

**EMERSON**  
**RESIDENTIAL DESIGN GUIDELINES**  
**for**  
**HOMEOWNER MODIFICATIONS**

*Prepared by the*

Architectural Review Board  
Emerson Corporation

10275 Little Patuxent Parkway  
Columbia, Maryland 21044-3456

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## Table of Contents

### I. INTRODUCTION

• Architectural Review Board and Design Guidelines .....	1
• Authority .....	1
• Procedure.....	1
• Application Review .....	2
• Community Founder's Veto Rights .....	3
• Appeal.....	3
• Initiation and Completion of Improvements.....	3
• Modifications by a Previous Owner.....	4

### II. DESIGN GUIDELINES

• ADDITIONS/ ALTERATIONS-MAJOR.....	6
• AIR CONDITIONERS/ HEAT PUMPS .....	8
• ANTENNAS/ SATELLITE DISHES .....	9
• ATTIC FANS/ VENTILATORS.....	10
• AWNINGS .....	11
• BASKETBALL BACKBOARDS .....	12
• CHIMNEYS/ FLUES .....	13
• CLOTHES LINES/ HANGERS.....	14
• COLOR CHANGES.....	15
• COMPOST BINS/ CONTAINERS.....	16
• DECKS (Single Family Detached Houses) .....	17
• DECKS (Townhouses) .....	19
• DOG HOUSES .....	21
• DOORS-(New and Replacement).....	22
• DRIVEWAYS/ PARKING PADS .....	23
• FENCES (Single Family Detached Houses) .....	24
• FENCES (Townhouses) .....	26
• FIREWOOD STORAGE .....	27
• FLAGS/ FLAGPOLES .....	28
• GARAGES/ CARPORTS .....	29
• GAZEBOS.....	30
• GUTTERS/ DOWNSPOUTS .....	31
• HOT TUBS/ SPAS.....	32
• HOUSE NUMBERS.....	33
• LANDSCAPING (Plantings, Retaining Walls and Related Items).....	34
• LIGHTING .....	36
• MAILBOXES .....	38
• PAINTING, STAINING and RE-SIDING .....	39
• PATIOS.....	40
• PLAY EQUIPMENT (Swing Sets, Play Houses, etc.) .....	41

• POOLS.....	42
• PORCHES .....	43
• RADON EQUIPMENT .....	44
• REMOVAL OF STRUCTURES OR LANDSCAPING .....	45
• ROOFING .....	46
• SECURITY DEVICES.....	47
• SHEDS/ STORAGE FACILITIES.....	48
• SHUTTERS.....	49
• SIDEWALKS/ WALKWAYS .....	50
• SIDING.....	51
• SIGNS.....	52
• SKYLIGHTS .....	53
• SOLAR COLLECTORS .....	54
• SUNROOMS/ GREENHOUSES.....	55
• TREE REMOVAL .....	56
• TRELLISES/ ARBORS .....	57
• WINDOWS (Additions and Replacements).....	58
• OTHER ALTERATIONS .....	59

### **III. MISCELLANEOUS PROVISIONS**

• Accuracy of Information.....	60
• Amendments .....	60
• Applicant's Representation .....	60
• Conflicts with the Community Constitution .....	60
• Enforcement.....	60
• Non-Liability .....	60
• Regulatory Compliance .....	61
• Certificates of Compliance.....	61

<b>CERTIFICATE OF COMPLIANCE CHECKLIST .....</b>	<b>62</b>
--	-----------

<b>APPLICATION FORM .....</b>	<b>63</b>
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## I. INTRODUCTION

### Architectural Review Board and Design Guidelines

The purpose of this document is to set forth requirements, review procedures and design guidelines ("Guidelines") for homeowners intending to make any changes or improvements to their property or to the exterior of their home. These Guidelines are intended to serve as a reference for members of the Architectural Review Board ("ARB") of the Emerson Corporation as well as for homeowners and their contractors submitting plans and designs to the ARB for review.

As used in this document, the term "Architectural Review Board" or "ARB" shall include both the Architectural Review Board, as defined in Appendix One of the Community Constitution, and the Community Founder to the extent the Community Founder elects to exercise architectural approval and review authority under Article 7 of the Community Constitution. Unless otherwise defined in this document, all other capitalized terms used shall have the same meaning as set forth in Appendix One of the Community Constitution.

### Authority

Except as expressly stated in this document to the contrary, the ARB has the authority to review and approve the design of all exterior improvements made upon property, whether covered in the Guidelines or not. Specifically, any clearing, grading, removal of trees, construction or improvement to any site must be reviewed and approved by the ARB prior to commencement of the work. Such improvements include, but are not limited to, all permanent as well as temporary buildings, accessory structures, additions, fencing, lighting, major landscaping, decks, patios, play equipment, etc. **No work may begin until and unless written approval has been obtained from the ARB.**

The ARB may consider any and all exterior elements of design including size, massing, architectural style, colors, materials, harmony of design and other factors that, in the opinion of the ARB, affect the appearance of the improvement(s) and/or their compatibility with surrounding development.

### Procedure

The review process begins when the property owner or applicant ("Applicant") submits an application form with plans, drawings, specifications and other required information ("Application") to the ARB for processing. Since individual projects may vary greatly in scope and complexity, project submission requirements also depend upon the specific improvement or modification. Please refer to Section II for specific submission requirements or contact the ARB for guidance. A complete submission will generally include the following information:

- a brief written description of the project
- a site plan (if applicable) showing the location of the project
- photographs of the existing condition
- scaled drawings showing what is proposed
- material and color samples (if applicable)

The Application must also include signatures of at least three adjacent or affected property owners. This is to ensure that prior to the ARB's review, planned improvements are made known to the adjacent/ affected residents. **Such signatures are not meant to indicate approval or disapproval of the project and are not the deciding criteria used by the ARB when making decisions.**

Application forms and information can be obtained from the following address:

Architectural Review Board  
Emerson Corporation  
10275 Little Patuxent Parkway  
Columbia, Maryland 21044-3456  
410-992-6028 Fax: 410-992-6149

## Application Review

When an Application is received, it is reviewed for completeness. An Application that is not complete will be returned with an explanation of the reasons for this action. A complete Application will be processed and reviewed by the ARB.

Any Application submitted for review that proposes a variance from any criteria or requirement set forth in the Guidelines shall include specific identification of the variance and the reasons for such variance. **No approval of any plan by the ARB shall be deemed to include any variance unless it has been identified in the submitted plan and specifically approved by the ARB.**

The ARB shall, within twenty-one (21) calendar days after receipt of a complete Application, advise the Applicant in writing of the approval (including a conditional approval - an approval with comments), or disapproval of the Application. The ARB shall provide an explanation of the objectionable segments or features of any disapproved Application and suggestions for addressing such objections. If the ARB fails to advise the Applicant by written notice within twenty-one (21) calendar days of receipt of a complete Application of either the approval or disapproval of the Application, the Applicant shall give the ARB written notice of the ARB's failure to respond. The Applicant's notice shall include a statement that unless the ARB responds within seven (7) calendar days of receipt of such Applicant's notice, approval of the Application shall be deemed granted. Upon such further failure of the ARB to grant an approval or disapproval, approval shall be deemed to have been given, subject to the Community Founder's veto rights.

Notwithstanding the foregoing, no approval, whether expressly granted or deemed granted pursuant to these Guidelines shall be materially inconsistent with these Guidelines unless a variance has been granted in writing in accordance with Section 7.14 of the Community Constitution. Notices from an Applicant to the ARB under these Guidelines shall be deemed to have been given when received, or three days after the time the envelope containing such notice, properly addressed and postage prepaid, is deposited with the U.S. Postal Service by registered or certified mail, return receipt requested, or the next day with any other overnight delivery or courier service, such as Federal Express or UPS, which can provide tracking information regarding the delivery of such notice.

### **Community Founder's Veto Rights**

The veto rights of the Community Founder shall be exercised in accordance with Section 7.8 of the Community Constitution.

### **Appeal**

In accordance with Section 7.18 of the Community Constitution, decisions made by the ARB may be appealed to the Board of Directors by the Member whose Application or other request was the subject of the ARB decision.

### **Initiation and Completion of Improvements**

Construction of improvements in accordance with the approved Application shall be commenced within twelve (12) months of such approval and completed within twelve (12) months following the date of commencement, or within such other periods as the ARB may specify in its approval. In the event construction is not commenced within the period stated, then approval of the plans and specifications shall be deemed withdrawn and the Applicant must re-submit an Application and otherwise comply with the requirements of Article 7 of the Community Constitution and these Guidelines.

Once a plan is approved, the Applicant may not deviate from the approved plan unless such deviation or revision is submitted and approved in writing by the ARB. Upon completion of the project or improvement, the ARB may inspect the property at the written request of the Applicant, and issue a Certificate of Compliance if the project has been constructed in conformance with the approved plans, guidelines and any other applicable requirements. A request for a Certificate of Compliance must be made within one (1) year of the completion of the improvements.

Approval by the ARB does not guarantee approval by the County or other regulatory agencies having jurisdiction over the project. The Applicant is responsible for obtaining all other necessary approvals.

**Modifications by a Previous Owner**

Purchasers of a resale property could be notified that they are in violation of the covenants because of an existing non-approved architectural modification to their property. Current owners are responsible for any existing violations. Any owners in this situation should remove the unapproved modification themselves or, alternatively, if the previous owners did not seek approval, the new owners should submit an application to explain the matter and request approval. However, there is no guaranty that approval will be given. Buyers of resale homes are urged to protect themselves from this situation by obtaining a resale certificate from the ARB prior to settlement which will state whether any fees are due or whether any covenant violations exist on the property so that these may be immediately resolved by the sellers.

## II. DESIGN GUIDELINES

This section contains, in alphabetical order, typical improvements that could be undertaken by homeowners. These may range from a major addition/ alteration such as a deck, sunroom or patio, to a relatively minor project such as a basketball backboard, storage shed or storm door.

For each item there are general considerations, specific guidelines, and an explanation of what information must be submitted by the homeowner to the ARB for review in order to obtain approval for the improvement described.

The items noted do not constitute a complete list of improvements that are required to be reviewed and do not necessarily obligate the ARB to approve a particular application. Pursuant to Section 7.11 (b) of the Community Constitution, the ARB reserves the right to add or delete items from the Guidelines and to revise the Guidelines as necessary.

Design guidelines for some items such as fences and decks, for example, need to be applied differently for single family detached houses compared to townhouses. Therefore, separate guidelines have been written for each situation.



## **ADDITIONS/ ALTERATIONS - MAJOR**

### **General Considerations**

Additions or alterations include but are not limited to major projects such as room additions, garages, sunrooms, greenhouses, porches, and deck enclosures.

Major additions or alterations to single family detached houses must be visually integrated with the existing house through the consistent use of architectural elements, materials, colors and other details. The design must be compatible with the existing house in style, character, scale, massing, materials and colors.

Such projects should also be planned to minimize any adverse impact on neighboring properties that may result through the elimination of privacy or the removal of existing trees. Changes in grade or drainage resulting from the addition must not adversely affect adjacent property, and must be shown on the site plan.

Additions or alterations to attached housing such as townhouses shall be limited to the options available in accordance with approved project standards established by the builder and approved by the ARB.

### **Specific Guidelines**

- The color and texture of the siding, roofing, and trim materials shall be the same as or compatible with the existing materials of the house.
- The style and color of new windows and doors shall be compatible in style and proportion with those of the existing house. New windows and doors shall be located vertically on walls at the same approximate height as those of the existing house, and be trimmed in the same manner.
- Eaves and fascias shall be the same depth, style, and approximate height of existing eaves and fascias.
- Roofs should be the same approximate slope as those of the existing house and of the same material as the existing roof.
- Additions should not significantly impair the view, privacy, amount of sunlight, or ventilation of adjacent residences.
- Additions shall not adversely affect drainage conditions on adjacent properties.
- Additions should minimize any tree removal. Supplemental landscaping may be required to compensate for the removal of any vegetation.

**ADDITIONS/ ALTERATIONS – cont.****Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements, any accessory structures, fencing, significant vegetation, and the location of the proposed addition/ alteration.
- Photographs showing the house and the specific area of the proposed addition.
- Complete plan and elevation drawings (minimum scale of 1/4"=1'-0") showing the house and the proposed addition/ alteration.
- A description of materials, including type and color of siding material, roof material, trim material, exterior light fixtures, and windows.
- Samples of proposed materials and colors.
- Catalogue photographs or manufacturer's illustrations of items such as exterior light fixtures.
- A landscape plan as applicable.

## **AIR CONDITIONERS/ HEAT PUMPS**

### **General Considerations**

Mechanical and electrical equipment such as air conditioners, heat pumps, condensers, etc. shall be located so as to minimize their visual and acoustical impact on neighboring properties.

The installation of air conditioners/ heat pumps in attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with the approved project standards approved by the ARB.

No Application is required for replacement units of the same size and in the same location as existing approved units. New units must meet the guidelines below.

### **Specific Guidelines**

- Mechanical equipment must be located at the rear or the side of the house.
- Individual window or wall mounted units are not permitted.
- Any air conditioner/ heat pump in a highly visible location may require landscape screening or an architectural screen.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, trees, property lines, any patio/deck and the location of the proposed air conditioner/ heat pump.
- Catalogue photographs or manufacturer's illustrations of the unit showing dimensions and color.
- If screening is proposed, include drawings indicating dimensions, details, materials and proposed colors.
- Where applicable, provide a planting plan indicating the type and location of proposed plant material.

## ANTENNAS/ SATELLITE DISHES

See the *Emerson Association, Inc. Resident Handbook, Exhibit A, Rules for Installation of Antennas.*

## **ATTIC FANS/ VENTILATORS**

### **General Considerations**

Attic fans shall be selected and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street. No Application is required for the replacement of an existing approved fan with one of a similar size and appearance in the currently approved location. New equipment must follow the guidelines below.

### **Specific Guidelines**

- Ventilators shall be located to the rear of the roof ridge line and/or gable and shall not extend above the highest point of the roof or more than 12" above the roof surface.
- Ventilators shall be painted a flat black or a flat finish paint to match the roof color. Gable vents shall be painted the color of the siding in which installed, and ridge vents finished in the same color as the roof.
- Rotating or wind-powered turbine ventilators are not permitted because of their size and movement.

### **Submission Requirements**

- A photograph or manufacturer's illustration of the ventilator including dimensions and information about its material and color.
- Drawing or photograph of its proposed location, including the material and color of the mounting surface.

## **AWNINGS**

### **General Considerations**

In general, sun control should be achieved by means of interior window treatments and landscaping rather than the installation of individual awnings on windows.

No Application is required for the replacement of existing approved awnings similar in style and color to the original. In attached housing (townhouses) and multifamily housing (apartments or condominiums), replacement awnings must match the design and color of the originals and shall be in accordance with the project standards originally approved by the ARB.

### **Specific Guidelines**

- Awnings must be harmonious with the architecture of the house. The style, color and size must complement the architectural character and existing color scheme of the house.
- Awnings shall have a simple, straightforward design, without embellishments such as fringes, patterns, stripes, etc.
- Fabric or wood are the preferred materials. Metal, plastic, vinyl or fiberglass awnings are not permitted.
- Seasonal removal of awnings must also include removal of the frames.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house and the location of proposed awning(s).
- Photographs of the house and the proposed location of awning(s).
- Elevation drawings to scale showing the house and the proposed awning(s). Include a description of materials.
- Catalogue photographs or manufacturer's illustration of the proposed awning showing colors.

## **BASKETBALL BACKBOARDS**

### **General Considerations**

Basketball backboards (both permanent and portable) must be located so as to minimize the impact of their appearance and noise on neighboring properties.

When locating basketball backboards, the size of the property, relationship to adjacent residences, and screening provided by existing and proposed structures and/or vegetation are important. Pole-mounted backboards are recommended rather than building-mounted backboards.

Any addition of paving material also requires review and approval.

Due to the proximity of units, the installation of basketball backboards is not permitted in townhouse clusters.

### **Specific Guidelines**

- Only one basketball backboard is permitted on any property.
- The preferred location is on the side of a driveway, a minimum of 10 feet from the nearest shared property line.
- Metal poles should be painted black, brown or left in a galvanized finish; wood poles should be painted black, brown or left to weather naturally.
- Backboards should be white, gray, or clear.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any fencing, significant vegetation, and the proposed location of the basketball backboard.
- A catalogue photograph or manufacturer's illustration of the backboard and pole (if applicable), including dimensions, materials, and colors.
- If the backboard is to be mounted on the house, include a photograph showing the proposed location.
- Where applicable, provide a planting plan indicating the type and location of vegetation or other screening.

## **CHIMNEYS/ FLUES**

### **General Considerations**

Chimney and metal flue additions must be visually integrated with the architecture of the house. Their design and location must be compatible with the house in style, scale, materials and colors.

Metal flues shall be selected and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street.

### **Specific Guidelines**

- Chimneys must be constructed of materials and colors that match or are harmonious with the materials and colors of the house. A masonry chimney should be constructed to match the stone, brick or other masonry materials used on the house.
- An exterior masonry chimney must be constructed to grade.
- Free-standing flues are not permitted. Flues shall be completely enclosed with a material that matches the exterior house finish. For example, flues attached to a brick wall must have a brick enclosure. Flues attached to a wall of siding must be enclosed with matching siding.
- A rooftop metal flue must be on the side least visible from neighboring properties (usually the rear slope of the roof), and shall be painted a flat black or a flat color to match the roof color.
- Chimneys or flues shall not be taller than the minimum height required by the County building code.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house and the location of the proposed chimney/ flue.
- Elevation drawings to scale showing the location of the chimney/ flue and adjacent windows, doors, etc.
- A complete description of materials and colors.
- Catalogue photographs or manufacturer's illustration of rooftop and direct-vent metal flues, including dimensions and color.



## **CLOTHES LINES/ HANGERS**

### **General Considerations**

Clotheslines, hangers or similar apparatus for the exterior drying of clothes are not permitted due to their visual impact.

## **COLOR CHANGES**

### **General Considerations**

No Application is required for exterior color applications such as repainting or replacing siding if this is with a color/ material that is the same as the original.

In attached housing (townhouses) and multifamily housing (apartments or condominiums), colors and materials must match those of the original.

### **Specific Guidelines**

- Proposed colors and materials must be compatible with other existing or proposed exterior colors and materials on the house, such as roofing, siding, trim, etc.
- The number of colors used should be limited to one for siding, one for trim, with a compatible accent door color allowed. Garage door color must match either siding or trim.
- In general, house foundations must be painted the color of siding when re-siding occurs.
- Any wood siding must be protected with stain or paint to prevent an uneven weathered appearance. A solid color stain is recommended instead of semi-transparent stain.

### **Submission Requirements**

- Photographs or elevation drawings of the house, marked to indicate the proposed location of color or material replacements.
- Where a change in material is proposed, such as the addition of siding or brick, include elevation drawings, to scale, showing the location of all areas proposed to be changed.
- Color and material samples (minimum 2" square in size) identified by manufacturer, material and specific color "name".

## **COMPOST BINS/ CONTAINERS**

### **General Considerations**

Compost bins or containers shall be selected and located so as to minimize their impact on adjacent neighbors. Their location shall be as far away as possible from neighboring properties and streets.

Homeowner installation of compost bins is prohibited in attached housing (townhouses) and multifamily housing (apartments or condominiums).

### **Specific Guidelines**

- A compost bin must be located at the rear or side of the house no closer than 10 feet from a property line. No more than one bin will be permitted on any property.
- The size of the bin is limited to 4 feet in height and 4 feet x 8 feet in dimension. The bin should be self-contained, sturdily constructed of wood, plastic, or metal, and finished in a dark, muted color or left to weather naturally if wood.
- If visible from neighboring properties, the bin should be screened by vegetation.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any accessory structures, patio/deck, significant vegetation, fencing, and the location of the proposed compost bin.
- If pre-made, include a catalogue photograph or illustration of the bin including dimensions, material, and color. If constructed, include plan and elevation drawings identifying dimensions, material, and color.
- Where applicable, provide a planting plan indicating the type and location of vegetation or other screening.

## **DECKS (Single Family Detached Houses)**

### **General Considerations**

Any deck, whether ground level, first level or upper level, shall be an appropriate size for the area in which it is to be located, with consideration for its impact on adjacent properties. It shall be harmonious with the architecture of the house in design, detail, material and color.

Modifications or additions to an existing deck must incorporate the same materials, colors and detailing as the approved existing deck.

For enclosed upper level decks, see the design guidelines for ADDITIONS/ALTERATIONS.

### **Specific Guidelines**

- Decks must be located on the rear of the house and must not extend beyond the side walls of the house. This includes any stairs, railings or projections.
- Design and location of the deck should minimize any tree removal. Changes in grade or drainage pattern must not adversely affect adjoining properties.
- A solid trim board shall be provided on any open side of the deck to conceal the joists and cut ends of the decking.
- Any lattice must be properly framed and placed between (not over) the support posts.
- Decks shall be constructed of wood left to weather naturally or painted/stained in a muted color such as white, beige or other neutral color that is harmonious with the colors of the house. Alternative materials such as composite wood ("Trex" or equal) may be approved by the ARB for walking surfaces.
- Railings should be simple, 2" x 2" vertical pickets at the minimum height required by Howard County code. Decorative panels with designs such as Chippendale or sunburst patterns are appropriate if permitted by code.
- Any privacy screens should be constructed of lattice, properly framed and installed directly on top of the railing. The total height of the railing and screen should not exceed 7'-0" above the deck floor.
- Any built-in benches, planters or flower boxes should be visually integrated into the design of the deck.

**DECKS (Single Family Detached Houses) – cont.****Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines and easements, significant vegetation, any existing patio/deck, fencing, and the location of the proposed deck.
- Photographs of the house and site marked to show the location of the proposed deck.
- A plan (minimum scale of 1/4"=1'-0") dimensioned, showing the house and the proposed deck. For upper level decks or decks of more than one level, provide elevation drawings of the house and the proposed deck(s), including the height above grade, stairs and any other proposed elements. Indicate any changes in window or door locations.
- Detailed drawings of railings and any benches, privacy screens, planters, etc.
- Sample of proposed material and color if other than pressure treated wood.
- A landscape plan if applicable.

## **DECKS (Townhouses)**

### **General Considerations**

Decks for attached housing (townhouses) including railings, privacy screens and any stairs must conform exactly to the design (cluster standard) including details and color requirements established by the builder and approved by the ARB. No Application is required in this case.

In the absence of an established cluster design standard the following specific guidelines shall apply.

### **Specific Guidelines**

- Decks must be located at the rear of the house and must not project beyond the side walls of the house. This includes any stairs, railings, privacy screens, etc.
- Decks must not exceed 12 feet in depth and may not be closer than 6 feet from the rear lot line.
- Decks must be set back at least 2 feet from a side property line so that adjacent decks are at least 4 feet apart.
- If a railing standard does not exist for the cluster, a simple 2" x 2" vertical picket railing at the minimum height set by County code is required.
- Any privacy screens should be constructed of lattice, properly framed and installed directly on top of the railing. The total height of the railing and screen must not exceed 6 feet above the deck floor.
- Decks should be constructed in such a way that braces are not required. A solid trim board shall be provided on any open side of the deck to conceal the joists and cut ends of the decking.
- Any lattice must be properly framed and placed between (not over) the support posts.
- Decks shall be constructed of wood left to weather or painted/stained in a muted color that is harmonious with the colors of the house. Alternative materials such as composite wood ("Trex" or equal) may be approved by the ARB for walking surfaces.
- Any built in benches, flower boxes, trellises, arbors, etc., should be designed as an integral part of the deck.
- For enclosed upper level decks, see ADDITIONS/ ALTERATIONS – MAJOR.

**DECKS (Townhouses) – cont.****Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines and easements, any existing patio/deck, fencing, and the location of the proposed deck.
- Photographs showing the house and site marked to show the location of the proposed deck.
- A plan (minimum scale of 1/4"=1'-0") dimensioned, showing the house and the proposed deck.
- For upper level decks and decks of more than one level, provide elevation drawings, to scale, showing the house and the proposed deck, including the height above grade, stairs and any other proposed elements.
- Detailed drawings of railings and any benches, planters, privacy screens, etc.
- Samples of proposed colors if other than pressure treated wood.
- A landscape plan if applicable.

## **DOG HOUSES**

### **General Considerations**

Dog houses must be located to minimize their visual and acoustical impact on neighboring properties and should take advantage of screening provided by existing structures and/or vegetation.

No Application is required if the specific guidelines are followed. All other conditions must be submitted for review and approval.

### **Specific Guidelines**

- No more than one dog house is permitted on any property.
- Dog houses must be located in rear yards, no closer than 10 feet from a property line and be screened by landscaping.
- The size of a dog house shall be no larger than 12 square feet and no taller than 4 feet.
- Dog houses must be constructed of durable materials and should be finished in a neutral color such as white, gray or beige.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any accessory structures, fencing, significant vegetation, and the proposed location of the dog house.
- Photographs or drawings of the dog house, including dimensions, materials, and colors.



## **DOORS (New and Replacement)**

### **General Considerations**

No Application is required for the replacement of an existing door with one that is similar in type, style and color.

The style, material, color and detailing of a new or replacement door (pedestrian or garage) must be consistent with that of existing doors and be compatible with the architectural style of the house.

The addition/replacement of doors, including storm/screen and garage doors, in attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with the approved project standards approved by the ARB for type, style, location, color, etc.

### **Specific Guidelines**

#### **Entrance and Garage Doors**

- Doors and door frames must be clad or painted with a color consistent with other doors, windows and house colors. Colors shall comply with the guidelines for Color Changes.
- Wood doors must be protected with stain or paint.

#### **Storm/Screen Doors**

- Storm/screen doors must be "full-view" (defined as doors where the glass covers at least 80 % of the door surface) and simple, with straight-lined framing and little or no ornamentation. Doors with half screens or scalloped edges will not be approved. Ornamental styles that are compatible with the architecture of the house may be approved on a case-by-case basis.
- Storm doors may be finished in the same color as the main door or in a color that is complementary with the house colors.

### **Submission Requirements**

- Photographs showing the house, existing windows and doors and the proposed location of new and/ or replacement doors.
- If a new door is proposed, catalogue photographs or manufacturer's illustration showing the door and noting dimensions, material and color.

## **DRIVEWAYS/ PARKING PADS**

### **General Considerations**

No Application is required for the replacement of an existing, approved driveway/parking pad with the same material.

Enlarging a driveway or adding a parking pad may be proposed only where its use will not adversely affect adjacent properties, natural areas, drainage, or the appearance of the streetscape.

### **Specific Guidelines**

- Any additions or alterations to existing driveways or parking pads must incorporate the same material, color and detailing as the original driveway or parking pad.
- Design and location should minimize the removal of trees or significant vegetation.
- Construction must not require excessive excavating or filling. Changes in grade or drainage pattern must not adversely affect adjoining properties.
- Only one driveway is permitted on any property.
- A driveway or parking area in the rear yard is not permitted.
- Landscaping may be required to compensate for the removal of vegetation and to screen the driveway/ parking pad from neighboring properties.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines and easements, existing driveways/parking pads, significant vegetation, fencing, and the location of the proposed driveway and/or parking pad.
- If grading is involved, a plan showing the change in grade and any retaining walls that will be required.
- A description of the proposed paving materials.
- A landscape plan showing proposed plantings as applicable.

## FENCES (Single Family Detached Houses)

### General Considerations

In order to maintain the open character of the community, the use of walls or fencing is discouraged and is restricted to rear yards. Wherever possible, alternatives such as plant materials should be used to define boundaries and create privacy.

### Specific Guidelines

- Fences are not permitted in front yards and may be installed only in rear yards. However, any rear yard fencing that creates front yard fencing for an adjacent lot is not permitted.
- Fencing on corner lots may include side yards if approved by the ARB. Fencing may not extend forward of the rear corners of the house. The ARB may consider an exception in cases where there is an obstruction such as a side entryway or established landscaping.
- Any fencing adjacent to a street must be set back at least 8 feet from the property line and be buffered by evergreen trees or shrubs.
- Fences should be located to avoid removing existing trees or significant vegetation, and must be located within the Applicant's property lines. A minimum 6" setback is recommended from a property line. A minimum 6 foot setback is required from any adjacent pathway.
- For single family detached lots, only a limited number of "open" type horizontal fence styles such as split rail, three board paddock or similar fences will be approved by the ARB. Fences must be no taller than 48". Any wire mesh must be heavy gauge, galvanized, black or dark green, with a rectangular weave, must be installed on the inside of the fence and may not extend above the top rail.
- Wood fences shall be left natural or stained as approved by the ARB.
- Gates must match the height and style of the fence.
- The ARB may require that fences match the style of existing approved fences on adjacent lots.
- Landscaping may be required to "soften" the appearance of fences.
- Solid wood fences or metal picket fences, built to the minimum height required by code, but no taller than 6 feet, may be permitted around swimming pools in rear yards. Such metal picket fences must have standard, straight, black or dark green pickets, 5/8" or 1" square, without ornamentation (see POOLS).

**FENCES (Single Family Detached Houses) – cont.**

- Prohibited fences include:
  - Chain link fence (including vinyl-covered).
  - Picket style fencing (except for metal picket fencing around pools).
  - “Chicken wire” or light gauge wire mesh.
  - Solid property line fencing such as a basket weave or stockade style.
  - Fencing taller than 48” except where securing a swimming pool.

**Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements, any patio/deck, existing fences, accessory structures, significant vegetation, and the location of the proposed fence.
- Photographs showing the house and proposed fence location.
- A photograph or illustration of the fence design including dimensions, material and color.
- A landscape plan showing proposed trees and shrubs as applicable.

## **FENCES (Townhouses)**

### **General Considerations**

Every townhouse (or similar unit type) parcel is required to have a standard design for a rear yard privacy fence or wall that has been established by the builder and approved by the ARB. Any new fencing to be installed by the homeowner must conform to this design. In the absence of an established design standard, fences shall conform to the following guidelines.

### **Specific Guidelines**

- The maximum height of privacy fencing shall be 6 feet.
- The tops of walls or solid fences shall be level and shall step with grade. Depending upon the fence design and slope of the site, fence bottoms for solid types of fences shall either be level to match the top, or follow the grade if the grade is severe.
- Gates shall match the design, material and color of the associated fence.
- Tops of fences shall have a substantial cap board. All vertical members must be straight and plumb, and horizontal members must be parallel with one another.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements, any patio/deck, existing fence, significant vegetation, and the location of the proposed fence.
- Photographs showing the house and proposed fence location.
- A drawing or photograph of the fence design including dimensions, material and color.

## **FIREWOOD STORAGE**

### **General Considerations**

The location of wood storage structures or woodpiles must not visually impact adjacent neighbors or create a fire hazard.

No Application is required if the following specific guidelines are followed. All other conditions must be submitted for review and approval.

### **Specific Guidelines**

- Woodpiles including storage structures must be located at the rear or side of the house and should not be visible from the street.
- Woodpiles or structures shall not exceed 4 feet in width, 4 feet in height and 12 feet in length.
- Stacking wood on sidewalks, driveways, open space, etc. is not permitted.

### **Submission Requirements**

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any patio/deck, fencing and the proposed location of the wood storage structure.
- If a prefabricated structure is proposed, submit a catalogue photograph or illustration including dimensions and materials.
- If constructed, include plan and elevation drawings to scale, with dimensions and an indication of materials.
- A planting plan indicating the proposed type and size of material to be installed for screening, if required.

## **FLAGS/ FLAGPOLES**

### **General Considerations**

No Application is required if the following specific guidelines are followed. All other conditions must be submitted for review and approval.

Due to the potential for both visual and audible impact of flags and halyards on neighboring properties, permanent free-standing flagpoles are not permitted.

### **Specific Guidelines**

- No more than one flagpole/ flag is permitted. The pole must be attached to the house.
- The pole must not exceed 6 feet in length and the flag or banner must not exceed approximately 12 square feet in size.
- Any illumination of the flagpole must not impact neighboring properties with glare or intensity. High pressure sodium (yellow-orange) light is specifically prohibited.

### **Submission Requirements**

- Photographs showing the house marked with the proposed location of the flag/flagpole.
- A photograph or manufacturer's illustration of the flagpole, bracket and flag including size, material, and color.
- Lighting fixture type and location as applicable.