LONG REACH
COMMUNITY ASSOCIATION

Architectural Guidelines

Dear Neighbor:

The Architectural Committee of Long Reach hopes that you will find this revision of the Guidelines useful and clear.

Much of the information is unchanged but some additions and deletions have been made in an ongoing effort to make this process as understandable as possible. Despite the best intentions of the many people who worked on this project, you may have questions not answered here. Please let us know what they are so we cannot only help you but also note ways to improve our efforts next time.

If you have questions about the Architectural Guidelines, please contact the Covenant Advisor at Stonehouse at 410-730-8113 or email info@longreach.org.

Revised October 2005
Revised February 2006
Revised August 2007
Revised August 2008
Revised July 2009
Revised January 2011
Revised May 2011
Revised November 2020

Responsibility and Authority

The Long Reach Village Covenants, Article VII for Architectural Committee and Architectural Control states in 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 an 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.”

The Long Reach Architectural Committee has the authority to require property owners to abide by the provisions of the Village Covenants and by the Architectural Guidelines and procedures described in the following pages. Article VII, Section 7.05 of the Long Reach Village Covenants states, “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 statements of policy with respect to approval or disapproval. 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 Long Reach Village Covenants and (ii) that the plans and specifications, as approved, and any condition attached to any such approval, have been adhered to and complied with in regard to all Structures on uses of the Lot in question.”

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What Are the Covenants?

The Long Reach Village Covenants are one of the many pieces of paper you (or your landlord) received at the time of settlement on your property. We hope you have read and understood them; if not, portions are summarized in this booklet. Copies of the Covenants and Guidelines are available on our website, longreach.org.

The Covenants are a binding legal obligation between Long Reach Community Association and all its residents. Each of the other villages in Columbia has similar covenants, or contracts. The Covenants assure residents of 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. They are 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 are dealing with your friends and neighbors in the Village of Long Reach. It is our intent and duty to help you in every way to obtain the fullest enjoyment of your property and common CA owned property, consistent with your obligations to other residents.

What are the Architectural Guidelines?

The Long Reach 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. The Guidelines also describe conditions that are likely to be in violation of the Covenants.

Why Do We Have Architectural Controls?

Many people who have lived in communities without architectural controls have seen or experienced a well maintained house next to one which has been allowed to deteriorate or has a lawn strewn with junk. These are, of course, extreme circumstances, but none of us wants to live near or have to look at an eyesore. The architectural controls in the Long Reach Village Covenants are designed to prevent excesses and abuses, while affording flexibility in property use.

How Closely Must I Adhere to the Guidelines?

The Covenants give to the Architectural Committee the responsibility to set rules and procedures for architectural control, and the power to interpret the Covenants and allow exceptions to their requirements. The Guidelines presented here have been written by the Resident Architectural Committee and the Architectural Committee, then formally approved by the Village Board.

Based upon the policies and previous decisions of the committees, the Guidelines will tell you what is most likely to be approved in typical circumstances and also give you important

information on how to prepare your application (see sample in the back). Special circumstances regarding your property may allow the approval of an application which might be denied for another location or the denial of one which might be approved for somewhere else.

How Does the Architectural Process Work?

The Long Reach Village Covenants provide for an Architectural Committee (AC). Since the duties of the AC are many and varied, it is assisted in routine architectural control matters by a volunteer Resident Architectural Committee (RAC). Both the AC and the RAC are volunteers appointed by the Village Board.

In addition, the Village employs Covenant Advisors who are available at Stonehouse to assist with Exterior Alteration Applications, complaints, and inquiries on architectural and maintenance matters and who also carry out certain duties associated with Covenant enforcement.

If you want to make exterior alterations, including landscaping, or would like to start an in-home business, your first step is to consult the Guidelines in this booklet. They will tell you what requires an application and will help ensure that your planning is complete. A copy of each form is included in this booklet and copies are available at Stonehouse, the village office, and on our website longreach.org. If you have questions, consult the Covenant Advisor.

What Is the Regular Process?

Once your application has been received at Stonehouse, it is previewed by the Covenant Advisor for completeness. If the Covenant Advisor notes that required information is missing, the application will be returned to you via email or letter, noting what is missing. When the application is deemed complete, it will be stamped received, assigned a log number, and placed on an agenda. Resident Architectural Committee meetings are open to the public and meetings are held every other Wednesday at 7:00 p.m. An occasional date shift may occur due to a holiday.

At the RAC meeting, your application will be presented and discussed. You will be invited to join the discussion if you attend. At the first meeting after submission, the RAC previews your application and decides if a site visit or more information is necessary. During the second meeting after submission, the RAC may take several actions:

- Vote to approve the application
- Vote to approve with stipulations or as amended
- Vote to approve as an exception to the Architectural Guidelines
- Vote to postpone for additional information or a site visit
- Vote on applications with multiple changes (approve some alterations, deny others)
- Vote to deny the application

Whichever action the RAC takes, you will be notified by email within a few days and you may call Stonehouse or visit our website longreach.org to find out the results. If your

application was denied, a letter will be mailed outlining the steps you need to take if you wish to appeal.

Submit applications early, allowing four weeks for processing. All applications require processing and those under consideration for the regular process must be received two weeks prior to a RAC meeting to be on that meeting's agenda. During the processing period, you can obtain any necessary permits or variances required by Howard County.

ANY APPLICATION SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL BE NEITHER STAMPED "RECEIVED" NOR LOGGED IN AND WILL BE RETURNED TO THE PROPERTY OWNER(S) FOR COMPLETION.

PLEASE NOTE: Howard County and Long Reach Village have independent approval processes and approval by one does not relieve you of the responsibility to obtain approval of the other**.**

Once your Exterior Alteration Application is approved, all the work specified must be completed within 120 calendar days once the work has started. If you decide not to carry out the project or some emergency arises to delay work, advise the Covenant Advisor promptly, in writing or by email requesting an extension. Failure to keep your file up-to-date and accurate can cause complications when the property is sold.

Although this process may seem complex and rigid, it is one that works because our residents, including those on the AC and the RAC, are interested and cooperative. Every effort is made to help applicants and to find compromises where necessary. Hundreds of Exterior Alteration Applications are speedily and satisfactorily approved each year and only a handful are appealed.

What Is the *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. The Guidelines note those alterations which are eligible and outline the specific criteria required for the ***Fast Track*** process. Due to scheduling conflicts and unforeseen circumstances, this process may not be available during all weeks of the year.

Exterior alterations eligible for ***Fast Track*** are:

- Air Conditioning Units
- Basketball backboards
- Compost Bins
- Decks
- Fences (townhouse only)
- Flag Brackets
- Landscape edging
- Patios
- Sheds
- Siding
- Skylights and light tunnels
- Solar collectors
- Wheelchair ramps

All Exterior Alteration Applications for consideration under the ***Fast Track*** process must be submitted by noon any Monday. The Exterior Alteration Application form for the ***Fast Track*** process is the same form used for all exterior alteration requests. The Covenant Advisor will review the submitted Exterior Alteration Application for ***Fast Track*** eligibility and completeness.

The Exterior Alteration Application **must be complete** at the time of submission for consideration under the ***Fast Track*** process. This includes all required supporting documentation, and **signatures of at least two visually affected property owners surrounding the applicant's property**. Neighbors' signatures indicate awareness of intent, not the approval or disapproval of the proposed change.

If the Exterior Alteration Application is complete and meets the criteria for ***Fast Track*** review, it will then be approved or disapproved by a member of the Architectural Committee and you will be notified by email by end of business on the Thursday following the submission.

If your Exterior Alteration Application is not eligible for the ***Fast Track*** process, it will automatically be shifted to the regular process and reviewed at a regularly scheduled RAC meeting. The decision to shift a ***Fast Track*** Exterior Alteration Application to the regular process is final.

Exceptions to the Architectural Guidelines

While exceptions to the Architectural Guidelines may be denied, approval of an exception must receive a positive vote at two consecutive RAC meetings.

Appeals

If you, the applicant, want to appeal an unfavorable action by the AC, your request must be submitted in writing or via email within 10 calendar days after you receive written notice of that action. Appeal requests should be addressed to:

Long Reach Community Association
6110 Foreland Garth
Columbia, Maryland 21045
Architectural Committee
Attn: Covenant Advisor

The AC will then arrange to hear the appeal. Their decision is then legal and binding and can only be changed in court.

What If I Don't Wait for Approval?

If you start an alteration or in-home business without first getting written approval of your plans, you do so at your own risk. If you fail to submit an application or if your application is modified or denied, you may face the cost of removing the alteration plus legal costs. The Long Reach Village Covenants provide means for placing such costs as a lien against your property. These circumstances may also arise if your property has been altered without approval before you purchased it.

In cases such as these, every effort is made to work out a reasonable solution to the problem. The best solution, however, is prevention. If you are selling a property in Long Reach, call the Covenant Advisor and submit a request for a Letter of Compliance for the property. The Covenant Advisor will perform an inspection of your property and let you know if there are any items that are not in compliance with the Long Reach Village Covenants and/or Architectural Guidelines, and will provide you with information on what you can do to bring your property into compliance.

How Can I Find Out About Proposed Exterior Alterations?

Residents are welcome to attend Resident Architectural Committee (RAC) Meetings, which are open to the public. RAC Meeting Agendas list the Exterior Alteration Applications and In-Home Business Applications up for review. RAC Meeting Agendas are posted on our website, longreach.org, and are also available at Stonehouse.

Please remember that signing an application for your neighbor does not indicate your approval of the proposed alteration, only your awareness of the intent. If you are opposed to a proposed alteration, consider discussing your concerns with your neighbor. If that is impossible, contact the Covenant Advisor at the Village Office, either by phone or in writing and indicate the reasons for your opposition. You also have the right to present testimony in person at the scheduled RAC meeting.

What Is the Process for Covenant Enforcement?

Enforcement of the Village Covenants is the job of every resident, but the routines are carried out by the Covenant Advisor. When architectural complaints are brought to the attention of the Covenant Advisor, they are kept confidential and investigated as soon as possible. If a violation is confirmed, the property owner is contacted and asked to correct the problem, either by removal or submission of an application or, in the case of a maintenance problem, by repair. Our experience has been that most problems are corrected at this stage.

If this contact does not result in action, the property owner will receive formal notification requesting action and if the problem is not corrected within the stipulated time, legal action may be initiated.

One Final Note

Members of the RAC and AC and the Covenant Advisors are human and always strive to do their best to serve the village residents. We are proud of our accomplishments and embarrassed by our errors. We appreciate your help and cooperation in keeping the Village of Long Reach a beautiful place to live.

Very Important Advice

Miss Utility

Before digging, call Miss Utility (1-800-257-7777) for free information on location of gas, power, and telephone lines.

Tell HoCo

Report non-emergency neighborhood issues to Howard County Government from a smartphone, tablet, or desktop computer. Report damaged street signs, street tree issues, roadway concerns, and more.

- Website: Howardcountymd.gov/Sty-In-Touch/Tell-HoCo
- Mobile App: Tell HoCo

Howard County Permits

IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN **ALL** NECESSARY PERMITS AND APPROVALS FOR ANY PROJECT. LOCAL AUTHORITIES AND LONG REACH VILLAGE HAVE SEPARATE AND INDEPENDENT PROCESSES. PERMISSION FROM ONE DOES **NOT** GRANT APPROVAL FOR ANY OTHER AUTHORITY.

Some of the agencies that may require separate applications are listed below. Please ask if your project requires any other type of license or permit when you contact these offices:

- Howard County Licenses and Permits - 410-313-2455
  - Building Permits
  - Electrical Permits
  - Plumbing Permits
  - Contractors Licenses
  - Rental Housing Licenses
  - Solicitor/Peddler Licenses
  - Traders Licenses
- Howard County Dept. of Planning & Zoning - 410-313-2350
- Howard County Information & Referral - 410-313-3000

GUIDELINES

GUIDELINE 1

AIR CONDITIONING and HEATING SOURCES, GENERATORS and ABOVE GROUND FUEL TANKS *

Fast Track process available

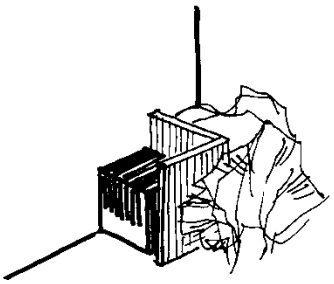
1. No Exterior Alteration Application is required for the replacement of an existing air conditioning unit(s) if the location and the number of unit(s) does not change.

2. Generally, window and wall units will not be approved.

3. The preferred location for heat or air conditioning sources, generators, and fuel tanks is as close to the rear of the house as possible.

4. Heat or air conditioning sources, generators and fuel tanks locations may require screening.

5. An Exterior Alteration Application is required for:
   - A location change to any air conditioning unit
   - An additional air conditioning unit
   - A wall or window unit
   - A heating source
   - A generator
   - An above ground fuel tank



AIR CONDITIONER SCREENED FROM VIEW

Fast Track **Requirements:**

Fast Track is available for air conditioning units that are installed on or relocated to another ground location.

APPLICATION REQUIREMENTS:

- A site plan showing the location of the air conditioning or heating source, generator, or above ground fuel tank, as well as any proposed screening.
- A photo of the home showing the location of the unit if the source is in a window or on a wall.
- Material description, including the dimensions and color of unit or tank.
- Description of any drainage pipes, including dimensions, color, and location, if applicable.
- Color photo and/or brochure showing the unit or tank.
- Material description of any proposed screening, including dimensions and color for fencing, if applicable.

GUIDELINE 2

ANIMAL SHELTERS AND DOG RUNS

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all dog runs and animal shelters.

2. Dog runs and animal shelters should be located behind the house, preferably attached to the house, but as close to the house as possible. It should be situated so as not to be an inconvenience or nuisance to the neighbors. To ensure the privacy of adjacent neighbors, dog runs, and animal shelters shall not be located near property lines.

3. It is recommended that the fencing material be wood left natural, stained an earth tone or painted to match the house. If other fencing exists on the property, fencing for dogs should be the same type and color.

4. Color of animal shelter and roof must match house or blend in with its natural surroundings.

5. The size should be proportionate to the size of the house and lot.

6. Approval is contingent upon residents' commitment to keeping the area clean and to maintaining the structure in good condition.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the dog run or animal shelter in relation to the dwelling, property lines, adjacent homes, and other identifiable landmarks.
- Material description, including the dimensions, color, and style.
- Color photo and/or detailed drawing of the shelter or run.
- Color sample, if applicable.

GUIDELINE 3

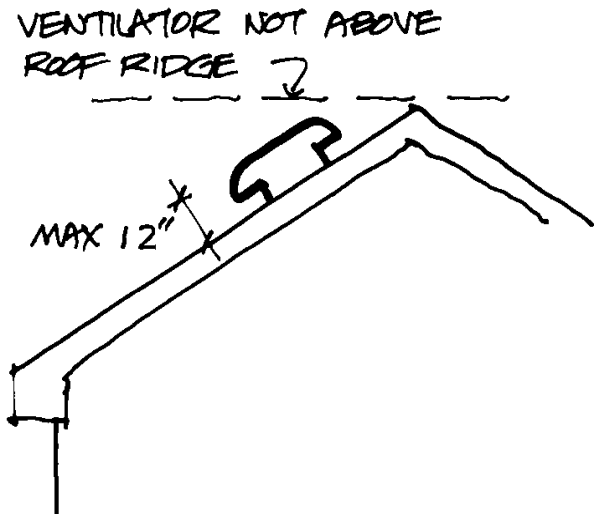
ATTIC VENTILATORS

No ***Fast Track*** process available

1. No Exterior Alteration Application is required for attic ventilators, including solar powered, if all of the following conditions are met:
   a. The ventilator is roof-mounted, located on the back or the least visible side of the roof, and does not extend above the ridgeline.
   b. No part of the ventilator protrudes more than 12 inches above the roof surface.
2. An Exterior Alteration Application is required if all the above conditions are not met.

APPLICATION REQUIREMENTS:

- Photo or diagram of the home showing the location of the attic ventilator.
- Material description, including the color, dimensions, and the style.



GUIDELINE 4

AWNINGS, ARBORS, PERGOLAS, SUN, AND GARDEN TRELLISES

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all awnings, arbors, pergolas, and trellises.

2. Awnings, arbors, pergolas, and trellises shall be compatible with the architectural character of the house, in terms of style, color and materials. Cloth, wood, and composite are the preferred materials.

3. Awnings are to be of straightforward design, of a solid, natural color, and without embellishments such as fringes, contrast trim, etc. However, awnings may have stripes that are natural in color or that complement the house and will be considered on a case-by-case basis.

4. Awnings, arbors, pergolas, and trellises shall be consistent with the visual scale and architecture of the house to which they are attached. The location of any awning, arbor, pergola, or trellis should not adversely affect views, sunlight, or natural ventilation of neighboring properties.

5. If awnings are to be removed, pipe frames, etc. must also be removed and repairs made, as necessary.

APPLICATION REQUIREMENTS:

- A site plan showing the location of the proposed structure.
- A scaled elevation drawing and roof plan, if applicable, showing the awning, or pergola in relation to the house.
- Description of method of attachment to house, if applicable.
- Material description, including dimensions, color, and style.
- Color photo, and/or detailed drawing.

GUIDELINE 5

BASKETBALL BACKBOARDS AND POLES (Installed & Portable)

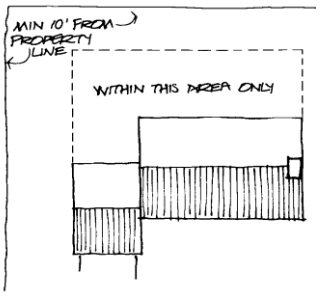
Fast Track process available

1. An Exterior Alteration Application is required for all basketball backboards and poles.

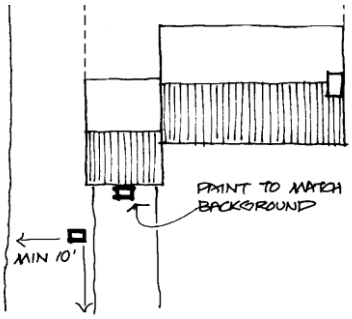
2. **If location is behind the house:** the backboard is firmly attached to the house, carport or garage, or is on a freestanding pole not within 10 feet of the rear and/or side property lines and not extending forward of the rear line of the house (see sketch a. below).

3. **If location is on the driveway:** the backboard must be firmly attached to the house, carport or garage or on a freestanding pole not within 10 feet of the nearest property line and must be closer to the house than to the street with a minimum of 10 feet to the street (see sketch b. below).

a.



b.



4. The backboard shall be clear, white, or painted to match the color of the area to which it is attached. A marker square of a contrasting color is allowed.

5. The entire unit, including the backboard, rim, net, and pole, shall not exceed 12 feet in height.

***Fast Track* Requirements**:

Fast Track is available if the proposed basketball backboard is clear, white, or painted to match the area in which it is attached and is attached to the front of the garage.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the basketball backboard or pole, and distance to property lines.
- Material description, including dimensions, and color of backboard and base/pole, (if applicable).
- Color photo of proposed basketball equipment.

NOTE: Howard County prohibits portable basketball poles on county right-of-ways and county streets.

GUIDELINE 6

CHIMNEYS (RESIDENTIAL) AND SMOKESTACKS

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all residential chimneys, flue, and smokestack (hereafter all referenced as chimney) installations.

2. Exterior chimney installations shall be in harmony with the applicant's and surrounding houses.

3. Masonry or siding enclosed construction is encouraged as the most architecturally appropriate style for chimneys.

4. Where there is an existing chimney on the house, specific details on both existing and the proposed chimneys must be provided (see paragraph 7).

5. Chimneys which exit through a wall or foundation or which run vertically along a wall shall be of brick or stone masonry construction or shall be boxed-in with materials which match the exterior wall in style and color.

6. All flashing must be painted to match the adjacent surface.

7. The following criteria apply to chimneys which exit through the roof:
   a. Conspicuous locations on the front slope of the roof should be avoided.
   b. The chimney should be boxed-in if located on the front slope of the roof ridge or any other location visible from the street.
   c. Chimneys located on the rear slope of the roof and not visible from the fronting street may not need to be boxed in.
   d. Exposed metal must be painted black, dark brown or the roof color.
   e. The height of the exposed metal section or the boxed-in chimney should be limited to the minimum permitted by the County building and fire codes.

8. Special care is needed to arrive at an architecturally suitable design when a second chimney is added. The following criteria apply in addition to those above when there is an existing chimney on the house (other than a builder-provided, through-the-roof installation for the central heating system). While each case must be considered separately, the following guides should be considered:
   a. Dissimilar chimneys should not be used unless it is impossible to see both at the same time.
   b. When a second chimney is to be added on the same end of a house as an existing boxed-in chimney, both flues should be run through the same enclosure.

continued…

GUIDELINE 6

CHIMNEYS (RESIDENTIAL) AND SMOKESTACKS *(continued)*

APPLICATION REQUIREMENTS:

- A site plan showing the location of the proposed chimney or smokestack in relation to the house, as well as any existing chimney.
- Elevation drawings showing the exact location of any existing and proposed chimney or smokestack.
- Material description, including dimensions, color, and style.
- Color photo, brochure, and/or detailed drawing.

GUIDELINE 7

CLOTHES LINES

No ***Fast Track*** process available

Only umbrella or retractable clothes-hanging devices are permitted and do not require an Exterior Alteration Application. These, however, must be located in the backyard, and removed from view daily between sunset and sunrise.

GUIDELINE 8

COMMERCIAL PROPERTIES

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all new construction and any changes to existing commercial property. New commercial construction shall be a two-step approval process.

2. The design for new commercial construction or changes to existing properties must be compatible with and of generally the same style, materials, and color(s) as that on existing neighboring commercial properties.

3. Landscaping for all commercial structures must be compatible in size and type with the landscaping of existing neighboring commercial properties. Shrubs and trees shall be kept pruned so as not to limit access to the entryways or view of the windows of the structure or to appear out of proportion to the size of the structure.

4. Advertising and promotional signs and posters installed on the inside of the windows may cover no more than 20% of any window surface area.

5. Lighting fixtures installed attached to the structure, along an entryway or in any parking area(s) must be of the same style, size and color as lighting fixtures existing on neighboring commercial properties.

6. **TWO-STEP APPROVAL PROCESS:**

   a. **Step One Approval** - Approval of GENERAL CONCEPT AND PLAN: The Exterior Alteration Application must contain the basic information as noted above. Approval of this preliminary Exterior Alteration Application does **not** constitute authorization for the construction or renovation of said structure to commence.

   b. **Step Two Approval** - Within 60 days after obtaining the Step One approval, the applicant must submit a copy of the approved Howard County building permit along with a statement that Howard County did not require any exterior changes to the original Exterior Alteration Application or the County did require exterior changes to the plans in the original Exterior Alteration Application and state the changes. This statement must include all measurements, drawings, color samples, etc., pertinent to the Exterior Alteration Application. Although the County may have issued the building permit, the applicant must obtain RAC approval of the revised Exterior Alteration Application.

APPLICATION REQUIREMENTS:

- See Guideline associated with proposed exterior alteration(s).

GUIDELINE 9

COMPOST BINS

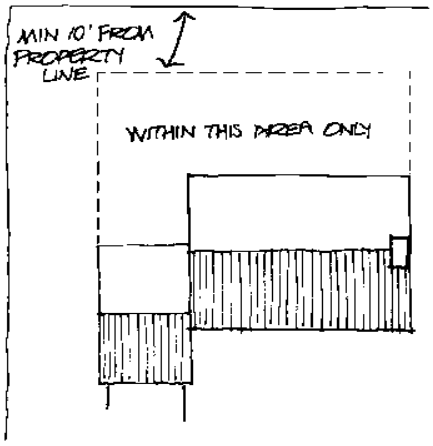
Fast Track process available

A compost bin is a contained, properly maintained area for decomposition of plant materials such as grass clippings, leaves and wood, not simply a dumping area. Because lots are small in Columbia and odors or pests are a primary concern, compost bins should not be used for meat or fish, dairy products, fats, oil, grease, or pet waste and should be turned regularly to speed composting.

1. An Exterior Alteration Application is required for all compost bins.

2. Compost bins shall be located in the rear yard, within the sidelines of the house and at least 10 feet from the rear property line.

3. Compost bins shall be no more than 4 feet square and 3 feet high.



***Fast Track* Requirements:**

Fast Track is available if the proposed compost bin meets all the above conditions.

APPLICATION REQUIREMENTS:

- A site plan showing the location of the proposed compost bin in relation to the house, property line and neighboring houses. On the site plan, clearly indicate the distance between the bin and property lines.
- Material description, including dimensions, color, and style.
- Color photo of proposed bin.

GUIDELINE 10

DECKS AND PATIOS

Fast Track process available

1. No Exterior Alteration Application is required for deck and patio replacement if there are no changes to material, style, dimensions, and location.

2. An Exterior Alteration Application is required for decks and patios in all other situations.

3. The design, location and size of the structure shall conform to the design and scale of the house and its relationship to neighboring dwellings. Decks (including stairs) on townhouses shall extend no more than 14 feet from the rear wall of the house to the outside edge of the deck.

4. Decks and patios should disturb the existing contours as little as possible. Terracing is to follow existing land contours and should be built in small increments, or a safety railing should be provided.

5. Railing height must fall between 36 and 42 inches.

6. Patios should extend no more than twenty (20) feet from the rear of the dwelling or one-third of the distance from the rear of the dwelling to the rear property line, whichever is less.

7. Patios should not protrude beyond the sides of the house.

8. It is recommended that materials be left natural or stained, in certain circumstances. Composite deck materials will be considered in earth tones, gray, or white colors that match the existing house. For patios, consider using permeable pavement or pavers.

Fast Track **Requirements:**

Decks eligible for the ***Fast Track*** process must meet all criteria above in addition to the following:

1. Decks must have square or rectangular floors constructed of pressure treated wood or composite (man-made materials) and be in the tan, brown or gray color range and 2" x 2" picket railings or round aluminum balusters and railing systems.

2. Patios eligible for the ***Fast Track*** process must be square or rectangular, constructed of unpainted concrete, brick, pavers, or slate, pressure treated wood or composite and be in the tan, brown or gray color range.

continued…

GUIDELINE 10

DECKS AND PATIOS *(continued)*

APPLICATION REQUIREMENTS:

- Site plan showing the relationship of the structure to the house and other adjacent structures.
- Drawings showing the dimensions, style, and elevation of the structure, including railings, benches, planters, and steps, if applicable.
- Material description of decking and railing, and/or patio, including the color, and style/pattern.
- Description of proposed lawn contour changes and any plantings to be removed or moved for the construction of structure.
- Description of any equipment, such as meters or heating or air conditioning sources which will be relocated.
- Color photo or sample of material being used. This is not required for decks made of pressure treated lumber, left natural or for patios made of unstained Portland concrete with no stamped pattern.
- Color sample of stain, if applicable.

GUIDELINE 11

DECORATIVE OBJECTS, EXTERIOR LIGHTING, HOUSE NUMBERS, AND FLAG POLES & BRACKETS

Decorative Objects

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all exterior decorative objects whether they are natural or man-made.

2. Typical exterior decorative objects include, but are not limited to, birdbaths, wagon wheels, sculptures, fountains, ponds, sundials, rocks or rock gardens, flagpoles, low flower and shrub border fencing, free standing poles of any type, banners with their brackets and items attached to approved structures.

3. Natural exterior decorative objects (such as driftwood and stones) will be considered for both front and rear yards.

4. Generally, man-made decorative objects will be considered for the rear yard only.

5. Objects will be evaluated on siting, proportion, color, and appropriateness to surrounding environment.

Exterior Lighting

No ***Fast Track*** process available

1. Security lights must be able to be aimed and must be aimed onto applicant's property only.

2. The use of motion-sensor lighting is encouraged to minimize impact on neighboring properties and the environment. Yellow LED light bulbs are a good eco-friendly alternative for outdoor lighting as they provide sufficient illumination while attracting fewer insects.

3. No Exterior Alteration Application is required for exterior replacement fixtures that are in keeping with the style of and are attached to the house.

4. An Exterior Alteration Application is required for adding exterior lights or fixtures not included with original structures, and for removal of original light fixtures.

continued…

GUIDELINE 11

DECORATIVE OBJECTS, EXTERIOR LIGHTS AND HOUSE NUMBERS, FLAG POLES & BRACKETS (*continued)*

House Numbers

No ***Fast Track*** process available

1. All house numbers should be visible from the street and in a contrasting color from the background to which they are attached.

2. No application is required for house numbers in the following cases:
   a. The numbers are hung from existing gas or electric exterior front yard lamp post and the sign containing such number is no more than12 inches in length and 5 inches in height.
   b. The house number is attached to the house, overhang of the house, or garage and does not exceed 12 inches in length and 5 inches in height.
   c. The style matches the original house numbers.

3. An application is required for all other situations.

Flag Poles, Flag Brackets, and Banners

Fast Track process available

1. Banners are defined as a piece of material attached to a staff or bracket displaying seasonal designs, characters, clubs, or organizations, etc. Banners may be displayed in brackets attached to the garage, on the front or rear of the house. There shall be no more than two (2) banners per property.

2. No Exterior Alteration Application is required for **one** flag holder bracket attached to a home. More than one bracket requires an Exterior Alteration Application.

3. An Exterior Alteration Application is required for a flag pole. Flag poles are only permitted for single-family residences. The primary factors to be considered when evaluating an application for a flag pole will be the proposed location and pole height in relation to the height of structures on the property. Pole height maximum is twenty-five (25) feet and only one flag pole is allowed per property.

continued…

GUIDELINE 11

DECORATIVE OBJECTS, EXTERIOR LIGHTS AND HOUSE NUMBERS, FLAG POLES & BRACKETS (*continued)*

***FAST TRACK* Requirements:**

Brackets eligible for the ***Fast Track*** process may only be attached to the wall adjacent to the garage door, the front entry door, or the front porch. No more than two brackets per dwelling.

APPLICATION REQUIREMENTS (Decorative Objects, Lights, House Numbers, Flag Poles and Brackets):

- Site plan showing the location of each decorative object, light fixture(s), house number, flag pole or brackets in relation to existing structures on the property.
- If proposed alteration is mounted to a structure, color photo of structure indicating location.
- For flag poles, include height of house, pole height, color, style, and the type and size of flag(s).
- Material description, to include dimensions, style, and color of proposed item.
- Color photo of proposed item.

GUIDELINE 12

DRIVEWAYS & PARKING PADS

No ***Fast Track*** process available

1. No Exterior Alteration Application is required for repairing or replacing already approved driveways or parking pads with the original construction material with no change in size, shape, or grade.

2. An Exterior Alteration Application is required if there will be any change in materials, size, shape, or grade of driveway, including extensions and parking pads.

3. In general, driveways and parking pads must be constructed of Portland cement concrete, permeable concrete, or a comparable composite material for reasons of maintenance and appearance. Exceptions may be considered in certain circumstances (e.g. extremely long driveways, use of pavers) but strictly on a case-by-case basis. Materials of all driveways in the vicinity will be considered. Loose driveway materials (e.g., crushed stone) are prohibited.

APPLICATION REQUIREMENTS:

- Site plan showing the dimensions of the existing driveway or parking pad and dimensions of the proposed driveway in relation to existing structures, such as walkways, street, and property lines.
- Material description, including color, texture, style, and pattern.
- Color photo of material and/or sample, showing any design. This is not required for unstained Portland concrete with no stamped pattern.

NOTE: Residents should contact Howard County Department of Highways regarding changes to concrete aprons.

GUIDELINE 13

ELECTRIC CAR CHARGING STATIONS

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for exterior installations of electric car charging stations.

2. No Exterior Alteration Application is required when the car charging station is located in an enclosed garage with no visible exterior elements.

3. The electric car charging station should have no exposed wiring.

4. The electric car charging station must be completely on applicant's property.

5. Homeowners in a townhouse or condominium community should contact their homeowner's association (HOA) regarding any proposed charging station. If any portion of the proposed electric car charging station resides on common HOA property, that HOA must submit an Exterior Alteration Application in conjunction with the homeowner.

APPLICATION REQUIREMENTS:

- Site plan showing exact location of the proposed electric car charging station.
- Material description, to include dimensions, colors, and style.
- Details of how the charging station will be wired.
- Maintenance plan details, if the station is going to be on HOA property and used by multiple residents.
- Color photo of proposed charging station.
- Color photo of proposed location.

GUIDELINE 14

FENCES

Fast Track process available

1. An Exterior Alteration Application is required for all fencing.

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

3. Approvable fence styles include split rail, board-on-board, estate or paddock style, and picket. Chain link and stockade (solid) fencing will not be approved.

4. Property line fences for single-family dwellings must be split rail, estate or paddock style (except where builder installed as part of an original design concept). Townhouse fencing on the property line must be board-on-board style.

5. Board-on-board fencing is generally not approved for single family dwellings (except where builder-installed as part of an original design concept). Due to the solid nature of board-on-board fencing and the potential impact on the Columbia concept of open space and adjacent properties, this fence style should be used sparingly and for a specific screening purpose, e.g., to screen a patio or hot tub. Board-on-board fencing will only be considered if located very close to the dwelling and within the rear sidelines of the home.

6. Residential fences must be constructed of wood, low maintenance vinyl in wood-tone color or acceptable composite material in wood-tone color.

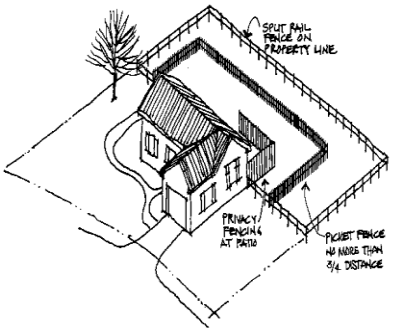
7. Fencing should match existing fencing on adjacent properties. A different fence style and/or material will be considered on a case by case basis. Considering factors include visibility and compatibility to existing fencing. Parallel fencing is not permitted.

8. Board-on-board fences may not exceed six feet in height; split rail and estate or paddock fences shall not exceed 48 inches measured from the top edge of the top rail.

9. Gates must match the fence in material, style, and color. Gates should open inward unless property outside fence is also owned by resident applying.

10. Picket fences are permitted no further than 3/4 of the distance from the house to the property line and may not exceed 48 inches in height.

11. Fences should be installed up to the property line and shall not extend forward of the rear line of the house. Front yard fencing is not allowed (except where builder-installed as part of an original design concept.)



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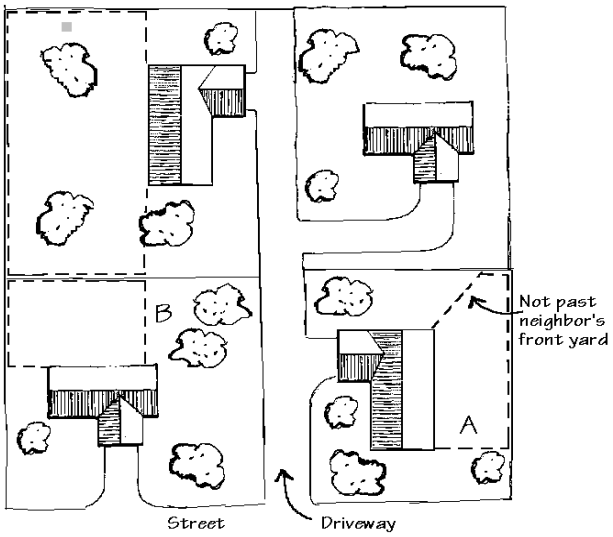
GUIDELINE 14

FENCES *(continued)*

12. On corner lots and flag lots (houses fronting on a shared driveway), property line fences shall not extend past the side line of the house on the side of the house facing the street or the rear line of adjoining houses (see examples A and B in sketch below).



13. If wire fencing (14 or 16 gauge) is used it must be installed on the inside of the fence and may not extend above the top of the top rail.

14. All fences must be installed face or board side out, post side in.

***Fast Track* Requirements:**

Fences eligible for ***Fast Track*** are townhouse privacy fencing (board-on-board style), using pressure treated lumber left natural, and installed on the property line.

APPLICATION REQUIREMENTS:

- A site plan showing the location of the fence and gates.
- Material description, including the height, style, color, and if mesh wire will be used.
- Color photo of the fence style and gate style.
- A description of the style of any neighboring fences.
- Any other information that would be helpful, i.e. house materials or landscaping.

GUIDELINE 15

FIRE PITS AND GAS GRILLS (PERMANENT)

No ***Fast Track*** process available

Fire Pits (Permanent)

1. An Exterior Alteration Application is required for all permanent fire pits.

2. Fire pits must be located behind the rear line of the house and a minimum of twenty (20) feet from any structure.

3. Fire pits shall not be built in an area within 10 feet from any combustible vegetation, vertically and horizontally. This includes tree canopy.

4. Fire pits shall not exceed four (4) feet in diameter and two (2) feet in height.

5. The inner lining and surrounding material must be made of a non-combustible material such as fire brick and steel.

6. The fire pit must have a six-foot apron of pavers or non-combustible material around it consisting of a layer of mineral soil, sand, pea gravel, or concrete.

7. The size, style, color, and materials should be compatible with the home.

8. Fire pits must include a spark-resistant screen which fits on top of the pit and be equipped with spark arrestors.

9. Fire pits must conform to the Howard County Fire Code.

Gas Grills (Permanent)

1. An Exterior Alteration Application is required for all permanent gas grills.

2. Permanent grills must be located behind the rear line of the house in an area not more than 15 feet from the rear of the house, is at least 10 feet from the rear property line and is at least 7 feet from any side property line.

3. Permanent grills must be permanently installed in a concrete base.

4. The materials and size should be compatible with the size, style, and color of the house.

continued…

GUIDELINE 15

FIRE PITS AND GAS GRILLS (PERMANENT) *(continued)*

APPLICATION REQUIREMENTS (Fire Pits and Gas Grills):

- Site plan showing the location of the proposed grill or fire pit and note distance between structures on the property.
- Material description, to include dimensions, colors, and style.
- Description of grill or fire pit base and fire pit cover.
- Color photo of proposed grill or fire pit.
- Information about additional lighting or other exterior alterations.

Note: It is the responsibility of the homeowner to ensure that any permanent gas grill or fire pit conforms to Howard County Fire Code.

GUIDELINE 16

GAZEBOS

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for gazebos.

2. The size of the gazebo must be in proportion to the deck if attached and/or to the house.

3. A gazebo must be located at least 10 feet from the property lines or within the building restriction lines, whichever is greater and may not come forward of the rear line of the house. The gazebo walls must not exceed 8 feet in height.

4. If the proposed structure will be painted or stained, please refer to Guideline 24 - Painting & Staining for any additional requirements.

APPLICATION REQUIREMENTS:

- A site plan showing the proposed location of the structure.
- Drawings showing the size, style and elevations of the structure and details of any railing (railing height must not exceed 42 inches), roof design, benches, etc.
- Material description, including the decking, roof, and railing.
- Description of any treatment to be applied to the material. Gazebos attached to a deck must have the same finish as the deck, freestanding gazebos must be consistent with the style-type, roof, and color of materials on the house.
- Description of any new or to-be-moved plantings.
- Description of any equipment, such as meters or heat and air-conditioning sources, which will be relocated.

GUIDELINE 17

GUTTERS, DOWNSPOUTS AND RAIN BARRELS

No ***Fast Track*** process available

Gutters and Downspouts

1. No Exterior Alteration Application is required for adding or replacing gutters and downspouts if all the following conditions are met:
   a. There is no color change.
   b. They are permanently affixed to the house.
   c. Gutter covering matches the color of the replacement gutters.
   d. Drain extensions are buried below ground.
2. No Exterior Alteration Application is required for adding gutter covering to existing gutters if the color matches.
3. It is not recommended that downspouts empty onto hard surfaces.
4. All drain extensions must be buried below ground.
5. An Exterior Alteration Application is required for all gutters and downspouts that do not meet all the above criteria.

APPLICATION REQUIREMENTS:

- Drawing, or color photo of house showing the proposed location of the gutters and downspouts.
- Material description, including dimensions and color.

Rain Barrels

1. Number of rain barrels should not exceed the number of downspouts.
2. Drainage, overflow, and runoff must be properly diverted and cannot flow onto neighboring properties.
3. Rain barrels must be maintained and should be kept free of standing water on or around anything not used as part of the rain barrel system to prevent mosquitos. Mosquito deterrents for rain barrels, such as mosquito dunkers or close netting is strongly recommended.
4. During the winter season, rain barrels should be stored and/or all water removed or maintained in such a way that water will not get into the receptacle and freeze. These steps will ensure prolonged barrel life and avoid maintenance issues.

continued…

GUIDELINE 17

GUTTERS, DOWNSPOUTS AND RAIN BARRELS *(continued)*

5. No Exterior Alteration Application is required for adding or replacing a rain barrel if all the following conditions are met:
    a. Rain barrel(s) do not extend forward of the rear line and the sideline of the house.
    b. Rain barrel(s) may be positioned no further than 12 inches from the house.
    c. Rain barrel(s) size must not exceed 65-gallon capacity and 48 inches in height.
    d. Color of the rain barrel(s) must match either the siding color or the downspouts or be a natural earth tone color.
    e. No more than four (4) rain barrels located on the property.

6. An Exterior Alteration Application is required for all rain barrels that do not meet all the criteria in 5. above. Screening may be required. Refer to Guideline 28 for Privacy Screening.

APPLICATION REQUIREMENTS:

- A site plan showing location of rain barrel(s).
- Material description, to include dimensions, capacity, style, and color.
- Number of rain barrel(s).
- Color photo of rain barrel(s).
- Mosquito prevention plan.

GUIDELINE 18

HOT TUBS AND WHIRLPOOLS

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all hot tubs and whirlpools.

2. All hot tubs and whirlpools shall be located in the rear yard, within the rear lines of the residence, and not more than 20 feet from the back of the house. The applicant's lot shall be of sufficient size that the tub does not create a substantial acoustical or visual impact on adjacent property owners.

3. Additional screening with fences and landscape buffers such as shrubs may be required to reduce the impact on adjacent property owners. (Refer to guideline on Privacy Screening.)

4. Wastewater shall drain into the existing plumbing of the residence, and adequate drainage will weigh heavily in the approval.

5. All designs of the hot tubs or whirlpools must include a lid with a locking mechanism for safety during periods of non-use.

6. All hot tubs and whirlpools located on townhouse/condominium property will be reviewed on a case-by-case basis.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the tub or whirlpool in relation to existing structures and the property lines.
- Material description, to include the dimensions, color.
- Color photo of proposed tub or whirlpool.
- Landscaping and/or screening plans.
- Drainage plan explaining wastewater disposal.

GUIDELINE 19

IN-HOME BUSINESS

No ***Fast Track*** process available

1. "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." *(Long Reach Village Covenants, Section 11.02)* 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 Maryland Homeowners Association Act. Sheltered housing and assisted living are considered an in-home industry and thus require an In-Home Business Application.

2. An In-Home Business Application is required for all in-home businesses as defined above. However, no In-Home Business Application is required for teleworking (the business address is not the residence).

3. An in-home business approval once secured is not transferable to a new owner or new location.

4. "The Architectural Committee, at 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." (*Long Reach Village Covenants, Section 11.02)*

5. "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 neighborhood." (*Long Reach Village Covenants, Section 11.02)*

6. No sign or other advertising device of any nature shall be placed on the lot.

7. Supplies, products, and equipment must be stored out of sight and within a structure, such as the home or a shed.

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

9. The business should be clearly secondary to the residential use of the dwelling.

10. The business shall not require the use of a commercial vehicle parked on the property.

APPLICATION REQUIREMENTS:

- Description of the type of profession/home business.
- Description of where business-related materials will be stored.
- Information about distribution of products and materials.
- Operating hours and number of employees who will be working on premises.
- Description of impact on traffic and parking.

NOTE: In-home businesses must comply with Howard County Zoning Regulations, Section 128.0 Supplementary Zoning District Regulations, C. Home Businesses.

GUIDELINE 20

LANDSCAPING (GARDEN PLOTS, PLANTINGS, RAIN AND ROCK GARDENS)

Garden Plots

No ***Fast Track*** process available

1. No Exterior Alteration Application is required for garden plots if all of the following conditions are met:
   a. The plot is located between the rear line of the house and the rear property line.
   b. The plot is NOT a raised bed style.
   c. The size does not exceed one-quarter of the rear lot or 150 square feet, whichever is smaller.
   d. The plot grade does not exceed a ratio of 2 feet to 100 feet.
   e. The water flow does not damage lower-lying property.

2. An Exterior Alteration Application is required for all other garden plots that do not meet the above criteria as outlined in 1. above.

3. Planting areas must always be properly maintained. At the end of the growing season, all dead plants shall be removed or at minimum cut back to two feet in height. It is suggested that bare earth be put back to original grade and covered with straw, mulch, or similar cover to prevent soil erosion.

4. Screening of gardens can be done with fences or natural plantings provided they are in accordance with their respective guidelines. All garden fencing must be removed after the growing season.

APPLICATION REQUIREMENTS:

- A site plan showing the locations and dimensions of the proposed garden plot in relationship to the property lines, house, and other property structures.
- Material description, including the dimensions, plant types, rocks, borders, landscape edging, fencing, and other proposed materials.

Plantings

No ***Fast Track*** process available

1. 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.

2. Watershed-friendly landscaping is encouraged:

continued…

GUIDELINE 20

LANDSCAPING (GARDEN PLOTS, PLANTINGS, RAIN AND ROCK GARDENS) *(continued)*

a. 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. For native plant resources, visit https://extension.umd.edu/sidebar/howard-county-pollinator-and-native-landscape.

b. Please avoid planting invasive species including Bamboo, English ivy, Bradford Pear, Burning Bush. Invasive plants are easily spread by wind, seed, and root expansion, and often choke out native plants and kill trees. For a complete list of Maryland invasive plants, visit: https://mda.maryland.gov/plantspests/Pages/maryland_invasive_plants_prevention_and_control.aspx.

c. Avoid over-fertilizing. If possible, let your grass clippings lie on the lawn where they provide nutrients to the growing grass. This helps to reduce fertilizer costs and fertilizer runoff-off into storm drains.

3. No Exterior Alteration Application is required for the following plantings:

   a. Foundation Plantings: Any planting within 4 feet of foundation of house, entrance walkway, garage or approved patio or deck and proportional at maturity to the size of the house.

   b. Miscellaneous Plantings: Planting of one or two trees or shrubs such that they do not at any time form a living fence.

4. An Exterior Alteration Application is required for all other plantings except those outlined in 3. above.

APPLICATION REQUIREMENTS:

- A site plan showing the locations and dimensions of the proposed plantings in relationship to the property lines, house, and other property structures.
- A design plan or diagram showing placement of all rock and/or plant material.
- Material description, including the dimensions, decorative objects, landscape edging, rocks, borders, fencing, and other proposed materials.
- Detailed description of all plant types including size at maturity.

continued…

GUIDELINE 20

LANDSCAPING (GARDEN PLOTS, PLANTINGS, RAIN AND ROCK GARDENS) *(continued)*

Landscape Edging

Fast Track process is available

1. An Exterior Alteration Application is required for all landscape edging.

***Fast Track* Requirements:**

Fast Track is available if the landscape edging material is wood, stone, or brick. The edging must be of a style to harmonize with the style of the house. Separate areas to be edged must be edged with material of the same style, color, etc.

APPLICATION REQUIREMENTS:

- Site plan showing the location(s) of the landscape edging.
- Material description, to include dimensions, color, and style.
- Color photo and/or sample of the edging material.

Rain and Rock Gardens

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all rain and rock gardens.
2. White rocks are not permitted in the use of the garden. Rocks must be earth-tone colors such as tan, brown, and gray.
3. Any drainage or overflow must be properly diverted so it does not flow onto neighboring properties.

APPLICATION REQUIREMENTS:

- Site plan showing the location and dimensions of the rain or rock garden in relationship to the property lines, house, and other structures on the property.
- A design plan or diagram showing the placement of all rock and/or plant material.
- Material description, to include size and color of rocks, and any plants.
- Color photo and/or sample of rock material.

GUIDELINE 21

MAINTENANCE

1. The Village Covenants (Article VI) provide that each owner shall keep his lot and all improvements thereon in good order and repair, including but not limited to, seeding, watering, mowing, pruning and cutting of all trees and shrubbery, and the painting or other appropriate external care of all buildings and improvements. This shall be done in a manner and with such frequency as is consistent with good property management.

   Note: An Exterior Alteration Application may be required for new or replacement exterior alterations. Please consult the respective Guideline for requirements.

   a. Bulk Items
   Bulk items are not to be stored or accumulated on any lot (including carports). Store bulk items out of sight or discard them. Do not cover items with a brightly colored tarp.

   b. Cul-de-Sacs
   Per Howard County Code, maintenance of cul-de-sac islands is the shared responsibility of the residents surrounding the cul-de-sac. Any landscape alteration to the cul-de-sac requires approval by Howard County.

   c. Driveways
   Driveways that are deteriorating need to be repaired or replaced.

   d. Fences
   Fences should be in good repair, standing straight with no broken or missing boards and no peeling paint.

   e. Grass
   Grass should be mowed and trimmed on a regular basis during the growing season with the exception of natural landscaping using natural litter as mulch. Maintenance of the grass area between the sidewalk and curb are also the responsibility of the adjacent property owner (per Howard County Code) and should include appropriate mowing, trimming, weeding in the same manner and frequency as regular lawn care. Weeds, overgrown vines, and plant material should be trimmed or removed in landscaped areas.

   f. Gutters & Downspouts
   Gutters and downspouts should be in place and secure, with no peeling paint. Gutters should be clean of tree debris and dirt. All drain extensions must be buried below ground.

   g. Holiday Decorations
   Holiday decorations on the exterior of the home may be in place no more than thirty (30) days prior to and thirty (30) days following a holiday.

continued…

GUIDELINE 21

MAINTENANCE *(continued)*

h. House Numbers
House numbers must be on every lot or house and must be easily visible from the street. Do not paint house numbers on the curb, as it is prohibited by Howard County.

i. Lampposts & Exterior Light Fixtures
Lampposts should stand straight and should be free of rust. Light fixtures should not be crooked or have missing or broken light bulb coverings. Globes to cover the light bulbs should always be in place.

j. Leaf & Tree Debris
Yard, roof, and gutters should be cleared of leaves and debris on a regular basis during the respective seasons with the exception of natural landscaping using natural litter as mulch. Raking leaves and debris into the street, surrounding properties, open space, or ravines is prohibited. Compost bins should be neatly maintained. Do not cover leaf piles or debris with a tarp.

k. Mold, Mildew & Algae
Mold, mildew, and algae should be removed from all structures as needed.

l. Paint
There should be no peeling paint or rotted wood on structures. No Exterior Alteration Application is required for repainting or re-staining when the color remains the same, provided the existing color was previously approved.

m. Patios & Walkways
Patios and/or walkways that are crumbled or raised should be repaired or replaced. When replacing, consider permeable pavement or pavers.

n. Roof
The roof should be in good repair and of all one color. There should not be any accumulation of debris on the roof.

o. Screens
Screens should be in good repair and fit properly.

p. Shrubs
Shrubbery should not be overgrown for the size of the structure. Dead shrubs should be removed and properly disposed of.

q. Sidewalks
Sidewalks should be in good repair with no crumbling or heaving. The maintenance, including snow removal, of adjoining sidewalks is the responsibility of the property owner under Howard County Code. This means if your lot abuts any section of a sidewalk, you are responsible for that portion of the sidewalk.

continued…

GUIDELINE 21

MAINTENANCE *(continued)*

r. Siding
Siding should be securely intact and free of rotting wood, dirt, and any discoloration.

s. Snow Removal
Sidewalks must be shoveled within 48 hours after the snow has fallen and is the responsibility of adjacent property owners and regulated by Howard County Code.

t. Street Trees
Maintenance of street trees, such as trimming, removal and replacement, falls under the purview of Howard County Bureau of Highways. To report a street tree issue, call 410-313-7450, email highways@howardcountymd.gov, or use the Tell HoCo app.

u. Tarps
Brightly colored tarps are not allowed in the open on any lot.

v. Trash, Trash Containers & Recyclables
The following is a direct quote from Section 8.06 of the Long Reach Village Covenants: "If trash or other refuse is to be disposed of by being picked up and carried away on a regular basis, containers may be placed in the open, on any day that a pickup is made, at such a place on the lot so as to provide access to persons making such a pickup. At all other times, such containers shall be stored in such a manner so they cannot be seen from adjacent and surrounding property."

Trash containers should have secure lids on them. Except for scheduled curbside collection day, containers should be stored out of sight. No refuse, trash or bulk items/materials may be accumulated or stored on any lot. Trash, yard waste and recyclables should not be put out earlier than the afternoon prior to pick up day and should be stored out of sight by sunset of the collection day.

For information about Howard County's residential curbside collections and landfill, visit https://www.howardcountymd.gov/Departments/Public-Works/Bureau-Of-Environmental-Services or call 410-313-6444.

w. Trees
Dead trees or branches should be removed from the property with the exception of natural landscaping using natural litter as mulch or in designated wildlife habitat. It is the property owner's responsibility to keep all trees abutting sidewalks/pathways pruned to allow pedestrian passage.

continued…

GUIDELINE 21

MAINTENANCE *(continued)*

x. Vehicles

Boats, trailers, inoperable vehicles, commercial trucks, vehicles without current registration, or any similar items are not allowed in the open on any lot. Vehicles may only be parked on driveways, parking pads or the street and may not be parked on the lawn or other areas of the lot.

Campers, recreational vehicles, and motor homes may not be stored in the open on any lot. Storage in open carports is not permitted. Renovation of vehicles or major repairs may not be undertaken except in enclosed garages. Only minor emergency repairs such as changing a tire, batteries, etc. are permitted.

y. Woodpiles

Woodpiles should be neatly stacked, placed inconspicuously on the property, and never covered with a brightly colored tarp. Woodpiles are never acceptable in front of the front line of the house or on driveways. No Exterior Alteration Application is required if the woodpile is no more than one cord (4'wx8'lx4'h) and located behind the house.

z. Windows

Window frames and sills should be kept in good repair and painted. Panes that are broken or fogged due to broken seals should be replaced.

GUIDELINE 22

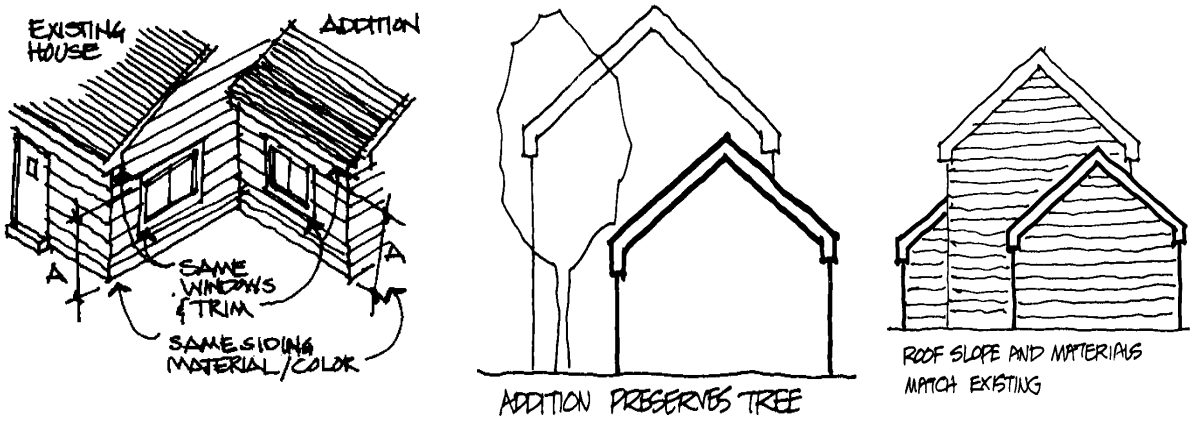
MAJOR EXTERIOR BUILDING ALTERATIONS

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all major exterior building alterations to structures or property. Major building alterations include but are not limited to, construction of garages, carports, rooms, porches (both screened or regular) and other additions to a house. These major alterations require a Howard County building permit and the **Two-Step Process** outlined below.

2. The architectural design, style, and proportion of any alteration should be consistent or compatible with the structure to ensure a cohesive aesthetic.

3. Careful consideration should be taken for major exterior building alterations that significantly change the style and character of the structure in relation to the surrounding neighborhood.



4. **TWO-STEP APPROVAL PROCESS:**

   a. **Step One Approval** - Approval of GENERAL CONCEPT AND PLAN. The Exterior Alteration Application must contain the information listed under Application Requirements. Approval of this preliminary Exterior Alteration Application does **not** constitute authorization for the construction of said structure.

   b. **Step Two Approval** - Within 60 days after obtaining the Step One approval, the applicant must submit a copy of the approved Howard County building permit along with a statement that Howard County did not require any exterior changes to the original Exterior Alteration Application or the County did require exterior changes to the plans in the original Exterior Alteration Application and note the required changes. This statement must include all measurements, drawings, color samples, etc., pertinent to the Exterior Alteration Application.

continued…

GUIDELINE 22

MAJOR EXTERIOR BUILDING ALTERATIONS *(continued)*

APPLICATION REQUIREMENTS:

- Site plan showing the location of the proposed structure, distances from other structures and property lines.
- Detailed drawings and plans to scale, to include exterior elevations, exterior footprint, floor plans, and changes in grade. These plans should show dimensions and locations of such features as floors, windows, rooflines, trim, and any new exterior lighting fixtures in relationship to the existing structure.
- Material description, to include type of siding on existing and proposed alteration, siding and trim color on existing house and proposed alteration, exterior lighting arrangements, color of existing and proposed roof, proposed doors, and color and style of existing and proposed windows.
- Description of any necessary landscaping changes, such as tree removal, if applicable.
- Color photo of existing house.
- Color photo of any lighting fixtures, if applicable.
- Color photo of alteration to show design and style, i.e. screened porch, if applicable.

GUIDELINE 23

OPEN SPACE

1. Unauthorized use of open space is prohibited. Encroachments onto Columbia Association open space areas may be reported to Columbia Association by emailing open.space@columbiaassociation.org or calling 410-312-6330.

2. Open space areas are not provided as avenues for entry or exit to residential property by heavy equipment.

3. Contractors and/or residents are responsible for damage to open space areas resulting from such activities as construction, storage, and delivery of materials.

GUIDELINE 24

PAINTING AND STAINING

No ***Fast Track*** process available

1. No Exterior Alteration Application is required for repainting or re-staining when the color remains the same, provided the existing color was previously approved.

2. An Exterior Alteration Application is required when any structure or trim is to be painted or stained a color different from its existing color. The new paint or stain is considered to be different if the color itself changes (for example, yellow instead of green) or if, while the color remains the same, it is lighter or darker than the original.

3. Residents are discouraged from adding colors when three or more colors (such as door, trim or main house color) already exist.

4. Houses in Long Reach fall into two general categories - **contemporary** and **traditional**.

    a. The use of land or earth tone colors will be encouraged in the repainting or re-staining of **contemporary** houses. However, it is recognized that changing styles and personal preferences influence each family's choice of color. In cases where the choice is not in the land color range, the prime consideration will be whether the house will continue to blend in a contemporary way with its surroundings.

    b. Newly built, **traditional** houses in Long Reach have been finished in a wider range of colors than have contemporary houses. Many are paler, pastel colors or white, while others are brighter (high saturation) colors, especially blues and yellows. These are colors that traditionally have been used to differentiate - contrast - the house from its natural landscape and to set the house visually apart from its neighbors. Paler and brighter colors, as well as land colors, for traditional houses will be considered in the color ranges presently existing in the surrounding neighborhood.

    c. When adjacent units, such as duplexes or townhouses, share an exterior material of the same color, every effort must be made to re-paint/stain or re-side with the original color unless adjacent properties agree simultaneously to repaint/stain or re-side in an approved new color. When weather damage to one side of a duplex requires re-siding, the new siding must match as close as possible to the original style and color. The exteriors of townhouses may not be changed from the original design.

    d. Garages, carports, and outside storage areas (e.g., sheds) **MUST** be repainted/stained or re-sided at the same time as the house and must match the house color siding exactly. Houses having shared carports or garages must maintain the same trim color on the shared unit.

continued…

GUIDELINE 24

PAINTING AND STAINING *(continued)*

APPLICATION REQUIREMENTS:

- Site plan indicating all structures on the property that will be painted or stained.
- Description of areas to be painted or stained.
- Material description, to include the color name and number, manufacturer name, and type of finish (satin, flat, etc.) for all proposed paint/stain.
- Color samples, no smaller than 3 ½ x 5 inches.

GUIDELINE 25

PARKING AND STORAGE OF VEHICLES, BOATS, BUSES, AND TRAILERS

No ***Fast Track*** process available

1. Major vehicle renovation or repair shall not be undertaken except in enclosed garages. Outside storage on residential property of vehicles not properly tagged and/or without current registration is prohibited. This also applies to partially disassembled vehicles and other similar items.

2. Boats, buses, campers, commercial vehicles, trailers, inoperable vehicles, any vehicle without current registration, or any similar items shall not be parked or stored in the open on any lot.

3. A commercial vehicle is one which has signage anywhere on the vehicle, is larger than a 3/4-ton van or pick-up truck or has attached or visible equipment such as ladders, tools, etc.

GUIDELINE 26

PLAY EQUIPMENT

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all play equipment, playhouses, etc.

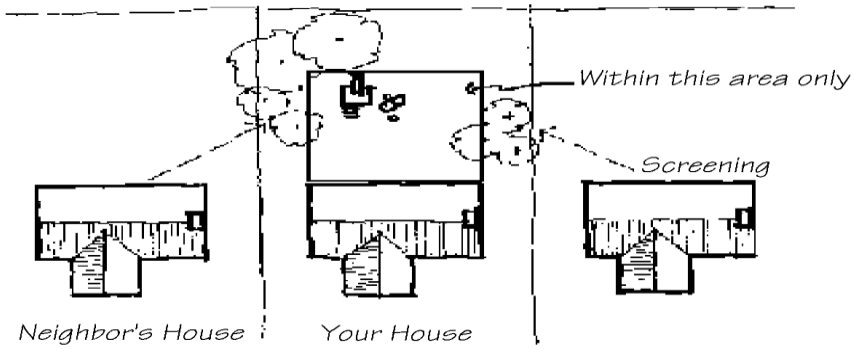
2. The equipment should be located within the extended lines of the house and no more than 20 feet from the rear of the house or 2/3 the distance from the house to the rear property lines, whichever is less (see sketch).

3. The overall size of the play equipment should be proportionate to the site (i.e., not seem in any way to dominate the site or stand as a primary feature of the lot). Unless there are extenuating circumstances, multiple, permanent items of play equipment must be concentrated in one area of the rear of the property.

4. It is recommended that plantings or fencing be used to screen equipment from view of adjoining properties. (See Guidelines on Privacy Screening and Fencing.)

5. Play equipment constructed of wood or wood-like material (composite) is encouraged. Plastic and metal equipment are discouraged.

6. The main body of the play equipment is required to be natural wood color, brown, green, or grey. An attached slide and/or swing seat and the canvas top attached to some play sets may be a color other than natural wood color.



APPLICATION REQUIREMENTS:

- Site plan showing the location of the play equipment in relation to existing structures and the property lines.
- Material description, to include the dimensions, and color.
- Color photo of proposed play equipment.
- Landscaping and/or screening plans.

GUIDELINE 27

POOLS (PRIVATE)

No ***Fast Track*** process available

1. Private pools are generally discouraged because there are very few locations in residential areas where they can be placed without adversely affecting adjacent properties.

2. The two types of private pools that may be acceptable for the Village are:

   a. Children's wading pools (those that can be emptied at night) that do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet.

   b. In-ground pools.

3. The Village of Long Reach prohibits above-ground pools.

4. No Exterior Alteration Application is required for children's wading pools.

5. An Exterior Alteration Application is required for in-ground pools. Because large pools (those that are 24 inches deep or have a surface area of 250 square feet or more) require a Howard County building permit, the **Two-Step Approval Process**, outlined in paragraph 9 below, must be followed.

6. Pool size is based on lot size and must be in proportion to the house and conform to Howard County building codes.

7. A 6-foot board-on-board fence is required to enclose the pool and other related facilities. Approval of the fence is contingent upon completion of the pool.

8. Pools must be located behind the house.

9. **TWO-STEP APPROVAL PROCESS:**

   a. **Step One Approval** - Approval of GENERAL CONCEPT AND PLAN. The Exterior Alteration Application must contain the information listed under Application Requirements. Approval of this preliminary Exterior Alteration Application does **not** constitute authorization for the construction of said structure.

   b. **Step Two Approval** - Within 60 days after obtaining the Step One approval, the applicant must submit a copy of the approved Howard County building permit along with a statement that Howard County did not require any exterior changes to the original Exterior Alteration Application or the County did require exterior changes to the plans in the original Exterior Alteration Application and note the required changes. This statement must include all measurements, drawings, color samples, etc., pertinent to the Exterior Alteration Application.

continued…

GUIDELINE 27

POOLS (PRIVATE) *(continued)*

APPLICATION REQUIREMENTS:

- Site plan showing the location and dimensions of the pool, its associated equipment, fences, etc., in relation to the applicant's property lines, structures on the property, and other identifiable landmarks.
- Drawings of the proposed pool, with dimensions, showing:
  - Deck areas
  - Patio
  - Lighting
  - Walkways
  - Fencing
  - Other structural changes
- Material description, including dimensions, style, and colors of all elements.
- Color photos and samples of the proposed materials.
- Landscaping plan if any changes.
- Grading plan.

Note: It is the responsibility of the property owner to conform to all Howard County codes and obtain the appropriate permits.

GUIDELINE 28

PRIVACY SCREENING

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for privacy screening of any type. A screen is considered to be any permanent or semi-permanent structure that limits viewing of a given area.

2. Privacy screening may be required for certain exterior alterations to reduce the visual impact to neighboring properties.

3. While there are numerous types of shrubbery and fencing material that would screen a structure, the Resident Architectural Committee (RAC) may recommend a certain width, height, and type of landscaping/fencing material for a particular alteration

4. When an application is approved contingent on a provision for landscape screening, plants shall be a fast-growing variety, and of sufficient density to provide immediate impact. Planting material shall be 2/3 the height of the object to be screened, or 4 feet tall, whichever is greater.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the privacy screen in relationship to existing structures and the property lines.
- Scaled drawing of the object to be screened showing the width and height of screening (including elevations if applicable).
- Description of plantings, to include dimensions, types, current size, and size at maturity, if applicable.
- Description of fencing, to include dimensions, material, and color, if applicable.

GUIDELINE 29

RADON REMEDIATION PIPES

No ***Fast Track*** process available

1. No Exterior Alteration Application is required for radon remediation pipes if all the following conditions are met:
   a. The pipe is in the rear or side of the house.
   b. The pipe is extended all the way to the roof line.
   c. The pipe matches or blends with the exterior to which it is attached.
2. An Exterior Alteration Application is required if one or more of the conditions above are not met.

APPLICATION REQUIREMENTS:

- A site plan showing the exact location of the proposed radon unit.
- Material description, including dimensions, and colors.
- Color photo of house showing the location of the proposed piping.
- Landscaping/screening plan, if applicable.

GUIDELINE 30

RAMPS, RAILINGS, AND ACCESSORY MOBILITY STRUCTURES

Fast Track process available

1. An Exterior Alteration Application is required for any 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 railings, as well as changes to walkways or decks to assist the mobility of the resident.

2. When designing an accessibility structure, consider creating a design that is harmonious, to the extent possible, with the style and color scheme of the home.

3. Materials that are often used include metal, natural wood, composite decking, and vinyl railings.

Fast Track **Requirements:**

The ***Fast Track*** process is available only for metal wheelchair ramps, such as those that may be rented from medical equipment suppliers that are removable at a future date.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the proposed structure drawn to the proper scale.
- Elevation drawings of the proposed structure that include dimensions. Include views of all visually affected sides of the property.
- Material description, to include color and style.
- Color photos and/or samples of proposed equipment.
- Details about any additional alterations that will be installed to accommodate the mobility structure, such as lighting, landscaping, or pathways.

GUIDELINE 31

RETAINING WALLS AND WALKWAYS

No ***Fast Track*** process available

1. No Exterior Alteration Application is required if the retaining wall and/or walkway replaces an existing retaining wall and/or walkway with an identical material or material similar in color and texture, and the dimensions, including the location, of the retaining wall and/or walkway remain the same.

2. An Exterior Alteration Application is required for retaining walls and walkways in all other situations.

3. Retaining walls and walkways should disturb the existing contours as little as possible. Terracing is to follow existing land contours and should be built in small increments, or a safety railing should be provided.

4. Material should be of a natural color such as concrete, stone, slate, clay/brick pavers, or wood. White rocks are not permitted.

5. Material, color, and scale of retaining walls and/or walkways must be compatible with the house and any nearby structures.

APPLICATION REQUIREMENTS:

- Site plan showing the location of proposed retaining wall(s) and/or walkway(s) in relationship with the property lines, structures, and other identifiable landmarks.
- Material description, including dimensions and colors. This is not required for unstained Portland concrete with no stamped pattern.
- Description of proposed lawn contour changes, plantings, screening, railings, and exterior lighting, if applicable.
- Color photo and/or sample of material used.

GUIDELINE 32

SATELLITE DISHES AND ANTENNAS

No ***Fast Track*** process available

Satellite Dishes

1. No Exterior Alteration Application is required for a satellite dish if all the following conditions are met:
   a. The dish is not larger than one meter (39 inches) in diameter.
   b. The dish is not installed on a pole or mounting device exceeding 12 feet in height.
   c. The cables and wires are secured in an inconspicuous manner.
   d. The color and finish of the dish result in minimum visibility.
2. An Exterior Alteration Application is required if one or more of the conditions above are not met.

Television Broadcast Antennas

1. No Exterior Alteration Application is required for television broadcast service antennas if all the following conditions are met:
   a. The antenna is 12 feet or less in height.
   b. The combination of antenna and any mounting device is 12 feet or less in height.
2. An Exterior Alteration Application is required if one or more of the above conditions are not met.

Other Antennas

1. An Exterior Alteration Application is required for all other outdoor antennas. Generally, only one exterior antenna will be allowed per lot. No tower or mounting device may be utilized.
2. The antenna should consist of a single vertical unit with no horizontal, diagonal, or circular elements.
3. The height, including mast, should not exceed 12 feet when measured from the surface on which they are mounted.
4. Approval will be based on visibility of the antenna to surrounding properties and the public.

APPLICATION REQUIREMENTS (Satellite Dishes and Antennas):

- Site plan showing the location of the proposed satellite dish and/or antenna.
- Material description, to include dimensions and color.
- Color photo of the satellite dish and/or antenna.
- Landscaping or screening plan, if applicable.

GUIDELINE 33

SECURITY CAMERAS

No ***Fast Track*** process available

1. No Exterior Alteration Application is required for security cameras if the following conditions are met:
    a. Doorbell style cameras installed in the doorbell location.
    b. Wireless cameras no larger than 4” width by 4” length by 4” height.
    c. The placement of no more than 4 cameras on the property.
    d. Camera exterior color should be black, white, or matching the color of the surface to which it is attached.
2. An Exterior Alteration Application is required if all the conditions in 1. above are not met.
3. The number of cameras is reasonable to the size and appearance of the property.
4. The cameras do not detract from the residential look of the neighborhood.
5. Camera exterior color should be black, white, or matching the color of the surface to which they are attached.
6. Cameras proposed for placement on shared carports or garages require an Exterior Alteration Application.

APPLICATION REQUIREMENTS:

- A site plan of the property.
- A photo of the house and/or structure(s) indicating the location of the cameras.
- The number of proposed cameras.
- Material description, to include dimensions, color, and style.
- A color photograph or a manufacturer’s illustration.

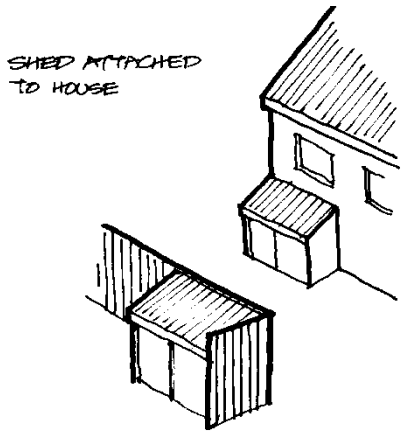
GUIDELINE 34

SHEDS

Fast Track process available

1. An Exterior Alteration Application is required for all sheds and outdoor storage sites. This includes any permanent structure built to house tools and provide extra storage outside the existing house and any temporary storage units or containers.

2. Sheds should be located behind the house, as close to the house as possible, and **preferably attached to the house**. However, consideration will be given if a location such as the back of a lot in a heavily wooded area is preferred.



3. Sheds attached or located close to the house should be of the same materials (roof and siding) and colors as the house. If the house is restyled, sided or any color change made, any existing shed must match. Sheds located in other locations on the lot may be of an earth tone color.

4. The structure must be compatible in architectural style with the house.

5. Decorative embellishments, such as weathervanes, are discouraged.

6. The size should be based on lot size and topography, be in reasonable proportion to house or fenced area, and conform to Howard County building codes. **Sheds should generally not be larger than 100 square feet.**

7. Generally, only one shed is allowed per property.

8. Please check with your respective townhouse or condominium association to ascertain if any restrictions apply for storage containers and sheds prior to submitting an application to Long Reach Community Association. It is the homeowner's responsibility to ensure compliance with any townhouse or condominium covenants and guidelines.

9. No Exterior Alteration Application is required for plastic paneled storage containers/sheds (i.e., Rubbermaid®, etc.) for units in townhomes or condominiums if the following conditions are met:

   a. The storage container/shed is placed either abutting the privacy fence and/or the rear wall of the house.

   b. The storage container/shed does not exceed a height of six (6) feet or the height of the privacy fence if less than six (6) feet.

continued…

GUIDELINE 34

SHEDS *(continued)*

c. The color of the container/shed is a neutral color (tan, gray) or matches the color of the house or fence to which it is located.

10. Plastic paneled storage containers/sheds on single-family house lots must be placed abutting the rear wall of the house and may not exceed six (6) feet in height. There will be only one (1) plastic paneled storage container/shed allowed per property. No other exterior storage sheds are allowed in combination with these types of storage containers/sheds.

11. Landscape screening may be required to soften the visual impact of the shed from neighboring properties. (See Guideline for Privacy Screening)

***Fast Track* Requirements:**

Sheds eligible for the ***Fast Track*** process must meet all criteria above in addition to the following:

1. Shed must be no larger than 6' x 6' in floor size and attached to the rear of the house.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the shed in relationship to the house and property lines.
- Material description, to include dimensions (length, width, and height), style, colors, roofing, and location of door(s) and/or windows.
- Description of any decorative embellishments (flower boxes, etc.).
- Color photo of shed or drawing.
- Landscaping plan, if applicable.

NOTE: If you have questions about whether a permit is required for your shed, please call Howard County Department of Licenses and Permits, at 410-313-2455.

GUIDELINE 35

SIDING, SHUTTERS, AND ROOFING

Siding

Fast Track process available

1. No Exterior Alteration Application is required for siding in the following situations:
    a. Vinyl siding is being replaced with vinyl siding in same color, texture, and style.
    b. Wood siding is being replaced with wood siding in same color, texture, and style.
    c. Aluminum siding is being replaced with vinyl siding in same texture, color, and style.

2. An Exterior Alteration Application is required for all other situations not listed in 1. above.

3. If the proposed material differs in color or texture from the existing material or if it results in change in architectural style, it should be consistent or compatible with the style and color of materials on houses immediately surrounding it. Where new construction meets old, materials being used should blend.
    a. When adjacent units, such as townhouses, share an exterior material of the same color, every effort must be made to re-side/re-roof with the original color unless adjacent properties agree simultaneously to re-side/re-roof in an approved new material. The exteriors of townhouses may not be changed from the original design.
    b. Garages, carports, and outside storage areas (i.e., sheds) **MUST** be re-sided/re-roofed at the same time as the house and must match the house color/style and siding/roof shingles exactly.

Fast Track **Requirements:**

Siding eligible for the ***Fast Track*** process must meet all criteria above in addition to the following:

1. No change in style or materials, e.g., horizontal to horizontal, vertical to vertical, vinyl or aluminum to vinyl or wood to wood.

APPLICATION REQUIREMENTS:

- Location description (house, trim, carport, garage, shed, etc.). Please describe the proposed treatment of any out-buildings, such as carports and sheds. Re-siding or repainting of such structures may be required.
- Material description, to include color, texture, and style.
- Color photos or samples of proposed materials.
- Color photo of existing structures to be re-sided.

continued…

GUIDELINE 35

SIDING, SHUTTERS, AND ROOFING *(continued)*

Shutters

1. No Exterior Alteration Application is required for shutters if all the following conditions are met:
   a. Existing shutters are replaced with same color and style.
   b. Shutter material must be wood, plastic, or vinyl.

2. An Exterior Alteration Application is required to add shutters, alter the location, or change the color or style.

APPLICATION REQUIREMENTS:

- Material description, to include color and style.
- Location description (all windows, front windows only, upper windows only, etc.)
- Color photo or sample of proposed shutters, showing color and style.
- Color photo of existing shutters, if applicable.

Roofing

1. No Exterior Alteration Application is required for roofing in the following situations:
   a. Roof will be replaced with the same roof material and color as existing.
   b. Roof will be replaced with an architectural style shingle of the same material and color as existing shingle.

2. An Exterior Alteration Application is required for all other situations not listed in 1. above.

3. If the proposed material differs in color or texture from the existing material or if it results in a change in architectural style, it should be consistent or compatible with the style and color of materials on houses immediately surrounding it. Where new construction meets old, materials being used should blend.
   a. When adjacent units, such as townhouses, share an exterior material of the same color, every effort must be made to re-side/re-roof with the original color unless adjacent properties agree simultaneously to re-side/re-roof in an approved new material. The exteriors of townhouses may not be changed from the original design.
   b. Garages, carports, and outside storage areas **MUST** be re-sided/re-roofed at the same time as the house and must match the house color/style and siding/roof shingles exactly.

continued…

GUIDELINE 35

SIDING, SHUTTERS, AND ROOFING *(continued)*

APPLICATION REQUIREMENTS:

- Location description (house, carport, garage, shed, etc.).
- Material description, to include color and style.
- Color photos or sample of proposed material.
- Color photo of structure(s) to be re-roofed.

GUIDELINE 36

SIGNS

No ***Fast Track*** process available

1. No “Sold” or “Under Contract” signs or strips across “For Sale” signs are permitted in Columbia.

2. Political Signs may not be posted in the community’s common areas and must meet the criteria of Howard County, Maryland, and Federal law.

3. No sign shall interfere with vehicular or pedestrian traffic, obstruct traffic sight lines, or otherwise impair safety. The sign must be at least 20 feet from the adjacent curb or street.

4. No Exterior Alteration Application is required for the following signs if they are in compliance with the Howard County Sign Ordinance:

    a. “For Sale” or “For Rent” signs do not require Exterior Alteration Applications provided the following guidelines are met. Realtors are permitted to use their logos, trademarks, and color schemes:

        i. Signs should be no larger than 30 inches by 36 inches.
        ii. Signs must be erected on posts of sufficient strength to avoid bending or warping.
        iii. Signs must stand no more than 6 feet above the ground.
        iv. No more than one sign shall be erected on any given property.
        v. Signs must be maintained in good condition.

    b. Off-site directional signs (open house/ garage sale) are permitted as follows:

        i. One off-site sign will be allowed at the intersection closest to the house for sale.
        ii. The signs shall remain standing only during the hours of the open house/ garage sale.
        iii. Signs must not be posted on trees, light poles, street signs, or official village neighborhood identification signs.

    c. Standard home security signs may be attached to the front of the house. Freestanding home security signs up to 12 inches square are permitted under the following conditions:

        i. Signs must be mounted on a metal stake or wood post located no further than 10 feet from the house.
        ii. Only one such sign may be placed in front of the house. Another may be placed in the rear of the house.

    d. Political signs if in compliance with Howard County Sign Ordinance and Federal law.

continued…

GUIDELINE 36

SIGNS *(continued)*

5. An Exterior Alteration Application is required for signs that do not meet the criteria in 4. above.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the sign(s) to adjacent structures and open spaces and to property lines.
- Material description of the sign(s), to include color, font, wording, location, size, material, and shape.
- Color photos or samples of the proposed materials, colors, etc.

GUIDELINE 37

SKYLIGHTS AND LIGHT TUNNELS

Fast Track process available

1. No Exterior Alteration Application is required for replacement skylights and light tunnels of the same style and dimensions.

2. An Exterior Alteration Application is required for all other skylights and light tunnels.

3. Dome must be made of clear materials, such as acrylic, glass, Lexan, fiberglass, or thermalized glass.

Fast Track Requirements:

Skylights and light tunnels eligible for the ***Fast Track*** process must meet all criteria above in addition to the following:

1. Skylights or light tunnels must be for a rear roof line only.

APPLICATION REQUIREMENTS:

- Drawing, diagram, or color photo of house showing the location of proposed skylight(s) or light tunnel(s).
- Number of proposed skylights.
- Material description, including the dimensions, rise, and color.
- Color photo, and or manufacturer's drawing of proposed skylight(s) or light tunnel(s).

GUIDELINE 38

SOLAR COLLECTORS

Fast Track process available

1. An Exterior Alteration Application is required for all solar collectors.

2. Solar collectors can have a large visual impact on a structure due to their size. Therefore, it is important to properly integrate the collector into the design of the house to give maximum advantage to the user with minimal design impact.

3. Large collectors on a sloping roof must appear to be flush with the roof and not laying on top of it. Collectors on a flat roof must be set back and concealed with a parapet unless integrated into the roof design of the structure. Small collectors may be laid on top of a sloping roof and finished to look like a skylight.

4. Collectors must be constructed of glass with wood or metal trim. All trim must be painted to match the background color of the roof or house to conceal it. Plexiglass is not acceptable as it sags and yields an unsatisfactory appearance. All pipe work must be concealed.

5. Inverter box and other attachments such as pipes, conduits, and wiring must be installed in an orderly and neat fashion to minimize the visual impact.

6. Freestanding collectors must be located behind the structure and completely concealed from the road, neighboring properties and open space or worked into another architectural element.

Fast Track **Requirements:**

Solar collectors eligible for the ***Fast Track*** process must meet all criteria above in addition to the following:

1. Solar collector must be panel style and flush mounted to the roof. The frame must be metal in black, silver, or dark brown to blend with existing roof.
2. Inverter box and other attachments such as pipes, conduits, and wiring must be installed to minimize the visual impact.

APPLICATION REQUIREMENTS:

- Color photo of house showing the proposed location and number of solar collectors.
- Material description, to include the dimensions, color, and number of collectors.
- Elevation drawings showing the appearance of the collector(s) and how the edges will meet the roof.
- Drawing or diagram showing the location of conduit piping and inverter box.

GUIDELINE 39

TEAR DOWNS/REBUILDS

No ***Fast Track*** process available

1. An Exterior Alteration Application is required for all tear downs and/or new construction.

2. For new construction involving the tear down of an existing structure, an Exterior Alteration Application and approval is required prior to demolition.

3. All structures on a property should be of the same style, materials, colors, etc.

4. All Exterior Alteration Applications for tear downs/rebuilds are required to obtain a Howard County building permit and to go through a **Two-Step Approval Process**.

    1. **Step One Approval** - Approval of GENERAL CONCEPT AND PLAN. The Exterior Alteration Application must contain all of the Application Requirements listed below. Approval of this plan does not constitute authorization for the tear down and construction of said structure(s).

    2. **Step Two Approval** - Final Approval - Within 60 days after obtaining the Step One approval, the applicant must submit a copy of the approved Howard County building permit along with a statement that Howard County did not require any exterior changes to the plans approved in Step One above or the County did require exterior changes to the plans and these changes are attached to the building permit. The Exterior Alteration Application will be on the agenda for its final vote at the first meeting after the submission of said building permit and statement.

    Any major/substantial changes, required by Howard County, to the plans approved in Step One, will require a second positive Step Two vote. The decision as to whether the changes are major/substantial will be made by the Resident Architectural Committee.

continued…

GUIDELINE 39

TEAR DOWNS/REBUILDS *(continued)*

APPLICATION REQUIREMENTS:

- Plot/survey plan showing the current and proposed footprints of the new house in relationship with and measurement to all abutting property lines.
- Color photographs of all sides/elevations of the existing structure(s).
- Elevation drawings of all sides of the new structure(s) indicating the placement of windows, doors, any skylights, rooflines, porches and/or decks, all trim detail, railings, gutters, and down spouts, etc.
- List of exterior building materials with detailed descriptions, color samples, etc. for the roof shingles, siding, trim, light fixtures, doors, decking, walkways, etc.
- Elevation and aerial view plans of any proposed hard or soft landscaping.
- Drawings indicating the scale and style of the proposed structure(s) compared to those of all neighboring structures on all neighboring lots.
- Timelines with anticipated starting and completion dates for demolition, construction, and landscaping.
- Clearly marked corners of the structure for any site visits to be done by the Resident Architectural Committee.

GUIDELINE 40

TEMPORARY STORAGE UNITS AND DUMPTSTERS

No ***Fast Track*** process available

1. Temporary storage units (PODS) and dumpsters must be placed on the property's driveway or paved parking surface.

2. Per Howard County regulations, no more than one temporary storage unit and one dumpster may be located on the property at any time.

3. No Exterior Alteration Application is required if all the following conditions are met:
   a. Up to two (2) temporary storage units or one (1) dumpster remains on the property no longer than thirty (30) days.
   b. The storage unit and/or dumpster is on the driveway or paved parking area located within the homeowner's property lines.
   c. Residents must contact the Covenant Advisor prior to having the unit or dumpster delivered.

4. An Exterior Alteration Application is required if one or more of the above conditions is not met.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the temporary storage unit or dumpster.
- Color photo of temporary storage unit or dumpster location.
- Number of storage units and/or dumpsters.
- Dates and timeframe in which the storage unit and/or dumpster will remain on the lot.
- Reason(s) that necessitates the proposed timeframe.

NOTE: Howard County Zoning Regulations state that a storage or refuse container may not remain on the site for more than 60 days. The county also requires a resident to obtain a permit to place a storage or refuse container on a county right-of-way or county street. For more information, visit howardcountymd.gov or call Planning and Zoning at 410-313-2350.

GUIDELINE 41

TREE REMOVAL

No ***Fast Track*** process available

1. 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.

2. Stumps from removed trees must be at ground level or below. The intent is that there be no sign that a tree was ever there.

3. Exterior Alteration Applications for tree removal(s) as a rule shall include a plan for replacement(s). This shall apply if:
   a. there are fewer than three (3) trees on a single-family lot, excluding street trees planted by the County.
   b. there are no trees in the front yard except street trees planted by the County.
   c. there is no tree in front of the adjacent townhouses of a multi-family dwelling.

4. All wood must be removed or stacked and split within 60 days of tree removal. (See Guideline for Woodpiles)

5. No Exterior Alteration Application is required for tree removal if any of the following conditions are met:
   a. The tree is dead and will be replaced and/or there are additional trees remaining on the property.
   b. The tree has fallen due to severe weather and will be replaced and/or there are additional trees remaining on the property. The resident is required to contact the village office and provide a color photo of the fallen tree so a notation can be made in the property's lot file.
   c. The tree is less than eight (8) feet in height and is less than six (6) inches in diameter (measured from a point two feet above ground level) and there are additional trees remaining on the property.
   d. Up to two trees may be removed, regardless of size, when they are within 15 feet of the house and the trees will be replaced and/or there are additional trees remaining on the property.
   e. There is only one tree being removed, regardless of size, and will be replaced with another tree, if more appropriate.

6. An Exterior Alteration Application is required for tree removal if any of the conditions in 5. above are not met.

7. An Exterior Alteration Application is required if four (4) or more trees are being removed at one time, even if any of the conditions outlined in 5. above are met.

continued…

GUIDELINE 41

TREE REMOVAL *(continued)*

APPLICATION REQUIREMENTS:

- Site plan showing the location of the tree(s) to be removed, and location of any new tree plantings.
- The tree(s) should be marked (ribbon, etc.) to assist in identification during the site visit.
- Replanting plan, including the type and size at maturity, if applicable.

Note: There are many plants, shrubs, and trees that not only thrive in our state, but help protect the environment. University of Maryland Extension's website **extension.umd.edu** is an excellent resource for information about native plants, shrubs, and trees.

GUIDELINE 42

WINDOWS, EXTERIOR DOORS, STORM DOORS AND GARAGE DOORS

No ***Fast Track*** process available

Storm Doors & Storm Windows

1. No Exterior Alteration Application is required for storm windows and storm doors, if the following conditions are met:
    a. Style matches the style of the house.
    b. Storm door color matches the door or door trim color.
    c. Storm window trim matches window trim color and all windows on one side of house (or both sides of house) have matching storm windows.
    d. Storm doors and windows do not have bars, cross-hatching, or filigree.
2. An Exterior Alteration Application is required for all storm windows and storm doors if any of the above conditions are not met.

APPLICATION REQUIREMENTS:

- Material description of the storm window or storm door, to include colors, dimensions, and style.
- Description of location of the storm windows or storm door on the house.
- Color photo of the proposed storm window(s) and/or storm door.
- Color photo of existing doors and windows, if applicable.

Windows & Sliding Glass Doors

1. No Exterior Alteration Application is required for replacement windows and sliding glass doors if the following conditions are met:
    a. There is no change in the color, size, or style from the existing windows and sliding glass doors. For example, if you have 3-foot by 4-foot, white, double-hung windows with grids, you must replace them with 3-foot by 4-foot, white, double-hung windows with grids.
    b. Sliding glass doors that are being converted to French Door and French doors that are being converted to a sliding glass door that are the exact same color and size as existing French door or sliding glass door.
2. An Exterior Alteration Application is required for adding a window or slider, changing a location of an existing window, or slider, or if there is a change in color, size, or style. Removing or adding mullions/grids to windows requires an Exterior Alteration Application.

continued…

GUIDELINE 42

WINDOWS, EXTERIOR DOORS, STORM DOORS & GARAGE DOORS *(continued)*

3. Style of replacement window and sliding glass door must match house style.

4. Sliding glass doors must have the same frame color as the windows in the house.

APPLICATION REQUIREMENTS:

- Material description of the windows or sliding glass doors, to include colors, dimensions, and style.
- Color photo showing the proposed windows and/or sliding glass doors. If window or door trim is not white, the photo must show the proposed color.
- For additional windows and sliding glass doors, or windows and sliders that are different dimensions and/or moving to a new location, please provide a color photo and/or drawing of the home showing the proposed windows and sliding glass doors in their new location.

Exterior Doors

1. No Exterior Alteration Application is required for replacement exterior doors if there is no change in the color, size, material, or style.

2. An Exterior Alteration Application is required for adding an exterior door, changing a location of an existing door, or if there is a change in color, size, or style.

3. An exterior door must be compatible in style with the house and match either the siding, trim or shutter color. Only one color is allowed, no contrasting trim.

APPLICATION REQUIREMENTS:

- Material description, to include the color, dimensions, and style.
- Description of location of the proposed door.
- A color photo showing the door style, any glass style, and proposed color.
- Description of any glass insert or sidelight.
- Color photo of existing door.
- Paint or stain sample, if applicable.

continued…

GUIDELINE 42

WINDOWS, EXTERIOR DOORS, STORM DOORS & GARAGE DOORS *(continued)*

Garage Doors

1. No Exterior Alteration Application is required for replacement garage doors if there is no change in the style, color, and window configuration from the existing garage doors.

2. An Exterior Alteration Application is required for garage doors that change in style, color, and window configuration from existing garage doors.

APPLICATION REQUIREMENTS:

- Color photo of the proposed garage door, showing the color, style, and window style.
- Material description, including the dimensions, color, style.
- Color photo of existing garage doors.
- Paint or stain sample, if applicable.

NOTE: Townhouse and condominium association may have further restrictions on storm doors, storm windows, windows, and exterior doors. It is property owner's responsibility to ensure compliance with all guidelines and/or restrictions.

GUIDELINE 43

WOODPILES

No ***Fast Track*** process available

1. Woodpiles should be neatly stacked, placed inconspicuously on the property, and never covered with a brightly colored tarp.

2. Woodpiles are never acceptable in front of the front line of the house or on driveways.

3. No Exterior Alteration Application is required if the woodpile is no more than one cord (4'wx8'lx4'h) and located behind the house and not readily visible from street or neighbor's view.

4. An Exterior Alteration Application is required for all other locations and sizes.

APPLICATION REQUIREMENTS:

- Site plan showing the location of the woodpile in relation to structures and property lines.
- Material description of the wood rack, to include dimensions, and color.
- Color photo or drawing of the wood storage rack, if applicable.

GUIDELINE 44

OTHER ALTERATIONS

No ***Fast Track*** process available

It is impossible to anticipate all possible exterior changes. If no guideline seems appropriate for the project you propose, a complete Exterior Alteration Application must be filed. Emphasis should be placed on proper scale, materials, color, and impact on neighboring properties.

Exterior Alteration Applications must include sufficiently detailed information to permit understanding and evaluation of your proposal. Contact the Covenant Advisor if you have questions.

Forms

- Checklist for Exterior Alteration Applications
- Exterior Alteration Application
- In-Home Profession or Industry Application
- Exterior Alteration Worksheets
  - Major Alteration
  - Deck
  - Fence

Checklist for Exterior Alteration Applications

Exterior Alteration Applications cannot be processed unless all required information is included. Please read the architectural guideline pertaining to your alteration and submit your Exterior Alteration Application only if all information is included.

1. Name, address, home, cell/work telephone numbers and email address.

2. Neighborhood.

3. Type of house, design of house and current colors of roof, siding, shutters, door, garage door and trim.

4. Description of all changes desired.

5. Site plan showing existing structures on property and all property lines. The proposed changes must be clearly marked on site plan.

6. Color samples, material samples, and/or color photos of proposed materials. A verbal or written description is not acceptable for color changes.

7. Drawings and/or plans to scale of the proposed alterations/additions. Please include all dimensions, including elevations of all views.

8. Color photo of existing exterior item to be replaced.

9. Dated signature of property owner. A renter may not sign on behalf of the property owner.

10. For ***Fast Track*** process: All information above plus **two visually affected neighbors' signatures**. Exterior Alteration Applications submitted for the ***Fast Track*** without all required information included at the time of submission will be moved to the regular process. For information on specific alterations which are eligible for the ***Fast Track***, please see the Architectural Guideline booklet or call the Covenant Advisor at 410-730-8113.

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

ANY APPLICATION SUBMITTED WITHOUT ALL REQUIRED INFORMATION <u>WILL NOT</u> BE PROCESSED.

Long Reach Community Association

6110 Foreland Garth
Columbia, MD 21045
410-730-8113 · longreach.org

FOR OFFICE USE ONLY
Log#_____
Date Rec'd _____
Lot # _____
Fast Track _____

Exterior Alteration Application

Name:			
Address:			
Primary Phone:		Secondary:	
Email:			

Type of House (Select One):	Current Colors				Neighborhood (Select One):
☐ Single Family, Detached	House:		Roof:		☐ Jeffers Hill
☐ Townhouse, End Unit*	Shutters:		Door:		☐ Kendall Ridge
☐ Townhouse, Middle Unit*					☐ Locust Park
☐ Condominium*	Trim:		Garage:		☐ Phelps Luck

DESCRIPTION OF DESIRED CHANGES:

Please provide full details as required by Long Reach Architectural Guidelines, available online at longreach.org.

_____

_____

_____

_____

*TOWNHOUSE/CONDO HOMEOWNERS ASSOCIATION ACTION

If a change applies to a property subject to another Homeowner's Association, **it is the property owner's responsibility to obtain approval.** Consult with your Homeowner's Association board.

Name of Homeowner's Association: _____

☐ Approved as submitted ☐ Approved as amended (state reason below) ☐ Denied (state reason below)

Notes/explanation:_____

_____

NOTE:

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

Signature of Owner:_____ Date:_____

ACKNOWLEDGMENT OF RESIDENTS NEIGHBORING THE PROPERTY
(Required for fast track eligible applications only)

Note: Signing below indicates awareness only and does not represent approval or disapproval of the alteration.

Signature:		Address:	
Signature:		Address:	
Signature:		Address:	
Signature:		Address:	

Please submit this completed application to applications@longreach.org or
Mail to 6110 Foreland Garth, Columbia, MD 21045 "ATTN: Covenant Advisor"

APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT

Long Reach Community Association
6110 Foreland Garth
Columbia, MD 21045
410-730-8113 · longreach.org

In-Home Profession/Industry Application

In accordance with the Declaration of Easements and Restrictions, referred to in the deed covering the property described below and note #1 of this application, I/we hereby apply for specific written approval of the Architectural Committee to conduct a profession or home industry in or on a part of a lot or in an improvement upon the property as described herein and as described in Section 11.02 of the Village Covenants.

Name:			
Address:		Lot #:	
Phone:		Email:	

Purpose and description of profession or home industry:
_____ _____ _____ _____

Will a truck or other vehicle be used?	☐ Yes ☐ No If yes, how many? _____		
Type of House (Select One):	☐ Single Family, Detached ☐ Townhouse, End Unit ☐ Townhouse, Middle Unit ☐ Condominium		
Hours of operation:		Start-up date requested:	
Will this property be advertised as a business?	☐ Yes ☐ No	Max. # of people at any one time:	
Are related materials to be stored on the property?	☐ Yes ☐ No If yes, please explain: _____ _____		

Nature and frequency of deliveries required:
_____ _____

Nature of parking requirements and how they will be met:
_____ _____

Log #_____

Revised January 2021

Long Reach Community Association
6110 Foreland Garth
Columbia, MD 21045
410-730-8113 · longreach.org

In-Home Profession/Industry Application

ACKNOWLEDGMENT OF RESIDENTS NEIGHBORING THE PROPERTY This acknowledgment indicates an awareness of the intent and does not constitute or indicate approval or disapproval. Contact the Long Reach Architectural Committee within five (5) days if you wish to comment on this application.			
Signature:		Address:	
Signature:		Address:	
Signature:		Address:	
Signature:		Address:	

***TOWNHOUSE/CONDO HOMEOWNERS ASSOCIATION ACTION**
If this is a property subject to another Homeowner's Association, **it is the property owner's responsibility to obtain approval.** Consult with your Homeowner's Association board.

Name of Homeowner's Association: _____

☐ Approved as submitted ☐ Approved as amended (state reason below) ☐ Denied (state reason below)

Notes/explanation:_____

_____

1. Nothing herein contained shall be construed as a waiver or modification of any of the restrictive covenants nor any of the provisions of state or Howard County ordinances or regulations. (County approval may also be required - call Howard County Clerk of the Courts.)
2. A separate application must be made for each profession or home industry.
3. I understand and agree that the profession or home industry will not be /conducted until specific written approval of the Architectural Committee is given.
4. Approval is not transferable.

Signature of Owner:_____ Date:_____

FOR OFFICE USE ONLY

RESIDENT ARCHITECTURAL COMMITTEE RECOMMENDATION	
Recommended Action:	
Remarks:	

Signature of RAC Member:_____ Date:_____

ARCHITECTURAL COMMITTEE REVIEW	
Action:	
Remarks:	

Signature of AC Member:_____ Date:_____

Log #_____

Revised January 2021

Long Reach Community Association
6110 Foreland Garth
Columbia, MD 21045
410-730-8113 · longreach.org

Major Alteration Worksheet

This worksheet is only meant to be an aid in preparing your Exterior Alteration Application. Please refer to the Long Reach Architectural Guideline #16 for complete requirements. Major Exterior Building Alterations include but are not limited to construction of garages, carports, rooms and other additions to a house. These major alterations require a Howard County Building permit and the Two-Step Process.

Submit this completed worksheet with your Exterior Alteration Application along with:

_____ A site Plan showing the location of the proposed structure, distances from neighboring structures, property lines and other identifiable landmarks.
_____ Detailed drawings and plans showing exterior elevations, all measurements, floor plans, changes in grade, etc. showing the relationship of proposed structure to existing dwelling and other buildings.
_____ Signatures of ALL property owners surrounding the property.
_____ Specifications for exterior materials
_____ Exterior Lighting arrangements
_____ Color Samples

Name:	
Address:	

Type of home (Check one):	☐Townhouse ☐Single Family
Type of alteration (Check one):	☐ Garage ☐ Carport ☐ 1st Story Addition ☐ 2nd Story Addition ☐ Other: _____
Type of existing siding (Check one):	☐Brick ☐Vinyl ☐Wood ☐Aluminum
Existing Window Style (Check one):	☐ Double Hung ☐ Casement ☐ Awning ☐ Panes/Grids/Grills

Existing House Colors							
Door:		Garage Door:		House Trim:		Shutters:	
Roof:		Siding Color:		Window Trim:		Stain Color:	

Additional Information (if needed):
_____ _____ _____

Log #_____

Long Reach Community Association
6110 Foreland Garth
Columbia, MD 21045
410-730-8113 · longreach.org

Deck Worksheet

This worksheet is only meant to be an aid in preparing your Exterior Alteration Application. Please refer to the Long Reach Architectural Guideline #8 for complete requirements. The FastTrack process is available under special circumstances (refer to the guideline for details).

Submit this completed worksheet with your Exterior Alteration Application along with a:

☐ Scaled drawing of the proposed deck and its components on a property site plan or location survey
☐ Deck elevation drawing with any railings and stairs shown against the house

Name:	
Address:	

Overall Deck Dimensions					
Length:		Width:		Elevation (ground to deck floor):	

Deck Component	Material	Color/Finish	Style/Description
Support/Frame			
Floor			
Fascia			
Railing (include height)			
Stairs/Rail			
Lattice to Grade			
Screening Panels			
Other			

Area Beneath Deck (check if applicable)

☐ Grass ☐ Stones ☐ Mulch ☐ Other:_____

Additional Information (if needed):

_____
_____
_____

Log #_____

Long Reach Community Association
6110 Foreland Garth
Columbia, MD 21045
410-730-8113 · longreach.org

Fence Worksheet

This worksheet is only meant to be an aid in preparing your Exterior Alteration Application. Please refer to the Long Reach Architectural Guideline #12 for complete requirements. The FastTrack process is available under special circumstances (refer to the guideline for details).

Submit this completed worksheet with your Exterior Alteration Application along with a drawing of the proposed fence location on a property site plan or location survey including:

_____ the length of each fence line
_____ gate locations
_____ location of adjacent properties, houses and open space.

Name:	
Address:	

Type of home (Check one):	☐Townhouse ☐Single Family		
Fence Style (Check one):	☐ Estate ☐ Board on Board Privacy ☐ Round Rail ☐ Picket ☐ Split 2 Rail ☐ Split 3 Rail ☐ Other:_____		
Styles of fences on adjacent properties (if applicable):			
Fence Height (Check one):	☐ 2 Rail 42” ☐ 3 Rail 48" ☐ Picket 42" ☐ Privacy (Max. 72”)		
Fence Material (Check one): *if stained, attach color sample*	☐ Pressure Treated Wood ☐ PVC ☐ Wire Mesh & Gauge		
Number of Gates:		Gate Style:	
Gate Height and Width:		Gate swing (check one):	☐ In ☐ Out

Additional Information (if needed):
_____ _____ _____ _____ _____ _____ _____ _____

Log #_____