

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

NAME _____ DATE _____

ADDRESS _____ PHONE: (HM) _____ (CELL) _____

LOT #: _____ EMAIL: _____

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 improvement modification requested, 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 (Go to www.boxhillnorth.org)

FENCE:

1. Style or type (solid-rail, split-rail, estate, french gothic (blunt), half-moon only) & white 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 – Wood or White 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

DESIGN REVIEW BOARD FENCE CHECKLIST INFORMATION

FILL IN THE BULLETS BELOW THAT PERTAIN TO YOUR DESIGN REVIEW BOARD FENCE REQUEST. THIS CHECKLIST MUST ACCOMPANY YOUR DESIGN REVIEW BOARD APPLICATION.

- **PICTURE MUST BE SUBMITTED WITH APPLICATION.**
- **COPY OF PLAT/LINE DRAWING (HIGHLIGHTED) WHERE FENCE WILL BE INSTALLED**
- **COPY OF HARFORD COUNTY PERMIT & CONTRACTOR INFORMATION (If Applicable)**

SINGLE FAMILY HOMES - STYLE OF FENCE

- **SPLIT RAIL – 3 FOOT**
- **SPLIT RAIL – 4 FOOT**
- **WIRE MESH ATTACHED**
- **WIRE MESH NOT ATTACHED**

- **SPACED PICKET – SPACING GUIDELINES AS FOLLOWS:**
- **SMALL PICKET – 1 ½” WIDTH BOARD WITH 1” SPACING IN BETWEEN BOARD**
- **LARGE PICKET – 2 TO 2 ½” WIDTH BOARD WITH 1 ½” SPACING IN BETWEEN BOARD**

- **ESTATE STYLE – 3 FOOT**
- **ESTATE STYLE – 4 FOOT**
- **WIRE MESH ATTACHED**
- **WIRE MESH NOT ATTACHED**

- **PRIVACY FENCE – 6 FOOT – ONLY WITH THE INSTALLATION OF AN INGROUND POOL**

- **GATE (HEIGHT 3 OR 4 FOOT)**
- **SINGLE STYLE – 4 FOOT TOTAL WIDTH**
- **DOUBLE STYLE - 6 FOOT TOTAL WIDTH**

- **MATERIAL**
- **WOOD (STAIN: NATURAL – SUBMIT SAMPLE OF COLOR)**
- **VINYL - WHITE**
- **NO METAL FENCES PERMITTED**

TOWNHOUSE FENCE

- **BOARD ON BOARD – 6 FOOT TALL (WOOD ONLY)**
SHADOW BOX STYLE – NO SPACES
- **GATE - HEIGHT – 6 FOOT**
- **GATE – WIDTH – NO MORE THAN 4 FOOT**
- **NO DOUBLE GATES PERMITTED**

ABSOLUTELY NO LATTICE IS PERMITTED ON ANY FENCE.