

Architectural Review

Under the direction of the Board, the purpose of the Architectural Review Committee (ARC) is to ensure compliance with the Restrictive Covenants, and to ensure compliance with other residential land use standards and guidelines. ARC is responsible for reviewing and approving or rejecting any changes to individual properties that impact the nature of the property or has the potential to encroach on property lines or affect runoff. The overall goal of ARC is to protect and preserve the diverse residential nature of Chesapeake Isle.

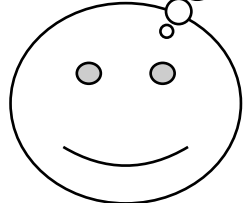
For all exterior projects, the property owner must comply with all County regulations, then submit their project to ARC. ARC is a Board appointed committee whose Charter and Procedures are approved by the Board of Directors. There are two documents that guide the work of ARC: (1) **The ARC Charter and Procedures** and (2) the **CICA Residential Land Use Application**.

Please also note that the Governing Documents Review Committee (GDRC) has a **Process for Aligning Documents that Impact CICA Architectural Review**.

Please review all the documents included in pages below for a full understanding of the total process.

Chesapeake Isle Architectural Review Process "At a Glance"

I want to make a permanent change on the exterior of my property (I know I do not need to go to ARC for interior work)



CICA Property Owner

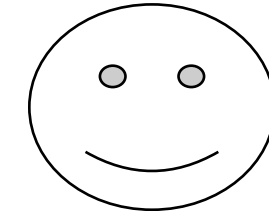
Go to the CICA Website and click on the "ARC Charter and Procedures" and "CICA Residential Land Use Application" documents to determine if I can make the change to my property in Chesapeake Isle.

Get a Cecil County Permit, if required, for the project I would like to complete.

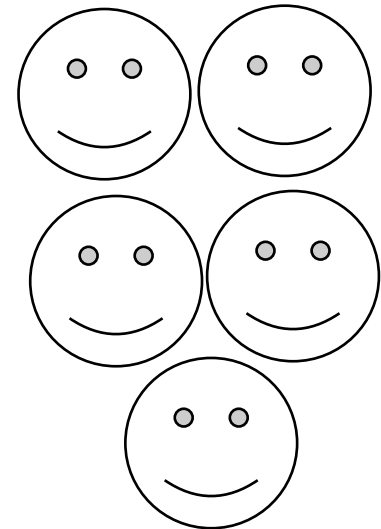


Complete the Chesapeake Isle Residential Land Use Application; attach your County permit application (if required) and all other documents requested by ARC and/or the County to support your application. Property owner may submit the ARC application while awaiting County approval, but ARC will not approve the project until the required County permit is obtained.

ARC reviews application within 14 days and sends report to ARC chair.



ARC Chairperson informs property owner of decision within 21 days of application.



That was easy...now I can begin my project!

Bummer. Now, I must decide if I want to appeal to the Board of Directors or accept this decision. *

Ok, I have that information. I will keep working with ARC.

ARC Approves

ARC Rejects

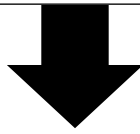
ARC needs more info

*the appeals process is outlined in the CICA Land Use Application and on the CICA website under ARC Charter

Governing Documents Review Committee
Process for Aligning Documents that Impact CICA Architectural Review

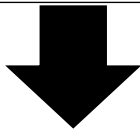
Chesapeake Isle Articles of Incorporation 1972

The purpose of the Association is to “promote, protect and preserve the common interests of residents, and of property owners, in the general area of Cecil County, known as Chesapeake Isle and the areas adjacent.”



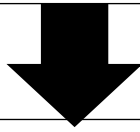
Restrictive Covenants 1972

The Restrictive Covenants created the conditions and restrictions which were set forth in the contract of Sale between North East Financial Corporation and the J. P. Cabot Equity Corporation. J. P. Cabot Equity Corporation deeded the roads, community lands, and improvements to the Chesapeake Isle Civic Association, Inc.



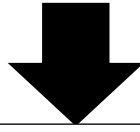
Chesapeake Isle Association By-Laws 2005

The purpose of the By-Laws is to define the structure and operating procedures for the Chesapeake Isle Civic Association and its Board of Directors.



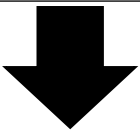
CICA Board of Directors

Elected property owners (12) who are members of the voluntary organization and make decisions for the CICA.



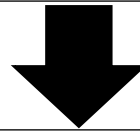
Architectural Review Committee Charter 2020

Under the direction of the Board, the purpose of the Architectural Review Committee (ARC) is to ensure compliance with the Restrictive Covenants and to ensure compliance with other residential land use standards and guidelines.



Architectural Review Committee (ARC) 2020

ARC is responsible for reviewing and approving or rejecting any changes to individual properties that impact the nature of the property or has the potential to encroach on property lines or affect runoff. The overall goal of ARC is to protect and preserve the diverse residential nature of Chesapeake Isle.



CICA Residential Land Use Application, Standards and Guidelines 2020

CICA Land Use Application, Standards and Guidelines for property owner use

ARCHITECTURAL REVIEW COMMITTEE CHARTER AND PROCEDURES

Background

In accordance with the Articles of Incorporation of the Chesapeake Isle Civic Association (CICA), the purpose of CICA is to promote, protect, and preserve the common interests of residents and property owners.

Deed Restrictions and Covenants recorded in the Land Records of Cecil County in Liber WAS No. 300, folio 582, establish the conditions and restrictions which were set forth in the contract of sale dated November 20, 1972, and identify the Association as the governing entity of Chesapeake Isle.

The CICA Board of Directors appointed an Architectural Review Committee (ARC) to ensure adherence to the Restrictive Covenants and the Standards and Guidelines for Residential Land Use Applications which are established by the CICA Board. The revised ARC Charter was approved by the Board of Directors at its special meeting on June 11, 2020.

Purpose

1. The purpose of ARC is to ensure compliance with the Restrictive Covenants and to ensure compliance with other standards and guidelines of residential land use as defined by the Board.
2. ARC is responsible for reviewing and approving or rejecting any changes to individual properties that impact the nature of the property or has the potential to encroach on property lines or affect runoff. The overall goal of ARC is to protect and preserve the diverse residential nature of Chesapeake Isle.
3. The Restrictive Covenants address the following residential land use applications: new and renovated dwellings (excludes trailers/mobile homes which are prohibited), garages, sheds and outbuildings, property line setbacks, and sewage facilities that support a residential property. Other standards and guidelines established by the Board include, but are not limited to, decks, driveways, fencing, patios, retaining walls, swimming pools and solar panels.
4. The ARC Charter and Residential Land Use Application establish the process for review and approval or rejection of each type of residential land use in a clear and concise manner taking into consideration Cecil County residential land use applications and permits. This information will be available to all property owners via the CICA web site. Updates, reminders and other notices shall be published in the community Newsletter as needed.

File name: ARC Charter and Procedures Approved 6.11.2020
Date created: May 17, 2006
Version: 2
Revision Date: 6.11.2020
Revised by: GDRC
Approved by: CICA Board of Directors
Date approved: 6.11.2020

Scope

All new or replacement dwellings, additions, renovations, accessory structures (decks, garages, pool house, etc.), grading and driveways, outbuildings, hot tubs, pools, and spas must be approved by the Architectural Review Committee before construction or installation begins. A complete listing of projects requiring ARC review is included in the Chesapeake Isle Residential Land Use Application. In-water projects (docks, piers, riprap, etc.) are not reviewed by ARC but do require a County permit.

Procedures

The property owner shall:

- 1) Review the ARC Charter, Restrictive Covenants, and Chesapeake Isle Residential Land Use Application as defined by the CICA Board for your specific application and determine if your project is allowed in Chesapeake Isle. If you are uncertain, contact the Committee Chair.
- 2) Determine if a Cecil County permit is required for your Residential Land Use Application. Hyperlinks are on page 2 of the Chesapeake Isle Residential Land Use Application.
- 3) Complete the Chesapeake Isle Residential Land Use Application and attach your County permit application (if required) and all other documents requested by ARC and/or the County to support your application. You may submit this ARC application while awaiting County approval, but ARC will not approve your project until the required County permit is obtained.
- 4) Submit this application to the ARC Chair for review.

Application Process

The Chair of the Architectural Review Committee will share the application with all members of the Committee for their review. Their task is to review the application within 14 days in accordance with the ARC Charter and report their findings to the Chair. It may be necessary for ARC to visit the property and inspect the premises in order to ensure compliance. The Chair compiles the results of this review and reports back to the property owner within 21 days of application with approval, rejection, or a request for additional information. The Chair provides the Board with an informational report on a monthly basis.

Variance Requests

Any variance to County regulations must be submitted to the County for approval. Individual variances of the Chesapeake Isle Residential Land Use Standards and Guidelines will be considered by ARC on a case-by-case basis. ARC will review the variance request and submit their recommendation to the Board of Directors. The Board shall review ARC's recommendation and vote on the requested variance.

Rejection and Appeal Process

The Architectural Review Committee will act on behalf of the Association to reject plans and/or prevent construction/installation of any structures that do not comply with the Restrictive Covenants or the

File name: ARC Charter and Procedures Approved 6.11.2020
Date created: May 17, 2006
Version: 2
Revision Date: 6.11.2020
Revised by: GDRC
Approved by: CICA Board of Directors
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Standards for Land Use established by the CICA Board. Appeals of rejected applications can be made to the CICA Board of Directors by written request within 30 days of rejection. Within 60 days of rejection, the CICA Board of Directors will notify the property owner of the results of the appeal.

Encroachments

The CICA Board acknowledges that many property owners have made various improvements to CICA-owned property in the community. These improvements, such as extended driveways over the road right-of-way, filling in drainage ditches, and erecting fences, do not convey ownership of this community property to the individual property owner.

The CICA Board advises all property owners that encroachments do not constitute, nor do they vest, any property rights on community property inconsistent with or adverse to CICA's ownership. As stated in the By-Laws, CICA reserves the right to make any changes or improvements to this community property if deemed in the best interest of the community.

Summary of Changes:

The 2006 ARC Charter was amended to include the following: purpose, scope, procedures, timeline for application process and variance requests. All references to Restrictive Covenants, standards and guidelines were removed and moved to the Chesapeake Isle Residential Land Use Application document. The 2020 ARC Charter replaces the 2006 approved ARC Charter, 2008 draft ARC Charter, and the ARC checklist. (June 2020)

When editing this document, a review the following documents is recommended.

- Definitions of CICA documents on the website.
- Restrictive Covenants
- Chesapeake Isle Residential Land Use Application

Order of Precedence:

In the event, of a conflict, dispute or inconsistency between the CICA documents, the following Order of Precedence shall apply:

1. *Articles of Incorporation*
2. *Restrictive Covenants*
3. *By-Laws*
4. *Architectural Review Committee Charter and Procedures*
5. *Chesapeake Isle Residential Land Use Application*

File name: CICA Land Use Application Approved 6.11.2020
Date created: 6.11.2020
Version: 1
Revision Date:
Revised by: GDRC
Approved by: CICA Board of Directors
Date approved: 6.11.2020



CHESAPEAKE ISLE CIVIC ASSOCIATION
P. O. BOX 150 NORTH EAST, MD. 21901

Chesapeake Isle Residential Land Use Application

Name	
Address in Chesapeake Isle	
Contact Phone	
Contact Email	
Mailing Address	

ARC is responsible for reviewing and approving or rejecting any changes to individual properties that impact the nature of the property or has the potential to encroach on property lines or affect runoff. The overall goal of ARC is to protect and preserve the diverse residential nature of Chesapeake Isle.

Process:

1. Review the ARC Charter, Restrictive Covenants, and Chesapeake Isle Residential Land Use Application as defined by the CICA Board for your specific application. Determine if your project is allowed in Chesapeake Isle. If you are uncertain, contact the Committee Chair.
2. Determine if a Cecil County permit is required for your Residential Land Use Application. (Hyperlinks are on page 2 of this Chesapeake Isle Residential Land Use Application.)
3. Complete the Chesapeake Isle Residential Land Use Application; attach your County permit application (if required) and all other documents requested by ARC and/or the County to support your application. You may submit this ARC application while awaiting County approval, but ARC will not approve your project until the required County permit is obtained.
4. Submit this application to the ARC Chair for review.
5. The Chair of the Architectural Review Committee will share the application with all members of the Committee for their review. Their task is to review the application within 14 days in accordance with the ARC Charter and report their findings to the Chair. It may be necessary for ARC to visit the property and inspect the premises in order to ensure compliance. The Chair compiles the results of this review and reports back to the property owner within 21 days of application with approval, rejection, or a request for additional information. The Chair provides the Board with an informational report on a monthly basis.
6. The Architectural Review Committee will act on behalf of the Association to reject plans and/or prevent construction/installation of any structures that do not comply with the Restrictive Covenants or the Standards for Land Use established by the CICA Board. Appeals of rejected applications can be made to the CICA Board of Directors by written request within 30 days of rejection. Within 60 days of rejection, the CICA Board of Directors will notify the property owner of the results of the appeal.

File name: CICA Land Use Application Approved 6.11.2020
 Date created: 6.11.2020
 Version: 1
 Revision Date:
 Revised by: GDRC
 Approved by: CICA Board of Directors
 Date approved: 6.11.2020

Check Type of Residential Land Use Application for which you must request Architectural Review.

	Residential Land Use Applications	Link to Cecil County Permits*
Dwellings	New Home	New Home Permit
Addition(s) to Dwellings	Additional living space	Residential Additions & Renovation Permit
	Attached Garage	
	Breezeway	
	Carport	
	In-Law Suites	
	Lean-to	
	Roof Mounted Solar	
	Seasonal Room	
	Other Exterior Renovation	
Outbuildings/Accessory Structures	Carport	
	Detached Garage	
	Fence over 7 feet	
	Lean-to	
	Pole Barn	
	Pool House	
	Retaining Wall	
	Shed	
	Slab	
	Storage Building	
	Other	
	Ground Mounted Solar	Not Permitted in Chesapeake Isle
	Detached Structure w Living Space	
Other Accessory Structures	Deck	Residential Accessory Structure Permit 2019
	Gazebo	
	Patio	
	Pavilion	
	Pergola	
	Porch	
Swimming Pools, Hot Tubs and Spas	Above Ground Pool	Residential Swimming Pools, Hot Tubs and Spa Permit
	Hot Tub	
	In Ground Pool	
	Spa	
Driveway and Grading	Driveway	Grading & Driveway Entrance Permit
	Exterior Grading Project	
Fences under 7 feet		
	County permit not required.	Please see page 4 for CICA Standards

*Note:
 These links to Cecil County permits are a courtesy tool. If any are broken, please visit the Cecil County Building Permit Application online

Chesapeake Isle Additional Residential Land Use Standards* and Guidelines**

***Standards are required for all property owners as per the CICA Restrictive Covenants and or Cecil County regulations.**

****Guidelines are encouraged to protect and preserve the diverse residential nature of Chesapeake Isle.**

- Only dwellings, garages, and accessory structures (outbuildings and sheds etc.) that are customary on residential property are permitted to be built/installed in Chesapeake Isle.
 - Source: Restrictive Covenants 1972

Dwellings - New Homes:

- Dwellings shall be single family residential only.
- No structure in excess of 35 feet in height (County code) will be approved.
- The principal living space for a one-story home must contain at least 1400 sq. feet exclusive of garages, porches, etc.
- The principal living space for a multiple-story home must contain at least 2000 sq. feet on a foundation enclosing a minimum of 1000 sq. feet exclusive of any garages, porches, etc.
- The principal living space of a one and a half-story home must contain at least 1800 sq. feet on a foundation of at least 1200 sq. feet exclusive of any garages, porches, etc.
- Only one single-family dwelling will be approved per numbered lot.
 - Source: Architectural Review Committee Charter 2006
- The 10-foot side setback permitted by the County **does not** apply to Chesapeake Isle dwellings.
 - Corner lots require two front and two side setbacks (i.e. no rear setbacks).
 - In any event, no dwelling or any part thereof shall be erected closer than 35 feet to the street lines of the property (*front property line*) and not closer than 12 1/2 feet to the other lines thereof. Setbacks for dwellings do include covered porches (but excludes uncovered decks) which are measured from the foundation wall or if no foundation wall is installed then the setback is measured from the exterior wall to the property line.
 - Source: Restrictive Covenants 1972
 - Source: Cecil County Department of Land Use and Development Services 2020
 - Source: GDRC 2020
- Modular homes are permitted in Chesapeake Isle and must follow all County permit requirements and the CICA Residential Land Use Standards and Guidelines.
 - Source: GDRC Committee 2020
- No structures or residences defined as single or double-wide trailers, also known as manufactured homes, will be approved. Manufactured homes:
 - conform to a Federal building code, called the HUD code, rather than to building codes at their destination
 - are built on a non-removable chassis, usually steel
 - are transported to the building site in sections on their own wheels
 - are not required to have structure approved by building inspectors, however, local work like electric hookup, etc., may be inspected by local inspectors.
 - Source: Architectural Review Committee Charter 2006

Additions to Dwellings:

- Additions to dwellings that extend or change the foundation walls of the dwelling shall adhere to the 12 ½ foot set-back as stated in the Restrictive Covenants. Setbacks for dwellings do include covered porches (excludes uncovered porches) which are measured from the foundation wall or if no foundation wall is installed then the setback is measured from the exterior wall to the property line.
 - Source: Restrictive Covenants 1972
- Source: Cecil County Department of Land Use and Development Services 2020
 - Source: GDRC Committee 2020

Solar Panels

- Roof-mounted solar panels are required to be flush-mounted panels.
- Ground-mounted solar panels are not permitted in Chesapeake Isle.
 - Source: GDRC Committee 2020

Decks, Outbuildings or Other Accessory Structures:

- All decks, outbuildings, or accessory structures must be approved by the Architectural Review Committee.
- A sketch indicating the placement of the deck, outbuilding, or other accessory structure on the lot must be submitted. ARC will enforce setbacks of 10-feet from side and rear property lines consistent with Cecil County regulations.
- Decks, outbuildings, or accessory structures shall be supportive of the architectural design of the residential home in style and color.
- Outbuildings shall not be used as a residence or have the capacity to be used as a residence.
- Decks, outbuildings, or accessory structures shall not exceed 50% of the square footage of the primary residence/dwelling.
 - Source: GDRC Committee 2020

Swimming Pools, Hot Tubs, and Spas:

- Swimming pools, hot tubs, and spas are allowed by CICA Residential Land Use Standards.
- Homeowners are advised to utilize the ARC process and obtain Cecil County permits and inspections.
 - Source: GDRC Committee 2020

Driveways and Drainage Standards:

- If in the sole determination of CICA, a driveway pipe for drainage is needed, then it shall be mandatory for the property owner to install one.
 - Source: ARC Charter 2008
- All excess exterior grading materials resulting from the excavation for buildings and septic systems must be removed from the subdivision.
 - Source: ARC Charter 2006
- Any modification to the Right of Ways is strictly prohibited without the expressed permission of ARC. The right-of-way (ROW) is defined as the 50' area between the front property lines of facing properties, comprised of approximately 2 unpaved shoulders approximately 15' wide each and a paved street approximately 20' wide.
 - Source: GDRC 2020

Fences:

Cecil County Permit is only required if any part of the fence exceeds 7 feet in height, however ARC must review all new or replacement fence plans.

Fence Submission Process:

1. Submit a sketch or plat of the property showing:
 - a. Dimensions of the property
 - b. Location of house and buildings
 - c. Location of easements
2. Show location of the proposed fence. Indicate how far the proposed fence will be from the property lines.
3. Indicate fence height, material, and style (picket, shadowbox, split rail, stockade, other).
4. It is recommended that you attach a picture of the proposed fence to your submission.
5. Show location of all fence gates. All gates on fences located on the property line shall open INTO the property that is installing the fence.

Fence Guidelines:

- No fence shall be higher than:
 - 7' at the rear of the house;
 - 6' on the side of the house;
 - 5' at the front of the house for open fences;
 - 4' at the front of the house for solid fences.
- No fences shall be located within a forest retention area or within an access, utility, or drainage easement.
- If you would like the fence placed ON the property line, your adjoining neighbor must submit a statement of authorization. To accomplish this, it is recommended that you have a professional survey staking out the location of the fence.
- Fence posts and support rails shall be on the INSIDE_of the fence, which is the side closest to the building, or the side farthest away from the adjoining property lines, unless the support posts and rails are at the centerline of the fence, where no side is considered to be the front or the back of the fence.
- Prohibited applications:
 - Barbed wire
 - Canvas or other cloth
 - Chain link (except in special applications)
 - Electrically charged
 - Poultry wire
- Fences erected on a sloped terrain should be level – step up or down with the grade as needed. This does not apply to split rail or post and rail fences.

- Source: CICA Fence Guidelines 2019
 - Source: GDRC Committee 2020

OTHER CICA STANDARDS AND GUIDELINES

Above Ground Tanks

- Above ground tanks shall be screened or landscaped with ornamental grasses and or shrubs to minimize visual impact.
 - Source: GDRC Committee 2020

Additional Land Use Standards and Guidelines:

- All residential land use applications must conform to State of Maryland and Cecil County building codes, permits, and regulations.
 - Source: Cecil County Department of Land Use and Development Services 2020
- Buildings shall not be so constructed as to pose a hazard nor be of such flimsy construction or poor construction as to be a deteriorating influence on property values.
 - Source: Restrictive Covenants 1972
- Once construction of a building or installation has commenced, the exterior of the same must be completed within six months from the date said work began. Any alterations and/or changes in design or construction of both completed structures and those under construction shall require written approval of ARC before making changes or alternations.
 - Source: Restrictive Covenants 1972
- No tents, trailers (includes mobile homes), or temporary buildings or shelters shall be placed on the lot. In addition, no sea containers or shipping containers shall be stored on the property.
 - Source: Restrictive Covenants 1972
 - GDRC Committee 2020
- By exception, temporary sheds, dumpsters or wheeled construction trailers will be permitted for the 6-month construction period but should not be placed/stored in Chesapeake Isle right of ways or roadways.
 - Source: ARC Charter 2006
- No outbuildings, or accessory structures shall be constructed on a lot without a dwelling.
 - Source: Restrictive Covenants 1972
 - Source: GDRC Committee 2020
- All refuse and waste must be placed in a dumpster daily and removed from the subdivision weekly. The contractor and property owner are responsible for controlling debris.
 - Source: ARC Charter 2006
- No store, commercial structure, commercial enterprise, or public business will be approved.
 - Source: Restrictive Covenants 1972
- Construction signs must be removed within 30 days of completion of construction.
- Contractors and/or property owners shall restore any damage to Association roads or other property resulting from the construction or installation process.
 - Source: ARC Charter 2006
- No excavation shall begin without contacting Miss Utility (811).
 - Source: GDRC 2020
- No enterprise or activities of a nuisance character to the community shall be conducted.
 - Source: Restrictive Covenants 1972
- No poultry or livestock shall be raised or kept by property owners within the subdivision.
 - Source: Restrictive Covenants 1972

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- Sewage/sanitation facilities shall conform to the Cecil County Board of Health and State of Maryland requirements. Sewage facilities shall be a septic tank with tile (drain) field.
 - Source: Restrictive Covenants 1972

Mailboxes

- Mailbox design should be an approved design by USPS and be placed at the road as per USPS standards. According the USPS website, “Generally, **mailboxes** should be installed at a **height** of 41–45 inches from the road surface to the bottom of the **mailbox** or point of mail entry. **Mailboxes** are set back 6–8 inches from the front face of the curb or road edge to the **mailbox** door.”
 - Source: USPS

Maintenance:

- No dwelling, outbuilding, accessory structure, or land use application should fall into a state of disrepair and should be maintained in good condition.
- CICA may ask a homeowner to complete repairs on private property if structure is in a state of disrepair or poses a hazard.
 - Source: GDRC Committee 2020

Variances

- Individual variances of the CICA Residential Land Use Standards and Guidelines will be considered by ARC on a case-by-case basis.
- Any variance to County regulations must be submitted to the County for approval.
- ARC will review the variance request and submit their recommendation to the CICA Board of Directors.
- The CICA Board shall review ARC’s recommendation and vote on the requested variance.
 - Source: GDRC Committee 2020

Summary of Changes:

The Chesapeake Isle Land Use Application is a newly created document that includes information from the Restrictive Covenants, the 2006 and 2008 ARC Charters, and the 2019 CICA Fence Guidelines. (June 2020)

When editing this document, a review the following documents is recommended:

- Definitions of CICA documents on the website.
- Restrictive Covenants
- ARC Charter and Procedures

Order of Precedence:

In the event, of a conflict, dispute or inconsistency between the CICA documents, the following Order of Precedence shall apply:

1. *Articles of Incorporation*
2. *Restrictive Covenants*
3. *By-Laws*
4. *Architectural Review Committee Charter and Procedures*
5. *Chesapeake Isle Residential Land Use Application*