** there are no trees in the front yard except street trees planted by the county; or

**18.2.2.1.3** there is no tree in front of the adjacent townhouses of a multi-family dwelling.

**18.2.2.2** Stumps are to be cut flush with or below ground level.

**18.2.3** Naturally wooded lots are not to be thinned out in such a manner as to render them out of character with the rest of the immediate neighborhood.

**18.2.4** An application is required for removing any landscaping features or plantings that had received approval by the Architectural Committee.

## **19.0 LIGHTING**

**19.1** An application is NOT required when replacing a light fixture with a similar fixture, in the same location on a residential property.

**19.2** An application is not required for lighting that suits the style of the residence, subject to the following conditions.

**19.2.1** Bare bulb lights should not be placed on the front of the house or visible from the street.

**19.2.2** Post lights should not exceed 6 feet in height.

**19.2.3** Exterior lighting must be installed so that it is not invasive and is not directed onto adjacent residences.

**19.2.4** Lighting should not be harsh in color or intensity.

**19.2.5** Only light fixtures designed for residential use are permitted.

**19.3** No application is necessary for temporary lighting for decoration, holiday and festival use;

however, such lighting should be in place only for the occasion and not remain after the time appropriate for its use.

**19.4.** An application is required when installing post lamps.

## **20.0 MAINTENANCE**

**20.1** Maintenance is a major concern for all residents of Columbia, especially in older villages such as Oakland Mills. Section 6.01 of the Oakland Mills Village Covenants state that:

**20.1.1** *“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 with such frequency as is consistent with good property management”*

**20.1.2** *“...Consistent with good property management...”* refers to the appearance of the lot in general, including, but not limited to lawn, trees, shrubs, buildings or improvements. Property owners are responsible for maintaining their sidewalk and driveway apron areas even though they are on the County rights-of-way.

**20.2** The Covenants further state in Section 8.06: *“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.

**20.3** Out of season items, tools, and other similar items may not be stored in the open. Ladders must be stored as inconspicuously and unobtrusively as possible.

**20.4** Trash may not be put out before 6:00 p.m. the night before pickup and receptacles must be collected promptly and located out of sight.

**20.5** Howard County law requires owners to pick up after their pets and dispose of waste material in a sanitary manner or face legal penalties. This applies to dogs and cats, on and off one's property including all open space and public land.

**NEW CONSTRUCTION (See Tear Downs/New Construction, Page 16, Section 31.0)**

## **21.0 PAINTING OR STAINING**

**21.1** A complete application is required when changing the color, saturation, or hue of any exterior surface. The new paint or stain is considered to be different when the color changes (for example, yellow instead of green) or if the new color is lighter or darker than the original. An application is not required when the new paint or stain is the same color, saturation, and hue as the original.

**21.2** A new color scheme needs to be consistent within itself and compatible with the neighborhood.

**21.3** Residents are discouraged from adding colors to houses painted three or more colors (such as door, trim, or main house color, etc.).

**PLAY HOUSES AND PLAY EQUIPMENT: (See *Swing Sets and Sandboxes*, Page 16, Section 30.0)**

**22.0 POOLS, PRIVATE**

**22.1** No application is required for portable children's wading pools less than 8 feet in diameter and 24 inches deep. A complete application is required for all other pools.

**22.2** The effect of noise and lighting on neighboring properties will be the primary consideration when considering applications for private pools.

**22.3 FENCING (See *Fencing*, Page 10, Section 13.0).** A fence compatible with the design and style of the house is required to enclose the pool and related equipment. The fence must meet the fencing guidelines and county requirements. Solid fences at the property line will not be approved. A split-rail fence requires 2 inch by 4 inches welded wire mesh on the inside of the fence and gate. Approval of the fence is contingent upon the completion of the pool. Landscape buffers such as shrubs and planting beds are encouraged to soften the visual impact of the pool and fencing to neighboring properties. Security fencing can have a significant influence on open space and must be planned with care. In addition, homeowners should consider safety within and around the pool area as well as the effect of increased noise levels on adjacent properties.

**22.4** Pools should be located to the rear of the house.

**22.5** Applications should include the following information:

**22.5.1** Signatures of acknowledgment from affected by the pool and/or adjacent residents. (A minimum of 4 required)

**22.5.2** A site plan showing the location and dimensions of the pool, its equipment, and fences in relation to applicant's house, property lines, and adjacent dwellings. In addition, changes in landscaping, grading, lighting, decks, or other alterations must be shown clearly on the site plan.

**22.6** Above ground pools (with the exception of children's wading pools) will not be approved.

**23.0 RADON REMEDIATION**

No application is necessary for Radon remediation. Radon pipes should be placed in the least visible location if possible, (such as adjacent to a gutter or downspout), and should be painted to blend with the surface from which it projects, or to blend with an adjacent downspout.

**24.0 RE-SIDING, RE-ROOFING, AND RE-STYLING**

**24.1** No application is required for replacing siding or roofing when the same color, material, and style are used and when any outbuildings are re-sided or re-roofed at the same time. An application is not required when changing from aluminum to vinyl siding if the color, style, width and orientation remain the same.

**24.2** A complete application is required for all other siding and roofing, and for all re-styling.

**24.3** A building permit is required if you are replacing the roof sheathing on a townhouse. Contact the Howard County Department of Inspections, Licenses and Permits.

**24.4** When residents wish to alter the stylistic features of the existing façade, the Architectural Committee will consider the following in rendering its decision:

**24.4.1** The size and shape of the residence in relation to existing and proposed materials.

**24.4.2** The variety of styles and materials of the houses immediately surrounding the residence.

**24.4.3** The overall visibility of the residence from nearby public and private properties.

**24.5** Material and color samples must be provided.

**24.6** Changes in color or texture, or changes in architectural style or material should be compatible with the styles, colors, and construction of neighboring houses.

**24.7** Trim work at soffits, corners, eaves, windows, and doors, and of accent panels, shutters, or other stylistic features should be consistent with the siding design (**See *Additions*, Page 5, Section 1.3.2).**

**24.8** Applications shall include the standard information plus a description of proposed treatment of

outbuildings, such as sheds. Siding or painting of such structures may be required.

**24.9** Owners are responsible for meeting the Howard County building and fire codes that apply to exterior materials.

## **25.0 SHEDS (See *Tear Downs/New Construction*, Page 16, Section 31.0)**

**25.1** A complete application is required for all tool or storage sheds. The application must include drawings that show property lines, streets, and buildings. A site plan showing the shed location should be submitted with the application.

**25.2.** Sheds designed to match the house should be located as close to the house as possible, preferably attached to the house. Roofing, siding, and trim materials should be of the same type and color as the house. Metal sheds will be considered only if rust-proof. Sheds should be proportioned appropriately to the house and lot, and should be no bigger than 10 feet by 12 feet.

**25.4** In most cases, freestanding sheds should blend into the background, should not be located on common property line with adjacent residences, and should not intrude into neighbor's outdoor living area. Sheds sited away from the house should blend into the background.

## **26.0 SIGNS**

**26.1** With the exception of temporary signs advertising the sale or rental of residential property, and political signs associated with official elections, no temporary or permanent signs or other advertising device of any nature shall be placed upon any lot without the written approval of the Architectural Committee. "Sold" signs or strips across "For Sale" signs are not permitted. Signs must comply with the Howard County Sign Ordinance.

**26.2** No temporary sign shall be larger than 20 by 28 inches or stand more than 3 feet above the ground measured from the top of the sign.

**26.3** Political signs must meet the requirements under the Howard County Code and state law.

**26.4** Do not erect signs on trees, light poles, street signs, mailboxes, or official neighborhood identification signs.

**26.5** Signs shall be maintained in good condition.

**26.6** Garage sale signs are permitted providing they are removed at the end of the day of the sale. (See *In-Home Business Guidelines*, Page 23, Section 6.0)

**26.7** An application for a sign should include drawings of all details of the sign, including lettering, size, color, materials, and exact location on a plot plan of your property.

## **27.0 SKYLIGHTS**

A complete application is required for all skylights. The frame should blend with the roof.

## **28.0 SOLAR COLLECTORS**

**28.1** A complete application is required for all solar collectors.

**28.2** Solar collectors have a large visual effect on a structure's appearance; therefore, it is important to properly integrate collectors into the design of the house so as to conceal them as much as possible.

**28.3** Collectors should be located to give maximum advantage to the user but minimum visibility from the street, open space, or adjacent properties. Solar collectors on a sloping roof should be parallel to the roof surface. Collectors on a flat roof should be set back and concealed with a parapet unless integrated with the roof design.

**28.4** Collectors should be constructed of glass with wood or metal trim. All trim should be painted to match the color of the associated element. All pipe work should be concealed.

**28.5** To the extent possible, freestanding collectors should be located behind the structure and completely concealed from the street, neighboring properties, and open space. Otherwise, they should be

worked into another architectural element.

## **29.0 STORM WINDOWS, DOORS, AND SCREENS**

No application is required for screens, storm windows or storm doors so long as the color and style matches the house and the storm doors are of a straightforward design without decorative embellishment. All other types of door and window alterations require an application.

## **30.0 SWING SETS, SANDBOXES, PLAY HOUSES AND PLAY EQUIPMENT.**

**30.1** Swing sets and sandboxes should be located behind the house as inconspicuously as possible, at least 10 feet from the rear and side property lines.

**30.2** An application is not required for play equipment and swing sets of open construction less than 8 feet in height and 10 feet in width, as long as they are at least 10 feet from the rear property lines and within lines extending from the rear of the house defined by the sides of the dwelling.

**30.3** Sandboxes do not need an application, if they are less than 20 feet square and 1 foot in height. Sandboxes must meet the above location criteria.

**30.4** A complete application is required for playhouses and all other play equipment.

## **31.0 TEAR DOWNS/NEW CONSTRUCTION APPLICATION PROCEDURE (Also See Additions, Page 5, Section 1.0)**

**31.1** An application is required for all new construction prior to building a new home on an existing lot. An exterior alteration application must comply with the following requirements, and all drawings must be easy to read:

**31.1.1** Time line with anticipated date for tear down of existing house or structure, as well as, the start date and completion date for the new construction.

**31.1.2** Elevation drawings of all sides of the house showing style, siding or façade materials, window placement, door and garage door placement, roof lines, walkways, driveways, porches, deck, gutters, shutters, and skylights.

**31.1.3** Dimensions of all sides of structure.

**31.1.4** Site plan showing full footprint of house and other structures.

**31.1.5** Description and color samples of all exterior building materials

**31.1.6** Landscape plan

**31.1.7** Lighting Plan

**31.1.8** Signatures of acknowledgment from affected and/or adjacent residents. **(A minimum of 4 required)**

**31.2** If the corners of the proposed structure are different from the existing house, please stake/mark out these corners to provide a visual reference.

**31.3** Consideration must be given to the proportional scale and architectural style of the proposed construction as it relates to the lot and other properties in the neighborhood/street. Additions should be architecturally consistent with the existing shape, style, and size of the dwelling.

**31.4** New construction may not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions, including conditions during construction.

**Any changes to the original application that take place during the planning or building phase of construction, including those made by the county or other authorities, will require a new application.**

**31.5** After Approval:

**31.5.1** Before digging, call Miss Utility for the location of underground utilities. This service is provided free of charge and is required by law.

**31.5.2** Any construction close to the Columbia Association's Open Space could adversely affect that Open Space. Contact the Land Management Division of the Columbia Association for their

permission to use Open Space PRIOR to any use during construction. The lot owner is responsible for ensuring that contractors do not dump materials or damage Open Space land.

**31.5.3** The applicant is responsible for obtaining all permits and approvals from any relevant agencies such as the County, Homeowner's Associations, etc. Applications to said agencies may be submitted concurrently with the architectural application to save time on your project. Approval of the exterior alteration application by the village does not constitute a representation that applicant is in compliance with county, state or homeowners' association codes.

**31.5.4** Construction should be completed in accordance with the timeline submitted by the applicant.

**31.5.4.1** Any request for extensions of this time frame must be submitted in writing to the covenant advisor. Work should be done in a professional manner. Trash, bulk materials, and general disruption of the work site should be kept to a minimum.

**31.5.4.2** Remember that alterations made to a lot without architectural approval are done at the owner's own risk, considered to be in violation of village covenants and are subject to removal by owner at the owner's expense.

#### **USEFUL NUMBERS:**

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

**Columbia Association Open Space Management: 410-312-6330**

**Howard County Licensing and Permits: 410-313-2455**

#### **TREES (See Page 12, Section 18.2)**

#### **32.0 VEGETABLE GARDENS (See *Landscaping*, Page 12, Section 18.0, *Plantings*, Section 18.1)**

**32.1** An application is not required if the garden is:

**32.1.1** within 15 feet from the rear of the house;

**32.1.2** less than 200 square feet; and

**32.1.3** planted on a grade, which does not cause drainage problems to other properties.

**32.2** An application is required for all other situations.

**32.3** All gardens must be properly maintained. Dead vegetation and plant supports must be removed at the end of the growing season.

**32.4** Vegetable garden fencing should be no taller than 36 inches, and should be as inconspicuous as possible; vegetable gardens should be installed only during the growing and planting season, and should be cleared at all other times.

Advice on gardens, landscaping, and planting, can be obtained from the Howard County Office of the University of Maryland Cooperative Extension Service (Home & Garden Center) at **1-800-342-2507** or visit their Web site: "**www.agnr.umd.edu**".

#### **33.0 VEHICLES, BOATS, TRAILERS, AND CAMPERS**

**33.1** Major repair or renovation of vehicles, including but not limited to automobiles, vans, SUVs, trucks, tractors, boats, trailers, campers, and similar equipment is prohibited except in enclosed garages. If you are doing minor repairs, you must cleanup your materials and tools before the end of the day.

**33.2** Boats, trailers, campers, and recreational vehicles, any vehicle larger or wider than a standard parking space, any vehicle with commercial lettering or signs, commercial vehicles, any and all inoperable vehicles, any and all unregistered vehicles, or any similar items shall not be parked or stored in the open on any lot without the written approval of the Architectural Committee. Discreet business lettering may be permitted with Architectural Committee approval.

**33.3** Any and all vehicles must be parked on driveways or parking pads unless otherwise approved by

the Architectural Committee.

**33.4** Proposals for parking vehicles in locations other than driveways or parking pads must be accompanied by a plan for complete screening. Storage in a carport does not constitute screening unless the carport itself is screened.

#### **34.0 WOODPILES**

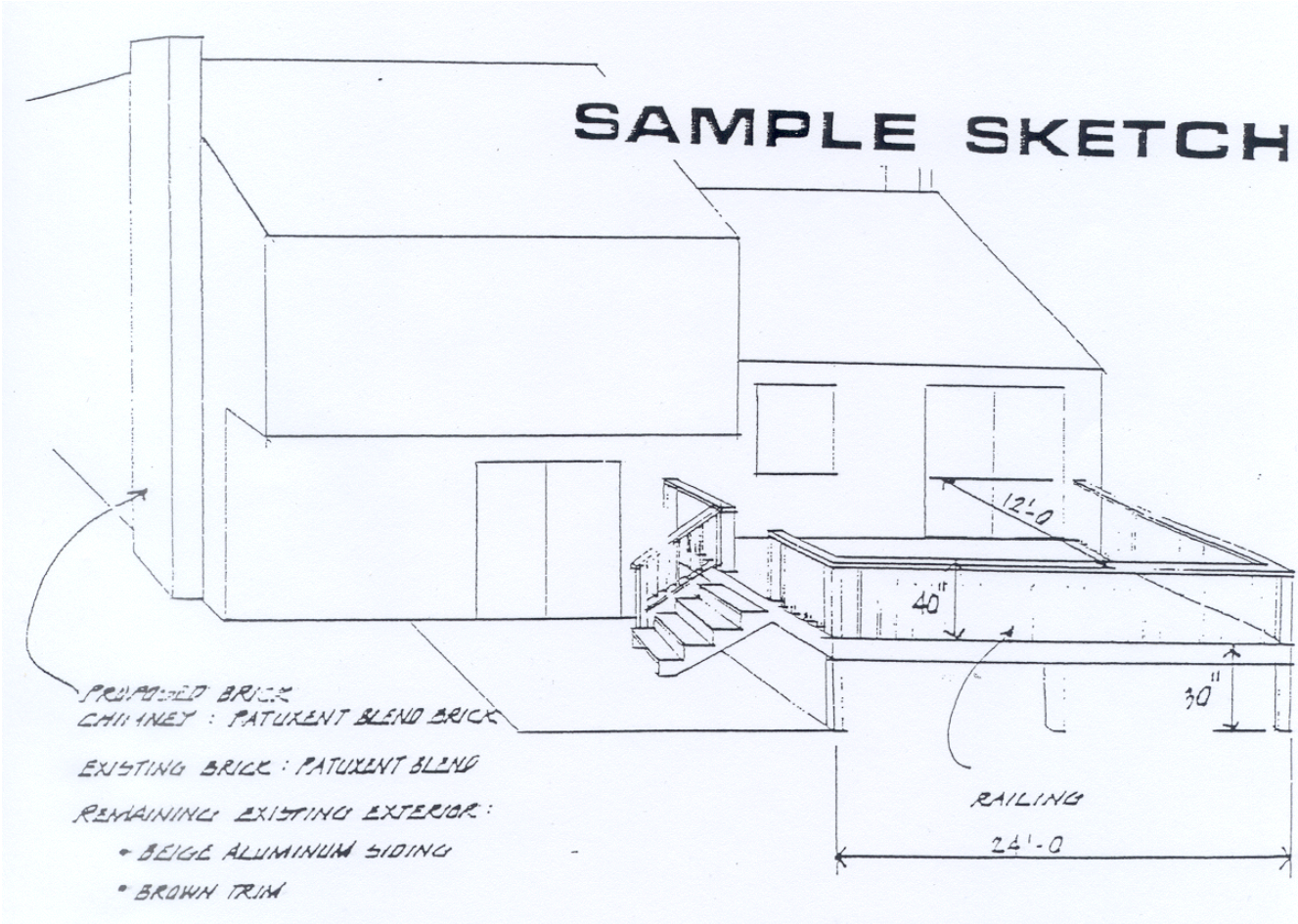
Firewood should be stacked and maintained in good order, and should be located in an inconspicuous place. Woodpiles are not acceptable in front of the front line of the house, or on driveways. The Architectural Committee may limit the amount of wood to a reasonable level.

#### **35.0 OTHER ALTERATIONS**

It is impossible to write guidelines that include all exterior changes. If your proposed alteration is not mentioned in these guidelines, please submit a complete application with drawings using an appropriate scale, and details concerning materials, color, and affect on neighboring properties.

**Contact the Covenant Advisor with questions about the guidelines or the application process.**

**SAMPLE SKETCH**







# Oakland Mills Community Association EXTERIOR ALTERATION APPLICATION

**PLEASE MAIL OR DELIVER TO:**

Oakland Mills Community Association  
5851 Robert Oliver Place  
Columbia, Maryland 21045  
ATTN: Covenant Advisor (email: [omcacov@columbiavillages.org](mailto:omcacov@columbiavillages.org))  
WEB: <http://oaklandmills.columbiavillages.org>

<b>FOR OFFICE USE ONLY</b>		
OM #	_____	
DATE REC'D	_____	
RAC:	_____	
AC REVIEW DEADLINE:	_____	
SEC	AREA	LOT
AC APPEAL:	_____	

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

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

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL: \_\_\_\_\_

The Resident Architectural Committee meets on the first and third Thursday of each month at 7:30 p.m. at The Other Barn. Your application will be assigned to a committee member for review. Please check in The Grist, in the lobby of The Other Barn or on our Web site: <http://oaklandmills.columbiavillages.org> for submission deadlines. You are encouraged to attend the meeting at which your application is considered. Please call the Covenant Advisor if you are unsure of the specific date of that meeting.

**DESCRIPTION OF PROPOSED CHANGES:**

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

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE ATTACHED TO THE APPLICATION:**

- OFFICIAL SITE PLAN-with dimensions, boundaries, present structures, & proposed alteration
- SCALE DRAWINGS-of proposed construction including elevations/all views
- COLOR/MATERIAL SAMPLES-roof, siding, trim, paint chips, etc.
- LIGHTING DESIGN-if appropriate
- DRAWING OF HOUSE IF CHANGING ORIENTATION OF SIDING

**ACKNOWLEDGEMENT OF AFFECTED AND ADJACENT RESIDENTS: (at least two required)**

(Note: Affected and surrounding residents signature indicates awareness of intent, not approval or disapproval. If you have any questions concerning this application, please call the Covenant Advisor at 410-730-4610 or 301-596-5237. Residents input may be given at open committee meetings.)

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

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

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

**INSTRUCTIONS TO THE APPLICANT:**

1. Approval of this application does not authorize violation of any provisions of the Howard County building and zoning codes. Obtain building permit by calling 410-313-2455.
2. Approval by the Architecture Committee may also be subject to local association covenants or restrictions. In most cases the more restrictive criteria shall apply; therefore, it is the homeowner's responsibility to insure compliance with all applicable restrictions.
3. Any approval is contingent upon work being completed in an acceptable 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 Architecture Committee.
4. The entire project must be completed within 180 days after construction begins.
5. Processing of this application will normally take 30 days, although the Covenants allow up to 60 days for review. This application will be reviewed initially by the Resident Architecture Committee which meets the first and third Thursday of each month. A list of applications to be reviewed at each meeting is posted two weeks prior to the meeting in The Other Barn (Oakland Mills Community Association office).
6. **EXTERIOR ALTERATIONS BEGUN WITHOUT PRIOR APPROVAL OF THE ARCHITECTURE COMMITTEE ARE IN VIOLATION OF THE COVENANTS AND AT THE APPLICANT'S OWN RISK. COPIES OF THE COMPLETE ARCHITECTURAL GUIDELINES ARE AVAILABLE AT THE OTHER BARN (OAKLAND MILLS COMMUNITY ASSOCIATION OFFICE).**

**IF YOU HAVE ANY QUESTIONS CALL THE COVENANT ADVISOR AT 410-730-4610 OR 301-596-5237.**

**RECOMMENDATION OF THE RESIDENT ARCHITECTURE COMMITTEE (RAC):**

\_\_\_\_ Approved as submitted, DATE OF REVIEW: \_\_\_\_\_

\_\_\_\_ Approved with the following provisions, DATE OF REVIEW: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Denied for the following reasons, DATE OF REVIEW: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Tabled for the following reasons, 1st TABLE DATE: \_\_\_\_\_ 2nd TABLE DATE: \_\_\_\_\_

1st  
TABLE: \_\_\_\_\_  
\_\_\_\_\_

2nd  
TABLE: \_\_\_\_\_  
\_\_\_\_\_

FOR RAC: \_\_\_\_\_ FOR RAC: \_\_\_\_\_

**ARCHITECTURE COMMITTEE ACTION:**

Approve RAC Recommendations: \_\_\_\_\_

Other Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of AC member: \_\_\_\_\_ DATE: \_\_\_\_\_

**If you disagree with this decision you may, within ten days of receipt of this notice, notify the Covenant Advisor in writing of your intent to appeal. You will be notified of the appeal date.**

**ARCHITECTURE COMMITTEE APPEAL ACTION:**

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

Signature of AC Member: \_\_\_\_\_ DATE: \_\_\_\_\_

## **IN-HOME BUSINESS**

An *In-Home Business* is any business or commercial enterprise conducted on a residential lot, except for licensed in-home day care as provided in the Maryland Real Property Code. It is neither the intent nor the desire of the Architectural Committee to regulate the lifestyle of village residents. However, the Committee is responsible for ensuring that any In-Home Business does not adversely affect the character of the neighborhood.

**1.0** For purposes of this guideline, renting to boarders, and assisted living are considered as In-Home Businesses.

**2.0** Owners who are considering renting their properties must conform to Howard County Code, and a landlord license is required.

**3.0** You must submit a complete application for all In-Home Businesses, unless ALL of the following are true:

**3.1** The business has no clients, sales people, or others visiting the home.

**3.2** The business has no employees other than the property owner(s) residing in the dwelling.

**3.3** The business has no sign or other advertising device on the lot.

**3.4** Examples of in-home businesses that would be exempted include those businesses that conduct business by telephone or the computer, editing, etc.

**4.0** The following conditions **must be met** in order to receive approval for the application:

**4.1** An applicant for any in-home business must reside on the property.

**4.2** The business may employ only one person in addition to those residing in the dwelling.

**4.3** The business must be clearly incidental or secondary to the residential use of the dwelling.

**4.4** The business must not require the use of a commercial vehicle or require one to be parked on the property, except when enclosed.

**4.5** The business must not involve the sale of goods or merchandise on the premises.

**4.6** The business must not require the outdoor storage of materials, equipment, or supplies.

**4.7** The business must 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 typical residential use.

**4.8** The business must not create a safety hazard, unpleasant odors, undue noise, pedestrian or vehicular traffic, or which will make unusual demands on community facilities or services.

**4.9** The business must not use Village land or open space as part of the business.

**4.10** The business may not have signs or advertising devices of any nature anywhere on the lot, including advertisements on vehicles. However, this restriction does not prohibit professional titles such as M.D., Ph.D., or Attorney-At-Law on small (2 by 4 inches) nameplates on doors or adjacent to doorbell buttons for approved in-home businesses.

**5.0 Conditions for approving an In-Home Business:**

**5.1** You must renew permission for an In-Home Business annually.

**5.2** Approval of an In-Home Business is non-transferable. You may not transfer permission for an in-home business to a new owner or to a new location.

**5.3** Any architectural or operational variance from the terms of an approved application will be considered a violation and will result in sanctions under the architectural process as provided in other sections of these guidelines and may result in withdrawal of permission to operate the business or denial of future permission.

## **6.0 Exceptions**

No approval is required for occasional casual use, such as children's ventures, garage sales or yard sales, provided all evidence of the use is removed at night, and that such use is not conducted more than six times in any six month period.



**Oakland Mills Community Association  
IN-HOME BUSINESS APPLICATION**

*If you have any questions concerning this application or the review process call the Covenant Advisor at 410-730-4610 or 301-596-5237.*

<b>FOR OFFICE USE ONLY</b>	
OM #	_____
DATE REC'D	_____
RAC:	_____
AC REVIEW DEADLINE:	_____
SEC ____ AREA ____ LOT ____	
AC APPEAL:	_____

**PLEASE MAIL OR DELIVER TO:**

Oakland Mills Community Association  
5851 Robert Oliver Place  
Columbia, Maryland 21045  
ATTN: Covenant Advisor

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:**(h) \_\_\_\_\_ (w) \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**\*PLEASE NOTE: OWNER/TENANT MUST RESIDE ON THE PROPERTY IN ORDER TO OPERATE AN IN-HOME BUSINESS IN OAKLAND MILLS.**

**Describe the nature of the in-home business you propose to conduct: (include hours of operation)**

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

**Will the business require a commercial vehicle to be parked on the property? (If yes, Architecture Committee (AC) approval necessary)**

\_\_\_\_\_

**Discuss the parking requirements of the proposed business:** \_\_\_\_\_

\_\_\_\_\_

**How would goods be delivered to or shipped from your residence?** \_\_\_\_\_

\_\_\_\_\_

**What is the maximum number of customers or clients expected at any onetime?** \_\_\_\_\_

**What parking is available to them?** \_\_\_\_\_

**How will the business impact on the neighbors (e.g. traffic, noise, odors, other hazards)?** \_\_\_\_\_

\_\_\_\_\_

**Will the business require the sale of goods or merchandise on the premises?** \_\_\_\_\_

\_\_\_\_\_

**Will the business require the outdoor storage of materials, equipment, or supplies?** \_\_\_\_\_

**If you are renting rooms to boarders/renters, how many boarders/renters do you expect to have at any one time?** \_\_\_\_\_

**Is off-street parking available?** \_\_\_\_\_

**How long do you expect the average boarder/renter to stay?** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INSTRUCTIONS TO THE APPLICANT:**

1. Approval of this application does not authorize violation of any provision of the Howard County building and zoning codes and licensing regulations.
2. Approval by the Architectural Committee may also be subject to local association covenants or restrictions. In most cases the more restrictive criteria shall apply; therefore, it is the homeowner's responsibility to ensure compliance with all applicable restrictions.
3. Processing of this application will normal take 30 days, although the Covenants allow up to 60 days for review. This application will be reviewed initially by the Resident Architectural Committee which meets the first and third Thursday of each month.
4. Approval of this application is valid for one year unless otherwise stated. You are responsible for re-applying before your approval expires.

**ACKNOWLEDGEMENT OF AFFECTED AND ADJACENT RESIDENTS: (at least two required)**

(Note: Affected and surrounding residents signature indicates awareness of intent, not approval or disapproval. If you have any questions concerning this application, please call the Covenant Advisor at 410-730-4610 or 301-596-5237. Residents input may be given at open committee meetings.)

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

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

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

**RECOMMENDATION OF THE RESIDENT ARCHITECTURE COMMITTEE (RAC):**

\_\_\_\_ Approved as submitted, DATE OF REVIEW: \_\_\_\_\_

\_\_\_\_ Approved with the following provisions, DATE OF REVIEW: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Denied for the following reasons, DATE OF REVIEW: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Tabled for the following reasons, 1st TABLE DATE: \_\_\_\_\_ 2nd TABLE DATE: \_\_\_\_\_

1st TABLE: \_\_\_\_\_

\_\_\_\_\_

2nd TABLE: \_\_\_\_\_

\_\_\_\_\_

FOR RAC: \_\_\_\_\_ FOR RAC: \_\_\_\_\_

**ARCHITECTURE COMMITTEE ACTION:**

Approve RAC Recommendations: \_\_\_\_\_

Other Action: \_\_\_\_\_

\_\_\_\_\_

Signature of AC member: \_\_\_\_\_ DATE: \_\_\_\_\_

If you disagree with this decision you may, within ten days of receipt of this notice, notify the Covenant Advisor in writing of your intent to appeal. You will be notified of the appeal date.

**ARCHITECTURE COMMITTEE APPEAL ACTION:**

\_\_\_\_\_

\_\_\_\_\_

Signature of AC Member: \_\_\_\_\_ DATE: \_\_\_\_\_