

DESIGN CRITERIA
for the
ESTATES at FOREST GLEN

August 30, 1994
Revised January 12, 1998
March, 1999 (Revisions in italics)
December, 1999 (Page 17 added)
Adopted by HCCA 2003

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I. INTRODUCTION

Purpose

The Estates at Forest Glen afford a unique opportunity within the community of Columbia for a living environment incorporating creative custom homes on large lots with significant natural amenities. In order to ensure the harmonious development of these properties and the preservation of property values, these design criteria and review procedures have been established to guide owners, their architects and builders regarding the design and construction of homes within Forest Glen.

The Architectural Committee ("AC") of the Howard Research and Development Corporation ("HRD") uses these criteria in evaluating the specific designs for each lot. A complete explanation of the review process is located in Section VI.

The AC may, at their sole discretion, amend these criteria or vary the application of such criteria where site planning or design considerations warrant. No inclusion, omission, amendment or variance of these criteria shall bind the AC to approve or disapprove any feature or matter subject to review and approval. Nevertheless, a change of policy shall not affect the validity of any final approval granted prior to the change.

Any submitted plan that proposes a variance from any standard set forth in these criteria shall include a specific identification of the proposed variance and the reasons therefor. No approval of any plan by the AC shall be deemed to encompass any such variance unless it had been so identified in the submitted plan.

II. SITE PLANNING

Concept

An important concept of Forest Glen involves the careful design and placement of residences, paving, any accessory structures on the site, and their relationship to existing topography, vegetation and adjacent homes.

Setback

The Final Development Plan, a Howard County zoning document, establishes minimum setbacks from the street and property lines, essentially as indicated on the enclosed Master Site Plan which, in some cases, establishes more precise setbacks for individual lots based on considerations specific to those lots. These include, but are not limited to, existing vegetation, topography and views.

Grading

The basic land form of each lot is to be preserved. No lot may be substantially cleared or graded to accommodate an incompatible house type or form.

Grading shall follow the natural topography. New grades shall meet existing grades in a smooth transition. **The maximum slopes created by grading are limited to 3:1.**

Grading at the front of the house should be within two to three feet of the first floor elevation where possible, without requiring significant grading or removal of existing vegetation.

Fill from excavation shall not be placed in existing tree areas or open space.

In general, the use of retaining walls is discouraged. Where retaining walls are approved by the AC due to specific site conditions, they must be constructed of stone, concrete, or interlocking concrete pavers. Wood retaining walls are not permitted.

Earth berms may be used to provide privacy as well as to help screen driveways and parking areas. Berms must blend gracefully into the topography and must be landscaped. Slopes must not exceed 3:1.

Views

Maintenance of views for surrounding residences and from Manorstone Lane and the golf course is a primary concern of the AC in reviewing site plans for individual homes.

Tree and Hedgerow Removal

Large trees and existing hedgerows must be preserved by the careful siting of homes. Driveways, utility connections and accessory uses such as pools, tennis courts and walkways must also minimize their encroachment on the existing vegetation. Clearing shall be limited to structures, driveways, utilities, and minimum lawn and garden areas. Selected thinning to enhance views may be permitted on a case-by-case basis. The AC must specifically approve any removal of trees 6" in caliper or greater and any existing plant material in the hedgerows. The areas proposed for removal must be clearly identified on the site plan at the time of the schematic submission. Water and sewer extensions from the street to the house and their effect on tree preservation must be shown on the plan.

Driveways

A simple design element containing the street address shall be located at the driveway entrance. No other elements such as columns, walls, gates, names, signage or other entrance treatments will be permitted at the driveway apron.

Driveways must be constructed of asphalt. Alternate materials such as concrete pavers, brick pavers or impressed concrete must be approved by the AC prior to construction. Concrete, "tar and chip" or bluestone are not permitted.

Driveways must be curvilinear in layout and must follow existing topography with a minimum of disturbance.

Brick or other unit pavers, stone, or exposed aggregate may be used and are encouraged as special vehicular drive pavement immediately in front of the house.

Lawn ornaments, painted rocks, posts, reflectors or other such decorative elements are not permitted along driveways.

Site Walkways

Walkways shall be brick or other unit pavers, stone or exposed aggregate concrete. Where special pavement is used adjacent to the house as outlined above, the walkway material shall match.

Mailboxes

Mail delivery in Forest Glen is provided to U.S. Postal Service cluster mailboxes located along Manorstone Lane. No individual mailboxes or newspaper boxes are permitted.

Basketball Backboards

The AC will consider basketball backboards on a case-by-case basis. Backboards must be mounted on a free-standing pole and must not be located in the front yard or be visible from the street or any adjoining lot.

Swimming Pools

The Master Site Plan indicates lots on which swimming pools may be constructed, subject to review and approval by the AC, based on available area, topography and existing vegetation.

Approved pools must be constructed in the ground. On steeper slopes, partial protrusion of a pool above the ground may be permitted, provided that it is clad in the same material as the foundation of the home and otherwise screened to the satisfaction of the AC.

Tennis Courts

The Master Site Plan indicates lots on which tennis courts may be constructed, subject to review and approval by the AC, based on available area, topography and existing vegetation.

Tennis court surfaces shall be grass, clay, acrylic latex coated, neoprene rubber coated or brand name surfaces as Har-Tru, Laykold or equal. Asphalt or concrete surfaces are not permitted

Fencing for tennis courts shall be black vinyl-clad chain link on steel posts and rails painted to match.

Lighting of tennis courts is not permitted.

III. ARCHITECTURE

Concept

In general, there is no required architectural style for homes in Forest Glen. The design of each home must reflect its architectural "character" and be compatible with any previously approved homes on adjacent lots.

Certain styles, however, are restricted on certain lots. Homes of a "transitional" style may be proposed for any lot. "Contemporary" designs may **not** be built on lots 1, 2,3, 4, 28, 29 or 30. Strict "traditional" designs may **not** be built on lots 11, 12, 13, or 14.

The AC reserves the right to disapprove a house design if it is too similar to a currently approved design (whether built or not) in the Estates at Forest Glen, or if the design is determined, in the sole opinion of the AC, to be inappropriate in Forest Glen.

Size

All homes in Forest Glen must be a minimum of 3,500 square feet in floor area, excluding the garage and any "basement" areas, even if finished.

Design

All shutters, trim moldings, and other detail elements, where used, must be consistently applied to all elevations.

Roof pitches shall be a minimum of 6:12 for "contemporary" designs and 8:12 for "transitional" or "traditional" homes. False mansards or parapets are not permitted.

Materials

Where a material such as brick or stone is used on an elevation, it must be used on all elevations of the house, or an entire "wing". Permissible siding materials are:

- A. **Brick** - Wide contrasts in the range of color will not be approved. Joints are to be struck flush or tooled.
- B. **Stone** – Stone should be gray-brown in color, dressed square, or field stone laid in courses and in bond. The stone must be indigenous to the area such as Butler stone or equal of similar color. Reconstructed stone or flagstone are not permitted.
- C. **Wood** - horizontal natural wood siding or traditional board and batten are acceptable materials. Fiberboard siding will be considered by the AC upon submission of product literature and samples insuring that it is a durable, high quality product.

Aluminum or vinyl siding, plywood siding or other sheet goods are prohibited.

Stucco and similar materials such as E.I.F.S. or acrylic stucco (Dry-Vit, etc.) will be considered only as an accessory material to achieve architectural detail. Large expanses of these materials are not permitted.

All **foundation walls** that are visible above grade must be of brick or stone if the respective siding material is brick or stone. On homes where wood siding is used, the siding must be carried to within eight inches of grade and the foundations should be parged to match the color of the siding.

Roofs must be either cedar shakes (hand split or machined, and individually applied), natural slate, flat clay tile or copper. Regular asphalt or fiberglass roof shingles generally will not be approved. However, the AC will consider heavy asphalt shingles (three-dimensional, 300 lb. minimum weight, with a pronounced shadow line), such as "Timberline" or "Independent Shingle" on a case-by-case basis. Roof colors must be dark.

*Exterior **doors** and **windows** must be compatible with the architectural style of the house. Acceptable material for windows may be wood or vinyl clad wood, anodized or baked enamel aluminum, provided that the color is the same or compatible with the color of exterior finish materials. Glass may be clear or lightly tinted. Reflective glass is not permitted. Where **windows** have muntin bars, these must be dimensional rather than sandwiched within the window glass.*

Garage Doors must be constructed of wood or metal, and must be paneled. Windows within garage doors will not be approved.

Shutters are to be fabricated of wood and fastened with visible hardware. No "pressed" fiberglass or aluminum shutters will be approved.

Paint color samples must be submitted for approval. Bright accent colors will be considered only for doors.

Stoops and **steps** must be constructed of brick or stone. No exposed concrete stoops are permitted. The use of painted wood will be considered by the AC where consistent with the architectural style of the house.

All **chimneys** must be brick or stone on "traditional" homes. On "transitional" and "contemporary" homes, wood may be used as an alternate to brick or stone where wood is one of the primary siding materials. Any chimney located on a wall of brick or stone must also be constructed of brick or stone. Metal stacks are not permitted.

Flashing material shall be either copper or aluminum painted to match the roof color.

All **flues, vents or pipes** must be located on the rear surface of the roof pitch and be painted to match the roof color. No wall vents will be permitted on the front of the house. All approved wall vents must be painted to match the surface to which they are attached.

Flues for oil and gas furnaces shall be accommodated in a brick or stone chimney. Short flues (less than 3") painted to match the color of the roof will be permitted on the rear and other roof slopes not visible from the street.

Electric and gas meter boxes must be screened or located so as not to be visible from the front yard.

Garages

Each lot must have a completely enclosed garage for three cars. The AC will consider two-car garages on a case-by-case basis. *Wherever possible, garage doors should not be visible from the street. A parking pad for guest parking should be provided along the driveway or adjacent to the home.*

Decks

Decks may be located in the rear or side yards only. Second floor decks must be detailed similar to above ground porches, with supporting columns increased in size to be in scale with their height. Such decks must be painted or stained to be consistent with the overall color scheme for the house and may not be left as unpainted pressure-treated wood.

Fences and Walls

In general, fencing is discouraged. However, appropriate fencing will be reviewed on a case-by-case basis. No fencing of any kind will be approved within thirty feet of any property line. Chain link fences and split rail fences with wire mesh are not permitted.

Front yard fencing is prohibited. Small brick or stone walls may be approved by the AC in the area by the main entrance to the house as part of its architectural design.

The use of solid or opaque property line fencing will not be approved. Solid privacy fencing no higher than six feet may be considered in rear yards where it is located no further than forty feet from the house. In such cases the AC may require screen planting which will be considered in addition to the standard planting requirement.

All fences must be constructed with the top horizontal. On sloping ground the fence can be stepped between panels at each post and maintain the horizontal top.

The design of fences for swimming pools must consider the relationship of the fence to the house and the site. Wrought iron, painted steel or aluminum vertical picket fences are recommended. Chain link is not permitted.

Accessory Buildings

Any accessory buildings or structures such as maintenance or storage sheds, trash can storage enclosures, etc. must be physically integral with the house and must be at the rear or side.

Any gazebo, greenhouse, bathhouse, etc. shall be detailed in the same manner as the house and shall be constructed of generally the same materials

Antennas

Antennas and satellite dishes must be selected and located so that they are not visible from the street and neighboring properties. The location should take advantage of screening provided by structures, vegetation and/or fencing. No more than one dish is allowed on each property.

Applications for a digital satellite dish will be considered in conformance with FCC and other applicable regulations. The dish must be no larger than 1 meter (39") in diameter and must not be located in a front yard or attached to the front of the house. The dish and any visible cable should be painted a color that blends with the house. Commercial advertising on the dish is prohibited.

Play Equipment

Play equipment will be considered on a case-by-case basis. *Equipment must be located in the rear yard or side yard, must be no closer than thirty feet from a side property line and must be painted or finished in a muted earth-tone color.*

Solar Collectors

Solar collectors may be permitted provided they are integrated into the architecture of the house and are not visible from the street. Solar collectors are not permitted on the front of the house. Collectors must be oriented in the same general plane as the roof area on which they are mounted and be integral with the design and the pitch of the roof.

IV. LIGHTING

General

Catalog cuts of **all** exterior light fixtures must be submitted to the AC for approval.

Light fixtures, including both decorative and security, shall be selected and located so as to be an integral part of the house and yard. Fixture style, configuration and location must be compatible with the architecture of the house.

Driveway

Illumination along the length of the driveway may be permitted provided that the fixture is low scale (maximum height - 3'-0"), and with a shielded light source so that illumination is projected on the drive surface.

Feature and Security Lighting

The AC will consider "security" and "feature" lighting on a case-by-case basis.

Feature lighting must have a completely concealed light source and not project light toward the street or adjacent homes.

Any security lighting must be selected and located so as to minimize its impact on the street and on neighboring properties. Fixtures must be shielded and located under or immediately below the eaves. It is recommended that any security lighting be activated by motion detectors. Spotlights or floodlights that create glare and high intensity are not permitted.

Light sources must be a "white" or incandescent light. High pressure sodium (yellow-orange) lights are prohibited.

V. LANDSCAPING

Concept

To enhance the total image of the community, major shade trees and shrubs must be incorporated as an integral feature of each lot design.

Emphasis should be placed on landscaping in the vicinity of the house rather than the whole lot so that the natural character of the land is maintained. The purpose of landscaping should be to enhance the appearance of the street and property and to and maintain privacy between adjacent homes.

Classification

The amount of plant material required will vary with the amount of vegetation on the lot prior to development. The AC has classified all lots as follows:

- 1) **non-wooded:** lots 3, 40 and 41.
- 2) **semi-wooded:** lots 4, 23, 28, 29 and 42.
- 3) **Wooded:** lots 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26 and 27.

This classification, as shown on the Master Site Plan, shall take into account the existing tree cover and the potential for saving trees in connection with grading and siting. If, during or after construction, the AC determines that any provision of the Tree Preservation Procedures has been violated on a lot, the AC has the right to change the original classification of the lot, and the provision of plant material must be according to the new classification.

Tree Requirement

Shade trees must be provided according to the following table:

<u>NON-WOODED LOTS</u>	<u>SEMI-WOODED LOTS</u>	<u>WOODED LOTS</u>
20 per acre	12 per acre	9 per acre

The shade trees required in the above table shall be nursery stock, 3" minimum caliper, 12'-14' minimum height, with full heads, ball and burlap.

Substitution of two flowering trees or two evergreen trees for each shade tree may be permitted for up to 50% of the shade tree requirement. The flowering and/or evergreen trees shall be a minimum caliper of 2 1/2", 6'-8' minimum height. The substitution will be subject to review and approval of a landscape plan by the AC.

5600
2000

Where conditions on the lot make it difficult to meet the quantity requirement, the AC will consider crediting additional size as a substitute. Such substitutions shall be on a case-by-case basis at the discretion of the AC.

Shrub Requirement

A minimum of 20 shrubs per acre are required. These shall be evergreen species such as rhododendron, azalea, yew or viburnum. The shrubs must be a minimum of 36" in height.

Installation

All landscaping must be installed no later than the planting season immediately following completion of the house construction.

Design

Landscape plans should be prepared by a registered Landscape Architect, or other qualified designer.

VI. ARCHITECTURAL REVIEW PROCESS

Concept

The AC has the authority to review and approve the exterior design of all initial construction upon sites in Forest Glen. Specifically, any staking, clearing, grading, excavation, construction, planting, removal of trees or shrubs, or improvement to any site must be reviewed and approved by the AC prior to commencement of the work. No such work may begin until and unless written approval has been obtained from the AC. Any subsequent renovations, additions or other improvements to the property must be submitted to the Village of Harper's Choice Architectural Committee for review and approval.

The AC may consider any and all exterior elements of design including massing, architectural style, colors, materials, harmony of design with surrounding residences and any other factors that in the opinion of the AC, affect the appearance and/or the compatibility of the improvements with surrounding structures or improvements.

This section describes the information required at each stage of the review process. If necessary, the AC may require additional information as part of the submission process, in order to properly complete its review.

Schematic Submission

- 1) Concept Site Plan:
 - Scale: 1"= 30'
 - Dimensioned Lot Lines
 - Existing Trees and Vegetation
 - Topography (at no more than 2 foot intervals)
 - House Siting
 - Proposed Tree Clearing (showing utility lines and connections)
 - Any Accessory Structures or Elements (pool, tennis courts, etc.)
 - Driveway Location
- 2) Schematic Floor Plans(s)
- 3) Schematic Elevations of All Sides
- 4) Exterior Materials and Colors

Preliminary Submission

- 1) A response to all comments made by the AC on the Schematic Submission
- 2) Preliminary Site Plan:
 - Scale: 1"= 30'
 - All Proposed Finish Grading
 - Utility lines and easements (including water, sanitary, storm sewer, electric, gas, telephone and cable TV)

- 3) Preliminary Floor Plans
- 4) Preliminary Elevations:
 - Specific Materials Noted
 - Primary Dimensions
- 5) Exterior Materials and Color Samples
- 6) Preliminary Landscape Plan:
 - Location, Type and Size of Proposed Plant Material
- 7) Exterior Lighting Concept

Final Submission

- 1) A response to all comments made on the Preliminary submission
- 2) Final Site Plan (1"= 30')
- 3) Complete Construction Drawings
- 4) Final Material and Color Samples
- 5) Landscape Contract Plans
- 6) Location of any Trailer, Storage Area or Sign

Special Provision for Landscape Plans

Landscape plans are typically required to be submitted and approved **prior** to the commencement of construction. However, in order to allow the landscape design to have maximum relevance to the site and architectural design, the AC will allow the submission of landscape plans to be delayed until construction is underway, where the builder provides a letter to the AC warranting that sufficient funds (value to be established by the AC) have been put aside to cover the cost of the required landscaping. The landscape plans must be submitted and approved prior to the occupancy of the house.

Submission Schedule

The AC will respond to all submissions within 30 days of receipt of the required material.

Certificate of Compliance

A CERTIFICATE OF COMPLIANCE is issued to an owner upon completion of construction in accordance with the approved plans. The CERTIFICATE OF COMPLIANCE not only provides assurance to HRD that its design objectives have been met, but also provides assurance to the owner that their home has been built according to the plans approved by the AC.

At the time an owner desires a CERTIFICATE OF COMPLIANCE inspection, they should complete a checklist (shown on the following page) *and forward* it to the AC. This should be *at the same time that application* is made to Howard County for a USE AND OCCUPANCY PERMIT.

VII. CERTIFICATE OF COMPLIANCE CHECKLIST

Estates at Forest Glen
Village of Harpers Choice

Lot Number _____ Purchaser _____
Address _____

<u>ITEM</u>	<u>BUILDER USE</u>	<u>HRD USE</u>
	COMPLETED	INSPECTION RESULTS
1. House and driveway are located according to plan.	_____	_____
2. Tree removal/clearing/grading is according to plan.	_____	_____
3. All exterior improvements (walks, etc.) are per the approved plan.	_____	_____
4. House is the approved materials and colors.	_____	_____
5. The _____ required trees have been installed. Lot size requires _____ shade trees and _____ flowering trees and _____ evergreen trees.	_____	_____
6. Exterior lighting is according to plan.	_____	_____
7. The roof pipes, vents, louvers, ridge vents, roof flashing, chimney flashing and utility equipment have been painted to match the surface from which they project.	_____	_____

INSPECTION DATE _____

VIII. TREE PRESERVATION PROCEDURES

1. Site plans shall preserve the maximum number of desirable trees and other natural features. All trees that have a diameter of six inches (6") or more at a point twelve inches (12") above the ground line must be located on an accurate topographic map. Wooded areas that are clearly defined on the site plan for preservation and which are not to be disturbed by any construction may be eliminated from the tree location survey. The applicant shall be held responsible for the protection of these undisturbed areas.
2. The following determinants shall be used in selecting trees to be saved: a circle, radius equal to one foot (1') per inch (1") of caliper, shall be drawn around the tree (considered nominal branch spread). If two-thirds of the area can remain undisturbed at original grades, the tree can be saved without special treatment.
3. All site plans, including preliminaries shall show individual water and sewer connections and gas line, and shall indicate those trees which are to remain and those trees which are to be removed.
4. After the final site plan has received Architectural Committee approval, those trees that are to remain shall be marked in the field by the builder and protected in an approved manner. Trees and tree areas within the construction area that are to remain undisturbed shall be encircled with a fence for protection. (Snow fencing or other approved methods.) Fencing shall be placed at least five feet (5') from all areas indicated to be undisturbed, and such fenced areas shall be regarded as off limits for any construction activities.
5. Each applicant shall diligently undertake to prevent the removal of or damage to any tree that is designated for preservation. Damage or destruction of any such tree shall be the responsibility of the applicant whether caused by the applicant, their agents, employees or contractors. In order to prevent damage to trees, the following activities are prohibited within all protected areas:
 - a. Placing backfill
 - b. Felling trees
 - c. Driving construction equipment into or through these areas
 - d. Burning within or in close proximity
 - e. Stacking or storing supplies
 - f. Changing site grades which cause drainage to flow into or to collect in these areas
 - g. Conducting trenching operations in the vicinity of trees
 - h. Grading in the vicinity of trees

All **trees** that are approved for removal shall be removed in a manner that will not damage any remaining trees. Any protected trees that have been damaged during clearing or construction must be repaired in a professional manner by a tree expert as soon as construction has **been completed**.

6. After construction is complete, temporary barriers, surplus materials and all trash, debris and rubbish shall be removed from the site. All backfill shall be clear of building material, stone, vegetation and rubbish.

7. Penalty Clause

If it is determined by the AC that the builder and/or owner have failed to comply with the tree preservation procedures above, and have damaged or removed any trees that were designated for preservation, the builder and/or owner will be required to compensate for the loss by planting, at their own expense, one 2-1/2" to 3" caliper tree for every 4" caliper increment of the tree destroyed.

For example, if a 36" White Oak is destroyed, it shall be replaced by nine (9) 2-1/2"-3" caliper trees ($36" / 4 = 9$).

Note: The nine (9) trees shall be in addition to the trees required as part of the regular criteria.

IX. DRIVEWAY ADDRESS FEATURE

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All signs to be patterned on the following existing signs on Manorstone Lane – 11537, 11541, 11553, 11521 and 11513. The signs illustrated and dimensioned below are black metal with gold trim, letters and numbers.

