

**ADMINISTRATIVE RESOLUTION NO. 25  
DESIGN REVIEW BOARD  
REQUEST FOR REVIEW APPLICATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE (HM) \_\_\_\_\_

LOT #: \_\_\_\_\_ (WK) \_\_\_\_\_

IMPROVEMENT/MODIFICATION REQUESTED\*\* \_\_\_\_\_

DATE PROJECT TO START: \_\_\_\_\_ ESTIMATED COMPLETE DATE: \_\_\_\_\_

(Give extended description of a project on the reverse side, using checklist)

\*\*Each improvement/modification requires a separate Review for Request form.

Dear Homeowner:

Please read carefully and complete this form and mail or bring to the Barn office. Should you have any questions, please feel free to contact the Design Review Board via the office at (410) 515-3958.

Under the By-Laws of the B.H.C.S.A., Inc., of which you are a member, it is required that ALL external changes, alterations, and improvements made to your property be submitted for approval PRIOR to any initiation of the modification. Each addition, change, or alteration must be specifically approved even though the proposed improvement conforms to the Declaration of Covenants and Restriction and even though when a similar item has been previously approved. This is for your protection as well as the betterment of the Box Hill Community.

It is the responsibility of the Homeowner to read and review the Rules and Regulations that are contained within the Declaration of Covenants and Restrictions, By-Laws, and Resolutions that you received when you purchased your home.

A thorough and comprehensive request will help to expedite your application.

**\*\*APPROVAL OF ANY PROJECT BY THE ARCHITECTURAL BOARD DOES NOT RELIEVE OWNER OF OBTAINING THE PERMITS AS REQUIRED BY HARFORD COUNTY PLANNING AND ZONING. APPLICATION FOR APPROVAL EXPIRES 6 MONTHS FROM APPROVAL DATE.\*\***

SIGNATURE OF LEGAL PROPERTY OWNER \_\_\_\_\_

FOR ADMINISTRATIVE USE ONLY

Date Received \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Hold \_\_\_\_\_

Date Reviewed \_\_\_\_\_ Explanation \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**REQUEST FOR REVIEW CHECKLIST**

The following information, as it pertains to your request, must be completed in order to have your application processed for review. Be specific and attach any drawings or samples as required. **A COPY OF YOUR PLAT IS REQUIRED!!** Show all current structures as they appear on your property, Remember, each change requires a separate Request for Review form.

**(All work that requires a Contractor, please submit the Contractors Name, Address, Phone Number and Maryland License Number. )**

- 1. **COLOR CHANGE:**
  - A. Attach a color chip, material sample etc.
  - B. Attach a photo or color drawing of present color schemes.
  
- 2. **FENCE, SHED, DECK/PATIO, ADDITION** \*(Single-Family & Zero Lot Lines)
  - A. Site Plan - Photocopy of your plat; show location of change.
  - B. Attach sketches, photos, etc. of the requested it, as it pertains.
  - C. Provide a detailed written description (space below).
  
- 3. **STYLE CHANGES**
  - A. Door & Windows - enclose picture of proposed changes.
  
- 4. **MISC.**  
Statutes, pet houses, basketball poles, playhouses, etc.

**CHECKLIST INFORMATION**  
**ADDITIONAL CHECK LIST FORM IS REQUIRED FOR FENCES**

**FENCE:**

- 1. Style or type (solid-rail, split-rail, estate, french gothic (blunt), half-moon only) & vinyl.
- 2. Materials
- 3. Stain (i.e., natural, etc.)
- 4. Height - 4' Max., 6' Max. for privacy screens
- 5. Position - unusual setting of fence-discouraged

**DECK/PATIO:**

- 1. Materials – Wod or Vinyl
- 2. Stain (if applicable)
- 3. Railing,etc.
- 4. Footing
  
- 5. Size
- 6. Position

**SHED/GAZEBO:**

- 1. Material incl. roof
- 2. Size –Sheds which is one story or less in height AND are either (a) 12' x 15' for owners having ¼ acre Lots, or (b) 10' x 12' for owners having less than ¼ acre lots, may be permitted with prior, written DRB's approval.' T/H Only: 8x8 Min. 8 Ft. High
- 3. Foundation type
- 4. Color (must match house)
- 5. Position in yard

**ADDITIONS: (Single-Family & Zero Lot Lines ONLY)**

- 1. Material
- 2. Color (must match house)
- 3. Building Permit
- 4. Continuity of style
- 5. Elevation drawings

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**DESCRIPTION OF PROJECT**

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