

# OMNI COMMUNITY ASSOCIATION MANAGERS

A DIVISION OF PROFESSIONAL SUBDIVISION AND ASSOCIATION MANAGERS, LTD.

## Design Review Board Application

APPLICANT'S CHECK LIST		OMNI OFFICE USE ONLY	
Did you enclose the Application Fee?	<input type="checkbox"/>	Date Rec'd	
Did you send plot plan and required drawings?	<input type="checkbox"/>	Expedited	Regular
Is this Design Review application in response to a violation notice? Yes <input type="checkbox"/> No <input type="checkbox"/>		Fee Paid	\$
		Approved	Disapproved

In most subdivisions a \$25.00 Application Fee is required for normal processing (10-14 business days). Expedited Handling (3-5 business days) is available for a fee of Forty-five Dollars (45.00). Make your check payable to "OMNI Community Association Managers". Visit [www.omnihoa.com](http://www.omnihoa.com) for additional information.

Name: \_\_\_\_\_ \*E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ \*Fax Number: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Date (the date you are sending this form) \_\_\_\_\_

**\*WE MUST HAVE YOUR E-MAIL ADDRESS or FAX NUMBER – THE APPROVAL, CONDITIONAL APPROVAL OR DISAPPROVAL OF YOUR APPLICATION WILL BE SENT TO YOU VIA E-MAIL OR FAX**

Contact Numbers: Home \_\_\_\_\_ Work or Cell \_\_\_\_\_

**PLEASE COMPLETE ALL PERTINENT INFORMATION FOR PROCESSING**

Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Contractor For Project and E-mail address: \_\_\_\_\_

### Type of Improvement (*circle all that apply*):

Fence Deck Patio Landscaping Play-Set Shed Room Addition Other (*specify*) \_\_\_\_\_

**We cannot process any application with out a copy of your plot plan. If applying for a fence you must send a copy of the plot plan showing the proposed location of your fence, marked by small x's.**

Brief Description of Proposed Improvement(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Material(s): \_\_\_\_\_

Height at Highest Point: \_\_\_\_\_ Approx. Dimensions: \_\_\_\_\_

Color(s) of Existing House: \_\_\_\_\_

Color(s) of Proposed Improvement(s): \_\_\_\_\_

Your submittal should include one (1) set of plan view and elevation drawing of the proposed improvement(s), with printed dimensions and drawn to scale. Plan view should consist of site survey (plot and grading plan) with dimensioned drawing of proposed improvements shown on the survey.

**VERIFY YOU HAVE ATTACHED DRAWINGS: \_\_\_\_\_ PLAN VIEW \_\_\_\_\_ ELEVATION DRAWING**

Allow 10 to 14 business days for normal processing. Application and supporting documents should be mailed to Omni Community Association Managers, Attn: Design Review Board, P.O. Box 395, Grove City, OH 43123, or faxed to 614-539-7727. Contact [apotkar@omnihoa.com](mailto:apotkar@omnihoa.com) for further information.