

# ROUSE CHAMBERLIN HOMES

## Exterior Modification - Request for Approval

**STEP 1 – Review the Declaration of Covenants, Conditions and Restrictions and the Guidelines for Exterior Modification**

As you are considering your home improvement project the first thing you should do is review the Declaration of Covenants, Conditions and Restrictions and the Guidelines for Exterior Modification (if applicable) that were provided to you when you purchased your home to make sure your proposed improvement or alteration conforms to these restrictions and guidelines.

If you do not have a copy of these documents, please contact a member of the Architectural Review Committee (if applicable) or Rouse/Chamberlin at 610-524-1500 or e-mail [sgallo@rcltd.com](mailto:sgallo@rcltd.com) to receive copies. In addition, if you have any questions or need help interpreting the guidelines we would be happy to assist you.

**STEP 2 – Submit a Proposal**

Complete the attached form and submit your proposal to by mail, fax or e-mail. Some changes may not require full plans and drawings; contact the ARC (if applicable) or Rouse Chamberlin if you have any questions on what is required.

**Mail:** Rouse/Chamberlin Homes  
500 Exton Commons  
Exton, PA 19341 or fax it to 610-524-1268  
Attn: Covenants Review

**Fax:** (610)524-1268

**Email:** [sgallo@rcltd.com](mailto:sgallo@rcltd.com)

**STEP 3 - ARC Review and/or Rouse Chamberlin Review**

Once your proposal is received by Rouse/Chamberlin it will be forwarded to the members of the Architectural Review Committee (if applicable) or Rouse Chamberlin will review it for completeness and against the Covenants & Guidelines. If the application is not complete you will be contacted by a member of the ARC or Rouse Chamberlin and asked to supply additional information. You should anticipate a response within 10-15 working days depending on the complexity of the application. The more detail you provide initially, the more expedient the process will be.

**STEP 4 - Approval**

Once the application has been reviewed, you will receive written confirmation that either your application has been approved or denied. Once you receive your written approval, you may begin installation. Please bear in mind that improvements must be made in accordance with the approved application and any conditions set forth in that approval.

If for some reason you anticipate the need to deviate from the approved plan you must contact Rouse/Chamberlin or a member of the ARC committee (where applicable) **prior to** making those changes. Depending on the complexity of the change, you may be asked to amend your application.

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<b>Name:</b>			
<b>Address:</b>			
<b>Lot No.:</b>			
<b>Daytime Phone:</b>		<b>Evening Phone:</b>	
<b>Please indicate the best time to reach you:</b>			
<b>Please indicate if you have discussed your project with neighbors abutting your property (not required, but recommended);</b>			

<b>Project Description:</b>	<i>Please provide a description of the proposed change that you are requesting including discussion of materials to be used.</i>
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**Plot Plan:**

*Please attach or sketch below a plan showing the proposed changes including proposed grading and landscaping. Also include your neighbor's lots and approximate location of their homes in relation to the affected area.*

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**Elevation View(s):**      *Please provide an elevation view of your proposed change (front, side, rear view).  
Attach additional sheets as necessary).*

**Front View**

**Side View**

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**Rear View**

**Photographs:**

*Please provide photographs of your home from the street, showing the homes of your neighbors immediately adjacent to you.*

**Materials:**

*Please provide adequate information to describe the change including specifications, manufacturers' names, material names and colors. Include diagrams, paint chips, and manufacturer's cut sheet whenever possible.*