



CROSSGATES ARCHITECTURAL COMMITTEE

c/o CAMCO

3912 Abel Drive

Columbia, PA 17512

(717) 824-3071 Office

E-mail: kgarland@camcomgmt.com

Plan Submission Requirements

These standards should be used to make submissions for approval of changes to the exterior of any home in Crossgates. Providing all of the information will speed the process along and answer most of the questions that will need to be addressed before approval may be granted. There are several situations that may require additional information to be supplied and these situations will receive a letter outlining that information.

In all communication or correspondence, please provide owner's name, address, phone number and email address (if one exists).

All information must be forwarded to the committee and approved before work can begin!

Landscape Additions/Changes

1. Plot plan of lot showing house, driveway, walks and patios.
2. Outline of existing planting beds.
3. Proposed changes, type of tree, shrub and area to become a planting bed.

Please note that trees planted near the property line and adjacent to open space areas are subject to trimming (removal if causing damage or hindering safety of residents) by the Home Owners Association. Please keep in mind that some trees grow to dimensions that are too large for the areas that exist on smaller lots and close to buildings. Most landscapers can supply information about the eventual size different species of trees will attain. In the event a street tree is approved for removal, a replacement must be replanted within 12 months (Reference: *Crossgates Master AC Landscape & Tree Policy 12 14 2014* and *Tree Removal Guidelines Summarized*). Plan appropriately.

Awnings/Storm Doors/Window/Patio Door Changes

1. Color sample of what will be installed.
2. Brochure of product indicating appearance, installation method and operation.
3. Drawing or digital picture of location on house where product will be installed.

Please note: No color changes of windows will be approved. Certain colors for awnings will not be approved. Select tasteful colors that will blend in with the surrounding.

Fences

1. Plot plan of lot showing house, driveway, walks and patios.
2. Indicate where proposed fence will be installed on the plot plan.
3. Provide brochure or picture of type and style of fence proposed to be installed, indicating height, spacing etc.

Homeowners living in Crossgates Manor Association – Manor Association has voted to not permit any fencing anywhere within its jurisdiction.

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Please note: No fence shall be approved that alters grading of lots to accommodate the flow of storm water. The property owner shall be responsible to comply with municipal rules, regulations, laws and permitting process.

Roof Replacement

Replacement roofs should be matched as closely to the old roof as possible. Because you are “attached” to another home it is important to maintain the continuity in appearance. Please provide a sample/brochure of the style and color of your selection for review and approval.

Additions/Alterations

1. Plot plan of lot showing house, driveway, walks and patios.
2. Scale drawings indicating additions and/or changes to footprint of building, complete with detailed information of exterior elevations on all sides, showing new structure and exterior finish materials.
3. Specifications indicating the total scope (list) of work that will be performed.
4. All construction, excavations etc. shall be confined to the property owners’ lot. Access through adjoining open spaces will not be permitted.

GENERAL NOTES

The Borough of Millersville and Manor Township require building permits to be issued to cover structural changes and additions. It is the owners’ responsibility to obtain permits, inspections and approvals from the municipality. Any approval by Crossgates Architectural Committee is solely for esthetics and compatibility with the surrounding areas and shall not be construed as permission to proceed without complying with municipal rules, regulations, laws and permitting process.

Manor Association (Creekgate, Foxgate and 652 to 672 Crestgate Place) requires that all materials to be used in this work be delivered and stored on homeowner’s property. Placing of supplies on Association streets or parking areas is prohibited.

Any excavations must comply with PA state laws regarding notification of utilities prior to commencement of digging.

Submittals should be sent to:

**Crossgates Architectural Committee
c/o CAMCO
3912 Abel Drive
Columbia, PA 17512**

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