

# Wilde Lake Architectural Guidelines and Maintenance Standards



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## Table of Contents

1.0	INTRODUCTION	6
1.1	A High Quality Community	7
2.0	THE ARCHITECTURAL REVIEW PROCESS	8
2.1	The Residential Architectural Committee (RAC)	8
2.2	The Architectural Committee (AC)	9
2.3	Fast Track Process	9
2.4	County Approval	10
2.5	What are Covenants?	10
2.6	A few words on Covenant Compliance	11
2.7	General Policy for Access to Village Documents	14
3.0	MAINTENANCE STANDARDS	15
3.1	Bulk Items	15
3.2	Driveways	15
3.3	Fences	15
3.4	Grass	15
3.5	Gutters & Downspouts	16
3.6	Holiday Decorations	16
3.7	House Numbers	16
3.8	Lampposts & Exterior Light Fixtures	16
3.9	Leaf and Tree Debris	16
3.10	Mold, Mildew, and Algae	16
3.11	Paint	16
3.12	Patio and Walkways	17
3.13	Roof	17
3.14	Screens	17
3.15	Shrubs	17
3.16	Siding	17
3.17	Sidewalks	17
3.18	Tarps	18
3.19	Trash, Trash Containers and Recyclables:	18



## Table of Contents

3.20	Trees	18
3.21	Vehicles	18
3.22	Windows	19
3.23	Woodpiles	19
4.0	<b>EXTERIOR ALTERATION GUIDELINES</b>	20
4.1	Additions	20
4.2	Air Conditioning and Heating Units	21
4.3	Animal Shelters and Dog Runs	22
4.4	Antennas and Satellite Dishes	22
4.5	Attic Ventilators	22
4.6	Awnings and Trellises	23
4.7	Basketball Equipment	23
4.8	Chimneys and Flues	24
4.9	Clotheslines	24
4.10	Compost Bins	24
4.11	Decks	25
4.12	Doors and Windows (including Garage Doors & Storm Doors)	25
4.13	Driveways	27
4.14	Fencing	28
4.15	Flags and Banners	29
4.16	Fuel Storage Tanks	29
4.17	Gazebos	30
4.18	Grills	30
4.19	Gutters	31
4.20	Hot Tubs and Whirlpools	31
4.21	In-Home Businesses	32
4.22	Landscaping	33
4.23	Lawn Ornaments	33
4.24	Light Fixtures	34
4.25	Patios and Walkways	35
4.26	Play Equipment	35



## **Table of Contents**

4.27	Ponds	36
4.28	Privacy Screens	36
4.29	Rain Barrels	37
4.30	Rental Property	38
4.31	Retaining Walls	38
4.32	Roofing	38
4.33	Sheds	39
4.34	Siding	39
4.35	Signs	40
4.36	Skylights	41
4.37	Solar Panels	42
4.38	Swimming Pools	42
4.39	Teardown/New Construction	43
4.40	Tree Removal	43
4.41	Vegetable Gardens	44



## RECORD OF REVISION

Revision Number	Date	Reason for Revision
1	October 14, 2005	General Revision
2	November 8, 2005	Addition of Teardown Policy
3	March 7, 2011	Fast Track Process



## 1.0 INTRODUCTION

The Wilde Lake Community Association (also known as the Wilde Lake Village Board) and the Wilde Lake Architectural Committee (AC) are pleased to present a detailed set of revised and updated guidelines for exterior alterations, in-home businesses and maintenance standards for residential and some commercial property in the Village of Wilde Lake. These Guidelines are designed to provide parameters to help with plans to alter the exterior appearance of homes, establish acceptable home industries and professions and meet maintenance requirements. The intent of these Guidelines, and the Covenants upon which they are based, is to ensure that the appearance of our Village is maintained while allowing Wilde Lake residents the fullest enjoyment of their property.

This set of Guidelines should provide answers to your questions about how the Wilde Lake Architectural Committee operates. The Committee is always available to assist residents in developing and, if necessary, modifying their applications so that proposed changes fall within these guidelines. Alterations and in-home businesses approved by the Wilde Lake Architectural Committee may also be subject to local association covenants or restrictions and to the additional requirements of Howard County; it is the homeowner's responsibility to ensure compliance with all applicable restrictions.

Questions concerning these Guidelines or the Covenants should be directed to the Covenant Advisor at the Village Office in Slayton House. (Phone: 410-730-3987)

One of the reasons Wilde Lake is a special place is that all property is subject to the Wilde Lake Village Covenants - DEED AGREEMENT AND DECLARATION are designed to:

- Encourage environmental excellence
- Preserve the design integrity and architectural quality of Wilde Lake's land and dwellings
- Maintain the high aesthetic standards that makes Wilde Lake such an attractive and desirable place to live
- Prevent the deterioration of neighborhoods by following the original philosophy of enforcing good maintenance and property standards

These objectives are accomplished through the architectural review system and covenant enforcement. This User's Guide will give you the information you need.



## **1.1 A High Quality Community**

The planned community of Wilde Lake has a variety of styles of detached single-family homes, townhouses, condominiums and an apartment complex.

Wilde Lake is over 35 years old. What were acceptable building practices 35 years ago may not be today, just as what is acceptable today may not be five years from now. Colors and materials available 35 years ago may not be available now. Today's popular design and available materials may differ from the developer's original concept for Wilde Lake.

Keep in mind that these are guidelines and not necessarily rules. If the only issues were related strictly to design and only to what is set forth in these guidelines, Architectural Committee (AC) members could perform their jobs easily. What makes their duties challenging is the need to balance the rights and expectations of property owners with those of their neighbors and the community.



## 2.0 THE ARCHITECTURAL REVIEW PROCESS

Any exterior alteration to a structure located on a lot in the Village of Wilde Lake must be approved through the architectural review process. The following section describes this process.

### 2.1 The Residential Architectural Committee (RAC)

The Wilde Lake Village Board appoints five volunteer Wilde Lake residents as the Resident Architectural Committee. The RAC meetings are held every second and fourth Tuesday of the month and are open to the public.

The RAC is the initial committee to review the applications for exterior alterations:

- A site visit is made to the property to assess the proposed change.
- A discussion of the application is held at a regularly scheduled RAC meeting, followed by a vote to either recommend approval as submitted, approval with modification(s) or disapproval. The majority vote then becomes the RAC's recommendation to the Wilde Lake Architectural Committee.
- If the application is incomplete, in the judgment of the RAC, it may be tabled and the applicant may be directed to submit additional information for consideration at the next RAC meeting.

Any applicant who is not satisfied with the RAC recommendation of an application may, within ten days of the initial RAC review meeting, request a full Architectural Committee review of the RAC recommendation.

Anyone who has attended the initial RAC review meeting and signed the "Sign In" log sheet, and is not satisfied with the RAC recommendation, may request (within 10 days of that RAC review meeting) a full Architectural Committee review of the RAC recommendation.

Public notice of applications coming up for consideration by the RAC occurs by posted notice in the lobby at Slayton House, the monthly newsletter published in the Columbia Flier and a notice on the Village Association's web page. The Village Covenant Advisor can be contacted at 410-730-3987 to answer questions about applications coming before the RAC.



## 2.2 The Architectural Committee (AC)

The AC consists of five members of the Wilde Lake Village Board. The Architectural Committee shall designate a member of the AC as the AC Liaison. This member of the Architectural Committee shall be responsible for making a final determination on all Resident Architectural Committee (RAC) recommendations, based upon the Covenants and Guidelines. The AC Liaison will make a site visit prior to making a final determination on any application in which there is a recommendation to disapprove, there is not a unanimous RAC vote or there is neighbor opposition. The AC Liaison will process residential applications within five business days of the RAC recommendation. The decision of the AC Liaison to approve as submitted, approve with modification(s) or deny the application is final and binding.

## 2.3 Fast Track Process

For certain residential exterior alterations a *Fast Track* application review process is available to shorten processing time. The standard Application for Exterior Alteration form is also used for *Fast Track* requests, and it **must be complete** at the time of submission for *Fast Track* consideration.

Under given criteria, as described elsewhere in this Wilde Lake Architectural Guidelines and Maintenance Standards, the following alteration categories qualify for *Fast Track*:

- Compost Bins
- Entry Doors
- Garage Doors
- Rain Barrels
- Roofing
- Skylights
- Storm Doors
- Windows

All requests for *Fast Track* review must be submitted no later than noon on any Monday that Slayton House is open\*. Upon receipt, the Covenant Advisor will certify that the application meets the eligibility criteria for *Fast Track* process. If the project meets a *Fast Track* criterion and if the application is complete, it will be reviewed by the Village Board's Architectural Committee Liaison, and the applicant



will be notified of the decision by email (or phone if no email address is provided) on Thursday by 3:30 pm.

Please note that *Fast Track* may not be available on certain weeks owing to scheduling difficulties or unforeseen circumstances. If an application cannot be reviewed under the *Fast Track* process, it will be shifted to the regular RAC schedule. The Architectural Committee Liaison has the right to request that any application submitted under *Fast Track* be first reviewed by the full Residential Architectural Committee before making a final decision.

\*In general, Slayton House is closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Please call ahead to determine operating hours.

## 2.4 County Approval

The property owner is responsible for obtaining all required County approvals. You should contact Howard County authorities (410-313-4400) before you begin any work to verify and obtain the required permits.

## 2.5 What are Covenants?

The Covenants, which establish the authority for the Architectural Committee, are a binding legal contract between the Village of Wilde Lake and all property owners.

The Covenants give the Architectural Committee the responsibility to set rules and procedures for architectural controls, as well as the power to interpret the covenants and allow exceptions to their restrictions. There are similar covenants for each of the other Villages in Columbia.

The Covenants “run with the land” as part of your deed of ownership and cannot be changed. When the development period of our Village was completed, the Covenants became a contract between the Wilde Lake Community Association as represented by its elected Board of Directors (the “Village Board”) and the residents.



For further information, please see Article VIII “GENERAL COVENANTS AND RESTRICTIONS” of the “Wilde Lake Village Covenants – DEED, AGREEMENT AND DECLARATION”)

The Wilde Lake Village Covenants assure property owners and residents a minimum standard of architectural design and property maintenance throughout the village. These Covenants enable residents (by way of the complaint process) as well as the Wilde Lake Village Community Association, to have input into decision making and the enforcement of the Covenants. (See the Maintenance Standards Section of this document.)

Copies of the Covenants are available at Slayton House, Wilde Lake Village Green. Covenants should be issued to new homeowners at the transfer of property ownership.

## **2.6 A few words on Covenant Compliance**

Wilde Lake Covenant compliance is characterized by the following:

- It is an anonymous, passive, complaint driven process
- The process must meet the requirements of the Columbia Association Architectural Resource Committee (ARC)
- Certificates of Compliance
- Property Standards Evaluators (Part-Time)



## **A Complaint Driven Process**

As a matter of practice, the Wilde Lake Community Association (WLCA) does not employ a full-time person to inspect the Village for Covenant violations. Instead, the WLCA relies on the residents of Wilde Lake to maintain their properties. Covenant enforcement can only be effective if residents are responsive to observed violations.

In Wilde Lake, the process is fairly simple and completely anonymous. If a resident observes what (s)he perceives is a Covenant violation, the resident may contact the Wilde Lake Covenant Advisor (410-730-3987) and describe the nature and location of the perceived violation. The Covenant Advisor will visit the property in question and determine if the condition is in fact a violation.

If the property of concern is found to be in violation of the Covenants, the Covenant Advisor contacts the resident/owner of the property that is in violation. In most cases, the resident/owner and Covenant Advisor work out a means to bring the property into compliance.

## **Columbia Association Architectural Resource Committee**

In those cases where a property owner chooses not to correct a Covenant violation within a reasonable amount of time, the case is forwarded to the Columbia Association Architectural Resource Committee (ARC). The Columbia Association ARC is a committee chartered by the Columbia Association and is not part of the Wilde Lake Community Association. It exists solely to recommend whether or not the Columbia Association should join a legal suit against the property owner whose property is in violation of the Covenants.

The Columbia Association ARC will only consider Covenant violation cases in which the property owner has been given a reasonable chance to correct a violation. If the ARC decides the case is valid, they will proceed to bring legal action against the property owner. If the ARC does not accept the case, the case is referred back to the Village.



## Letter of Compliance

The Wilde Lake Covenant Advisor inspects properties for Compliance for those property owners that request it. The Letter of Compliance states that on the date of review, the property was found to not have any outstanding Covenant or Maintenance Standards violations. In addition, the Covenant Advisor will check to ensure that all exterior alterations have Wilde Lake Architectural Committee (WLAC) approval.

Most often, Letters of Compliance are requested for the following reasons:

- The property owner is selling the property.
- The resident is running for elected office on the Wilde Lake Village Board.
- The resident is running for elected office for the Columbia Council Representative for Wilde Lake.
- The resident wishes to be appointed to the Wilde Lake Resident Architectural Committee (RAC).
- The property owner or resident is uncertain if the property is in compliance with the Wilde Lake Covenants.

Before issuing a Letter of Compliance for a property, the Covenant Advisor will inspect the exterior of the property to ensure that it is free from any covenant and/or maintenance violations. The Owner will then receive either a letter stating the property is in compliance or information detailing what changes are needed to be in compliance.

The list of Maintenance Standards, described in Section 3 serves as a checklist for inspecting properties in response to a Request for Letter of Compliance. The Maintenance Standards also represents frequently-reported complaints.

To request an inspection for a Letter of Compliance, please call the Covenant Advisor at 410-730-3987.



## Property Standards Evaluators

From time to time (approximately every three years), the Wilde Lake Community Association employs a Property Standards Evaluator to perform curbside inspections of properties within Wilde Lake. These evaluations are intended to be a “spot check” and to make property owners/residents aware of observed violations. Notification is normally via postcard and lists the items on the property that may need to be addressed. The Wilde Lake Community Association also maintains a copy of each property evaluation.

### 2.7 General Policy for Access to Village Documents

- Any lot owner, lot owner’s mortgagee, or their respective duly-authorized agents or attorneys may request in writing to examine and/or copy any books or records kept by or on behalf of the village of Wilde Lake, with the exception of those which concern personnel records, an individual’s medical records, records relating to business transactions that are currently in negotiation or the written and confidential advice of legal counsel.
- Copies of such books or records will be supplied on written request for a case fee of \$10.00\* per hour for the staff time required to locate and prepare the documents plus a cash charge of 10 cents (2-sided are 15 cents) per page.
- Should a lot owner, lot owner’s mortgagee, or their respective duly-authorized agents or attorneys desire to examine books and records in person, upon written request an appointment will be arranged for that purpose. Staff will supply the requested documents and remain present while they are reviewed. A cash fee of \$15.00\* per hour will be charged for staff time. Should copies be desired, they will be made by staff for a cash fee of 10 cents per page.
- Requests that are estimated to require more than one (1) hour staff time shall be paid for in cash in advance.

\* Prices quoted are subject to change without notice.



### **3.0 MAINTENANCE STANDARDS**

The maintenance of residential property is the responsibility of every home owner/tenant. Each property owner/tenant has the following responsibilities:

1. Seeding, weeding, watering and mowing the grass strip between the abutting sidewalk(s) and the street.
2. Snow removal from sidewalks adjacent to his/her lot.
3. Pruning, cutting and care of all trees and shrubbery on his/her lot.
4. Painting or other appropriate external care of building and other structures on his/her lot.

Residents should also take cooperative responsibility for the maintenance of their cul-de-sac. Neither Howard County nor CA maintains cul-de-sacs.

#### **3.1 Bulk Items**

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

#### **3.2 Driveways**

Driveways that are deteriorating need to be repaired or replaced.

#### **3.3 Fences**

Fences should be in good repair, standing straight with no broken or missing boards and no peeling paint. An approved application is required for new fences, removing fences in some cases, or a change in style.

#### **3.4 Grass**

Grass should be mowed and trimmed on a regular basis during growing season. Tall weeds and overgrown vines should be trimmed or removed.



### **3.5 Gutters & Downspouts**

Gutters and downspouts should be in place and secure, with no peeling paint. Gutters should be clean of tree debris and dirt. An approved application may be needed for new gutters.

### **3.6 Holiday Decorations**

Holiday decorations should be removed within 14 days after a holiday.

### **3.7 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 (Howard County does not allow house numbers to be painted on curbs). An approved application may be needed for new or replacement house numbers.

### **3.8 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 bulb coverings. Globes to cover the light bulb should always be in place. An approved application may be needed when replacing or adding new fixtures.

### **3.9 Leaf and Tree Debris**

Yard, roof and gutters should be cleared of leaves and debris on a regular basis during the respective seasons. Raking leaves and debris into the street and/or open space or ravines is prohibited. An approved application is required for compost bins. Do not cover leaf piles with a tarp.

### **3.10 Mold, Mildew, and Algae**

Mold, mildew, and algae should be removed from all structures.

### **3.11 Paint**

There should be no peeling paint or rotted wood on structures. An approved application for color change is required.



### **3.12 Patio and Walkways**

Patios and/or walkways that are crumbled or raised should be repaired or replaced. An approved application may be required.

### **3.13 Roof**

The roof should be in good repair and of all one color. There should not be any accumulation of debris on the roof. An approved application may be required for a new roof.

### **3.14 Screens**

Screens should be in good repair, be on all windows and fit properly.

### **3.15 Shrubs**

Shrubs should not be overgrown for the size of the structure. Dead shrubs should be removed and disposed of. An approved application is required for planting shrubs that are to be used as a hedge.

### **3.16 Siding**

Siding should be securely intact and free of mold or dirt. An approved application is needed for changing the color or style of siding.

### **3.17 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 law. This means that if your lot abuts any section of a sidewalk, you are responsible for that portion of the sidewalk. Maintenance of the grass area between sidewalk and curb are also the adjacent property owner's responsibility and should include appropriate mowing, trimming, weeding in the same manner and frequency as regular lawn care.

FOR MORE INFORMATION ON SIDEWALK REPAIR AND  
HOWARD COUNTY POLICIES CALL 410-313-2330.



### 3.18 Tarps

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

### 3.19 Trash, Trash Containers and Recyclables:

Trash containers should have secure lids on them. Except for scheduled trash days, containers should not be stored in view. No refuse, trash or bulk items/materials may be accumulated or stored on any lot. Trash should not be put out any earlier than the evening prior to pick-up day and should be stored out of sight by sunset of the trash collection day. Many items are now recyclable; follow Howard County rules for recyclables and their containers.

FOR MORE INFORMATION ON RECYCLING CALL  
410-313-SORT.

### 3.20 Trees

Dead trees or branches should be removed from the property. Written permission is required from the Columbia Association to remove a tree 6" or more in diameter measured two feet above the ground. Contact CA Open Space at 410/312-6330 or [open.space@columbiaassociation.com](mailto:open.space@columbiaassociation.com)

### 3.21 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. Vehicles 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. Consult the Phone Directory for alternative storage locations. 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.



### **3.22 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.

### **3.23 Woodpiles**

Woodpiles should be neatly stacked inconspicuously and never covered with a brightly colored tarp.

The above list may not cover every standard of good property maintenance.



## 4.0 EXTERIOR ALTERATION GUIDELINES

These guidelines are adhered to in most instances. However, lot configuration, land topography or other mitigating circumstances may be considered in the approval process.

The purpose of the Guidelines is to aid the resident in preparing an application to the Architectural Committee

### 4.1 Additions

An application is required for all additions. The architectural character or style of any proposed addition or alteration should remain consistent with the existing structure.

Additions should not impair the view, natural sunlight or natural ventilation of adjacent dwellings. Nor should they adversely affect drainage conditions of adjacent properties through changes in grade or other factors having a significant effect on runoff.

Construction should be completed within 120 days from start. If the project is going to take longer, the Covenant Advisor must be notified.

During construction, materials should be stored neatly and out of sight as much as possible. Excess material and debris should be removed immediately after completion of construction.

If construction infringes on Columbia Association Open Space, applicants should contact the Columbia Association Open Space Management for permission prior to any use of open space. The lot owner is responsible for ensuring that contractors do not dump materials on or damage Open Space land.



**Applications should include:**

- A plat plan showing the location and dimensions of the new construction
- An elevation drawing of all sides of the structure showing the style, window placement, door placement, skylights and rooflines
- A description and color sample of exterior materials to be used
- Landscaping plans
- The impact the new construction will have on neighboring properties

You may want to call the Howard County Office of Consumer Affairs at 410-313-6420 for TIPS FOR HOME IMPROVEMENTS before signing any home improvement contract. Building additions include garages, carports, new rooms, greenhouses, enclosed porches, and any other enclosed space not individually treated elsewhere in the guidelines.

#### **4.2 Air Conditioning and Heating Units**

Air conditioning (AC) or heating units should be located inconspicuously in the rear of a home and as close to the house as possible. If it is necessary to locate the unit on the side of the house, the unit should be completely screened from view.

An application is not required for replacement units or for temporary window units.

An application is required for all added AC or heating units and for moving a unit to another location.

**Applications should include:**

- A plat plan showing the proposed location for the unit in relation to the house
- A description with a drawing or picture of the unit including dimensions
- A description or drawing of any necessary screening to be used



#### 4.3 Animal Shelters and Dog Runs

Animal shelters and dog runs should be located in the rear or side yard. The structure should not be visible from the street or neighboring properties. Materials used should be compatible with existing structures. To ensure the privacy of adjacent neighbors, animal shelters and dog runs should be located at least 10 feet from adjacent property lines. Landscaping may be required for screening.

An application is required for all animal shelters and dog runs.

**Applications should include:**

- A plat plan showing the proposed location for the unit in relation to the house and the property lines
- A picture or a drawing showing style and dimensions
- A list of proposed material and/or finishes to be used
- A plan showing the screening for the shelter/run

#### 4.4 Antennas and Satellite Dishes

Antennas and satellite dishes are permitted. Satellite dishes should be placed as inconspicuously as possible. In addition, residents should review the Howard County Supplementary Zoning District Regulations (Section 128, E) "Communications Towers and Antennas" prior to installing an antenna or satellite dish.

#### 4.5 Attic Ventilators

An application is not required for attic ventilators if:

- No part of the ventilator protrudes more than 12 inches above the roof surface
- The ventilator is roof-mounted
- All exposed parts are painted to match the color of the roof
- Are located on the least visible side of the roof
- Are located below the ridgelines
- Are not visible from the street

An application is required for all other attic ventilators.

**Applications should include:**

- An elevation drawing showing the position of the ventilator on the roof.



#### 4.6 Awnings and Trellises

Awnings and trellises should be consistent with the visual scale of the house to which they are attached. Sun control devices should be compatible with the architectural character of the house in terms of style, color and materials.

An application is required.

**Applications should include:**

- A detailed drawing or picture and dimensions
- A description of the method of support
- A sample of the color and materials
- An explanation of the impact the sun control device will have on adjacent residences

#### 4.7 Basketball Equipment

Basketball backboards should be no larger than regulation size.

An application is not required provided the following criteria are met:

- The poles are painted black, brown or left unpainted if anodized metal.
- The backboard is attached to a garage or carport or a freestanding pole.
- The hoop net is white or a neutral color.
- Backboard is white, transparent or painted to match the area to which it is attached.

If basketball equipment does not conform to the above criteria, an application is required.

**Applications should include:**

- A plat plan showing the location and dimensions of the backboard
- A description and color sample of materials to be used

**NOTE: Basketball backboards should not be on a street or public roadway.**



#### 4.8 Chimneys and Flues

An application is required for all new or replacement chimneys or flues if size, style or materials will change.

**Applications should include:**

- Specific details on both an existing and proposed new chimney should be provided
- A plat plan showing the location and dimensions of the new construction
- A description and color sample of materials to be used

#### 4.9 Clotheslines

An application is required.

Only umbrella or retractable clotheslines are allowed.

Clotheslines should be removed when not in use.

**Applications should include:**

- A sketch of the clothesline showing style, color, materials, and operational techniques.
- A plat plan showing the intended location of the clothesline. A sketch of the fence or other enclosure that will screen the clothesline from view.

#### 4.10 Compost Bins

An application is required:

**Applications should include:**

- A plat plan showing the bin's proposed location in relation to the house and property lines.
- A drawing or photograph of the bin, the dimension, color and materials.

*Fast Track Criteria:*

- Corner lots not eligible,
- Located in rear yard, within the side lines of the house,
- At least ten (10) feet from the side and rear property lines,
- Length and width no larger than four (4) feet, no higher than three (3) feet.



#### 4.11 Decks

An application is required for all decks, including all wooden walkways or platforms at or above ground level. New construction shall be compatible in scale, materials, color and texture with existing structures.

**Applications should include:**

- a site plan showing the location of the deck in relation to the house, the lot boundaries and adjacent properties
- a drawing showing the dimensions and style of the deck, the height above grade and details of railings and stairs
- any changes in windows or doors
- a description of the materials to be used, including the color of the deck
- a drawing of any required landscaping /screening
- a description of proposed installations and/or changes in exterior lighting

#### 4.12 Doors and Windows (including Garage Doors & Storm Doors)

An application is not required when the style, color, size and location of the doors or windows will not change.

All new doors and windows must be compatible with the existing structure.

If the window style, color, size, or location will be changed, and application is required.



**Applications should include:**

- a picture or drawing of the proposed window/door style(s) and a sample of the color to be used
- an elevation drawing showing the proposed location of the new windows or doors

*Fast Track Criteria Entry Doors:*

- Same size & configuration as existing,
- Constructed of wood, steel or fiberglass,
- Color compatible with other doors on surrounding houses or with adjacent siding.

*Fast Track Criteria Garage Doors:*

- Style is traditional raised panel or flush, constructed of steel/aluminum, wood or fiberglass,
- Door is windowless or contains only standard, unembellished windows (near top),
- Color matches that of the house siding, shutters or trim,
- Multiple doors match.

*Fast Track Criteria Storm Doors:*

- Vinyl, steel/aluminum construction with full panel or two panel glass of plain design with no decoration,
- Color must match or be of neutral color to complement siding or trim.

*Fast Track Criteria Windows:*

- Same number of windows,
- Size of windows remains the same.
- Once a condominium or townhouse community association approves an exterior color or style change for a unit at a given address, all other units at that same address subsequently must use that same color or style for new window installations.



### 4.13 Driveways

An application is not required for the replacement of an existing driveway with no change in size, materials, shape or grade.

An application is required for a change in material as well as any new construction, including extensions and parking pads.

**Applications should include:**

- a site plan showing the existing driveway and details of the proposed changes
- its relationship to adjoining streets and sidewalks (private and public)
- a description of the materials to be used

**NOTE: HOWARD COUNTY REQUIRES AN ENTRANCE PERMIT FOR ANY DRIVEWAY WORK DONE IN THE COUNTY RIGHT-OF-WAY.**



#### 4.14 Fencing

No application is required to replace a like fence, but an application is required for all other fence construction.

- No fence shall be constructed such that it completely blocks access to a neighbor's yard.
- New fencing should be of a style that is compatible with existing fences in the neighborhood.
- Side yard fences should be set back at least halfway from the front corner of the house. Front yard fences are generally not allowed. In some cases, a front yard fence may be approved if it is compatible with the surroundings.
- Chain link fences are not allowed on residential properties.
- If wire mesh is used on a fence, it must be applied to the inside and must not extend above the top rail.

**NOTE: AS PER HOWARD COUNTY NEW TOWN ZONING, FENCES CONSTRUCTED ON ANY LOT WITHIN SETBACK AREAS ADJACENT TO PUBLIC STREETS, ROADS, OR HIGHWAYS UPON WHICH CONSTRUCTION OF STRUCTURES IS PROHIBITED SHALL NOT EXCEED THREE FEET IN HEIGHT IF SOLID OR CLOSED NOR FIVE FEET IN HEIGHT IF OPEN.**

**Applications should include:**

- a site plan showing the proposed location of the fence on the property
- a description of the style and color of any fences on adjacent properties
- the dimensions, style, color and materials to be used for the new fence
- a description of the landscape screening to be installed



#### 4.15 Flags and Banners

Applications are not required for 3' x 5' or smaller flags on poles attached to a house, garage, carport or deck, or for small banners displayed for holidays.

An application is required for all other flags and banners.

**Applications should include:**

- a drawing showing the proposed location of the flagpole or banner
- the dimensions, color and materials of which the flag or banner is made
- the height and color of the flagpole

#### 4.16 Fuel Storage Tanks

An application is not required for propane tanks to be used for outdoor grills.

An application is required for all other tanks. Approval will depend on the location of the tank, safety factors and the ability to screen the tank from neighboring properties and street views.

**Applications should include:**

- an explanation of why the propane tank is needed
- a site plan showing the proposed location of the storage tank
- the dimensions of the tank
- plans for screening the tank from neighboring properties and street views

Exterior oil storage tanks will not be allowed.



#### 4.17 Gazebos

An application is required for all gazebos.

Gazebos must be compatible in materials, style and color with the existing house.

**Applications should include:**

- a site plan showing the proposed location of the gazebo in relation to existing structures
- a picture or drawing with the dimensions of the gazebo
- a sample of the materials and color to be used

#### 4.18 Grills

An application is not required for portable propane or charcoal grills.

An application is required for all grills that are permanently installed.

**Applications should include:**

- a site plan showing the proposed location of the grill
- a drawing showing the design and dimensions
- the materials of which it is made

**Contact the local fire department for permanent grill placement guidelines.**



#### 4.19 Gutters

An application is not required to replace gutters with ones that are of the same style and color. An application is required for all other gutters and downspouts.

**Applications should include:**

- a site plan showing the proposed gutters and/or downspouts
- a drawing showing the design and dimensions
- 

#### 4.20 Hot Tubs and Whirlpools

An application is required for all hot tubs and whirlpools.

**Applications should include:**

- a site plan showing the location of the tub or whirlpools in relation to existing structures and property lines
- a picture or drawing showing the materials, color and dimensions
- details of proposed screening/landscaping plans
- an explanation of the disposal of waste water

Waste water should drain into the existing plumbing of the residence, and adequate drainage will weigh heavily in the approval.

For safety purposes, a lid with a lock must be used during periods of non-use.



#### 4.21 In-Home Businesses

An application is required.

The Wilde Lake Village Covenants (Section 11.02) state:

**“No in-home business or profession shall be conducted in or on any part of a Lot or in any improvement thereon on the property without the specific written approval of the Architectural Committee. 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 business. No such profession or home business shall be permitted, however, unless it is considered by the Architectural Committee to be compatible with a high quality residential neighborhood.”**

All approved in-home businesses will be reviewed every two years. A form will be mailed to the proprietor for completion and return to the Wilde Lake Village Association.

The applicant of an in-home business must reside at the address of the proposed business, and an in-home business application does not convey from one Lot owner to another.

The application must include the signatures of **four** property owners:

- the neighbors to the immediate right and left sides of the property, and
- two neighbors across the street from the property.
- If, because of lot configuration or for other reasons, it is not possible to obtain these signatures, please explain this on the application.

The following list of questions must be addressed on the application:

- What are the hours of operation?
- Will there be deliveries of supplies to the property?
- How will the storage of business-related materials be accomplished?
- How will the distribution of any products or materials be made?
- How many employees will be working at the property?
- What is the expected number of clients/customers/visitors per day?
- How many vehicles are expected to park at any one time?
- What number of trash or recycling bins will be set out on the property on trash/recycle pick-up days?
- How do you perceive the overall impact on the neighborhood?



#### 4.22 Landscaping

It is recommended that plantings be arranged in clusters or groups, rather than in straight lines. Cluster plantings give a natural effect which is in harmony with the general plan of the Village.

Linear plantings and hedges will be judged on a case-by-case basis.

An application is required for all changes in grade, retaining walls and hedges. A master plan for the landscaping must be submitted with the application, even if the planting is to be done in stages.

**Applications should include:**

- a site plan showing the location of the proposed hedge
- a description of the shrub to be used and its height at maturity

#### 4.23 Lawn Ornaments

‘Lawn ornaments’ includes all exterior decorative objects, natural or man-made, that are large enough to be noticeable from the street or from adjacent properties. These objects include, but are not limited to, such items as sculptures, fountains, large urns, ornamental pools, sun dials and large rocks.

An application is not required for lawn ornaments that are small in scale and those ornaments displayed briefly for special occasions and holidays.

An application is required for large objects and those objects that are intended to be displayed permanently. Each object will be evaluated on aesthetics, as well as on placement and appropriateness to its surroundings.

**Applications should include:**

- a site plan showing the location of the ornament
- a picture or detailed drawing of the object
- the dimensions, color and description of the materials of which it is made
- a method for controlling mosquitoes in any water feature



#### 4.24 Light Fixtures

Light fixtures should enhance the daytime appearance of the house and appear as an integral part of the design of the house and/or its landscaping.

Exterior lighting should be carefully placed to minimize its impact on adjacent properties and public spaces. Light fixtures should be oriented to illuminate only a specific area, such as a doorway. Some lights may have to be shielded to prevent excessive intrusion of light from one property to another.

An application is not required when an existing light fixture is replaced with one that is a reasonable match to it.

An application is required when there will be a change in style, size, shape, color or location of an existing fixture or when additional light fixtures are to be installed.

**Applications should include:**

- a site plan showing the placement of the fixture or light post
- a picture or drawing of the fixture
- its dimensions and color



#### 4.25 Patios and Walkways

Materials such as concrete, stone, brick, treated wood; composite wood or pavers are preferred.

An application is not required when replacing an existing patio or walkway with one of identical materials and configuration **or** if the patio or walkway is completely enclosed within an existing privacy fence, as in many townhouse developments.

An application is required

- where there will be a change in size or materials of an existing patio or walkway
- for a new patio or walkway where one does not already exist

**Applications should include:**

- a site plan showing the proposed patio or walkway in relation to the existing dwelling, trees and lot boundaries
- a description or sample of the materials to be used

#### 4.26 Play Equipment

Play equipment (including tree houses and similar structures) should not be installed in the front yard and should be located at least ten feet from the rear and side property lines.

An application is required.

**Applications should include:**

- a site plan showing the proposed location of the play equipment relative to the house, property lines and neighboring houses
- a picture or sketch of the proposed equipment with overall dimensions
- the color and type of materials of which the equipment is made



#### 4.27 Ponds

Ponds will be evaluated on aesthetics, as well as on placement, proportions and appropriateness to the surroundings. An application is required for all ponds.

##### **Applications should include:**

- a site plan showing the proposed location of the pond
- a description, including dimensions, depth, materials and type of filter system to be used
- a method for controlling mosquitoes

A Howard County permit is required for a pond more than 24" deep, regardless of its dimensions.

#### 4.28 Privacy Screens

A screen is considered to be any permanent or semi-permanent structure that limits or eliminates viewing of a given area.

Privacy barriers/screens will be considered on a case-by-case basis, although plantings in staggered clusters are preferred instead of structural barriers.

An application is required.

##### **Applications should include:**

- a site plan showing the relationship of the privacy screen to adjacent properties, property lines and public spaces
- a picture or sketch of the barrier/screen (including elevations if relevant)
- its dimensions and the type and color of the materials to be used



#### 4.29 Rain Barrels (Approved by WLVB 3/16/2009)

An application is required when placing rain barrels on your property. It is recommended that the color/style of the rain barrels complements the color/style of the house (or provide adequate screening) and the number of rain barrels does not exceed the number of downspouts.

##### **Applications should include:**

- A site plan showing the proposed location of the rain barrels,
- Description of rain barrels including dimensions, color, style and materials,
- A picture or drawing of the proposed rain barrels,
- Number of rain barrels to be used,
- Description of landscape screening, if applicable,
- Description of base, if applicable.

Rain barrels should be maintained at all times and should be free of standing water. Overflow runoff should be properly diverted so that it does not impact neighboring properties. If rain barrels will be disconnected from downspouts during winter time, they must be stored out of sight.

##### *Fast Track Criteria:*

- Capacity no more than fifty (50) gallons,
- Of heavy plastic construction, color to be the same as the siding adjacent to where the barrels will be installed,
- Situated at rear or side of house, screened from view by planting,
- No more than one barrel per downspout.



#### 4.30 Rental Property

**NOTE: HOWARD COUNTY REQUIRES THE LICENSING OF ALL RENTAL UNITS. Call 410-313-2455 for information.**

Every dwelling or dwelling unit in Howard County which is not occupied solely by the owner or the owner's immediate family must be licensed if there are one or more boarders, roomers or renters occupying the dwelling. This requirement applies whether or not rent changes hands.

Property owners are responsible for covenant and maintenance compliance.

#### 4.31 Retaining Walls

An application is not required where an existing retaining wall is being replaced with the same materials.

An application is required when adding or enlarging a retaining wall or when replacing an existing wall with different materials.

**Applications should include:**

- a site plan showing, to scale, the proximity of the retaining wall to existing structures and property lines
- the dimensions of the retaining wall
- a description of the materials to be used

#### 4.32 Roofing

An application is not required to replace a roof with material of the same color, style and composition as the existing roof.

When there will be a change in color, style and materials used, an application is required.

**Applications should include:**

- a description and color sample of the new roofing material
- a picture, if there is to be a change in style

*Fast Track Criteria:*

- No change in material.



### 4.33 Sheds

Shed size should be proportional to lot size and the existing structures, and the color and materials used must coordinate with the surroundings.

If a shed is to be located near the back property line, rather than against the house, screening from neighboring properties must be provided.

An application is required for all sheds, whether new or replacement.

**Applications should include:**

- a site plan showing the location of the proposed shed in relation to existing structures and to the property lines
- a picture or detailed drawing showing its dimensions and the size and orientation of the door(s)
- a description of the type and colors of the materials to be used
- the existing house colors

### 4.34 Siding

New siding shall be in harmony with the prevailing character of the buildings in the neighborhood. Variation in detail and form may be used to provide visual interest and avoid monotony. The siding of separate offset and/or shared garages and carports must match the house siding color and style.

An application is not required when there is to be no change in color or style. An application is required

- when changing the color of the house, doors or trim
- when adding or removing stone, brick, etc., to the facing of the house
- when adding or removing shutters

**Applications should include:**

- a sample of the color and material to be used



#### 4.35 Signs

An application may be required.

##### **General**

With the exception of temporary signs advertising the sale or rental of residential property, no sign or other advertising device of any nature shall be placed upon any Lot without the written approval of the Architectural Committee.

- Commercial signs of any type are not permitted on residential lots.
- Signs must be neatly lettered and maintained in good condition.
- Signs may not be illuminated without the written permission of the Architectural Committee.
- Signs may not be attached to trees, light poles, street signs, mailboxes or neighborhood identification signs.
- All signs should comply with Howard County sign ordinances. Please call 410-313-1830 for complete information.

**An application is not required for the following signs:**

##### **Political Campaign Signs**

- Signs announcing candidates seeking public office are permitted on private property in residential areas.
- Signs may not exceed nine (9) square feet in total area and must be placed at least fifteen (15) feet from the nearest pavement and one hundred (100) feet from the nearest intersection. These signs may be displayed sixty (60) days prior to and seven (7) days after an election.
- In cases where a final election follows within seventy-five (75) days of a primary election, those candidates who won in the primary election may continue to display their signs during the interim period and up to seven (7) days after the final election.

##### **Real Estate Signs**

- One off-site “Open House” directional sign is allowed at the intersection closest to the house for sale when an Open House is being held. The sign must be removed at the end of the day.
- “Sold” signs are prohibited in Columbia.
- The Howard County sign code prohibits the placement of “For Sale” signs on Open Space, in county right-of-ways and on commonly owned property.



### **Security System Signs**

- Professional security system signs are allowed, but are limited to one such sign in the front yard and one in the back yard.

### **Other signs**

An application is required for all permanent new signage and for changes to existing signs.

### **Applications should include**

- a site plan showing the location of the sign
- a picture or detailed drawing of the proposed sign, including its dimensions and a description of the wooden or metal post(s) on which it is to be mounted
- samples of the colors to be used
- a special request for illumination, if required

## **4.36 Skylights**

An application is not required to replace existing skylights with ones of the same size, style, color and materials.

An application is required when adding new skylights or changing the appearance of existing skylights.

### **Applications should include:**

- a drawing showing the location of each skylight on the roof
- a picture or sketch of the unit showing the profile and dimensions
- a description and color of the materials to be used

### *Fast Track Criteria:*

- Rear roof line only,
- Located on least visible slope of roof,
- No larger than six (6) square feet, dome height up to twelve inches above roofline.



#### 4.37 Solar Panels

The solar panel system must be integrated into the design of the house, and the panels in their resting state should appear flush with the roof.

An application is required.

**Applications should include:**

- a site photograph or elevation drawings of the house, showing the location and appearance of the proposed system
- color samples and a description of the materials to be used
- (for freestanding units) a detailed drawing showing how the unit will be concealed

#### 4.38 Swimming Pools

Private swimming pools are strongly discouraged. Applicants must comply with all Howard County regulations concerning private swimming pools, including safety fencing and setbacks from property lines and adjacent buildings.

A Howard County permit is required for a pool deeper than 24", regardless of its dimensions. Call 410-313-2455 for more information or go online to [www.co.ho.md.us](http://www.co.ho.md.us), click on Departments, then on Inspections, Licenses & Permits; enter 'swimming pools' in the Search box, and click on #1 in the list of documents that comes up.

No application is required for children's plastic and inflatable wading pools.

An application is required for all permanent in-ground and above ground pools. Landscaping, grading, noise levels and drainage will be carefully evaluated.

**Applications should include:**

- a site plan showing, in detail, the location of the proposed pool and its equipment
- the contractor's picture of the pool
- details of existing or proposed fencing, new deck areas, patios, lighting, walkways and any other changes or additions associated with the pool
- a description of the materials to be used in all new construction



#### 4.39 Teardown/New Construction

For those homeowners who wish to demolish an existing single family home and construct a new house, a separate policy and procedure must be followed. Please contact the Wilde Lake Covenant Advisor (410-730-3987) for specific guidance.

#### 4.40 Tree Removal

Written permission from Columbia Association Open Space is required to remove any tree with a diameter of 6" or more, measured at a point two feet above ground level.

The process: Contact CA Open Space at 410/312-6330 or [open.space@columbiaassociation.com](mailto:open.space@columbiaassociation.com), and an arborist will come out to inspect the tree(s). If the tree is approved for removal, a letter will be sent to the resident, and a copy for your lot file will be sent to the Wilde Lake Covenant Advisor.

Problems with street trees should be brought to the attention of Howard County Bureau of Highways by calling 410-313-7450.

Please note that the following trees are not recommended for planting in Columbia due to undesirable growth characteristics:

- thorny locust
- black locust
- silver maple
- weeping willow
- box elder
- sycamore
- tulip poplar
- black cherry
- Osage orange

For more information, please call the Howard County Agricultural Extension Service at 410-313-2707.



#### 4.41 Vegetable Gardens

An application is not required when the vegetable garden is located in the back of the property and does not exceed two hundred square feet.

An application is required for oversized gardens and/or those that require fencing.

**Applications should include:**

- a site plan showing the proposed location of the vegetable garden
- the dimensions of the garden
- the style, dimensions and materials of the fencing

