

Design Review Board Application Instructions

The following is a list of items to be included when submitting for approval of any proposed improvement(s). If an application is submitted that is missing any information, documents and/or fee, it will not be reviewed, but will be returned to you -- and you will need to re-submit your application once everything is included. Note that Omni's new, improvement-type-specific applications describe which components of the application are required. Access them on the Omni Anywhere Portal or Mobile App, or on Omni's website at www.omnihoa.com. Submittals can be made electronically through Omni Anywhere or via e-mail; or hard copies can be mailed to P.O. Box 395, Grove City, Ohio 43123, or hand-delivered to our office at 6898 Harrisburg Pike, Orient, Ohio.

- **Application** – a CORRECT and COMPLETE Application must be filled out in FULL for EACH type of Improvement desired. An email address must be included in order to receive your review letter. If seeking approval of multiple types of Improvements, multiple Applications are required, but they can be delivered at the same time as a single "submittal", for which only one (1) fee needs to be paid
- **Site Plan, also known as a Plot Survey or Mortgage Survey (See Examples)** - a Site Plan can be found in most owners' closing documents. If not, please contact your title company or builder. Anything from the auditor's site or google maps will normally not be accepted because the Plan needs to show easements, building set-back lines, no-build zones and similar conditions. *All improvements must be marked on the Site Plan, showing the location of each proposed and existing Improvement in relation to the property lines, build lines, and all existing structures on your lot. Proposed Fences are to be marked with X's and existing fences (on your lot OR on your neighbor's lot), must be marked with O's. Indicate locations of all proposed gates.*
- **Elevation Picture/Drawing (See Examples)** of proposed improvements (see examples)- We must be able to see what the improvement will look like when viewed from ground level, showing design, style, materials and dimensions.
- **Fee** – please include a check or money order for the appropriate amount made out to Omni. We do not accept cash. You may pay online using Omni Anywhere (or on Caliber Portal in communities that have not yet transitioned to Omni Anywhere).

***ALL HARD COPY DOCUMENTS MAILED OR DELIVERED TO OMNI MUST BE SUBMITTED ON 8 ½" X 11" PAPER AND NOT STAPLED**

PAYMENT INFORMATION

\$25.00 for REGULAR processing time - within APPROXIMATELY* 30 days

\$45 for EXPEDITED processing time - within APPROXIMATELY* 15 days

Pay using your Online Account:

IF YOUR COMMUNITY STILL USES 'CALIBER PORTAL':

OMNI IS IN THE PROCESS OF TRANSITIONING ITS ONLINE PORTAL FROM "CALIBER PORTAL" TO "OMNI ANYWHERE". THE FOLLOWING INSTRUCTIONS APPLY TO MEMBERS OF ASSOCIATIONS THAT HAVE NOT YET COMPLETED THE TRANSITION, AND ARE STILL USING CALIBER PORTAL:

Please visit our website at www.omnihoa.com

You must use a desktop or laptop computer for Caliber Portal, as a phone or i-Pad operating systems do not support this service.

- Click on the "Residents" tab at the top of our page
- Choose "Caliber Portal"
- Click on Register Account
- You will need to provide your email address and your 10-digit Omni account number found on an invoice or new resident letter. You may also call the help desk at (877) 405-1089
- You will be emailed a link to the email you registered with
- Follow the link in the email in order to create a username and password.

Once you have created and logged into your Caliber Portal account-

- Click on "Pay Now" this will take you to the Bank's Website
- You will want to choose the option for online bill pay which is paying with your checking account (Free) and make sure you choose ONE TIME PAYMENT ONLY - DO NOT SET UP AN ACCOUNT WITH THE BANK.
- You will pay the amount you want to and once that is posted to us, it shows as a credit on your account, and then we go in and assess the code for Design Review Board payment.

IF YOUR COMMUNITY USES THE OMNI ANYWHERE PORTAL AND MOBILE APP:

Online payment can be made by choosing 'Make a Payment' on the mobile app, and following the app's instructions! Omni Anywhere works on cell phones, tablets and all computer types and operating systems.

Pay by sending us a Check or Money Order:

You may send a check or money order to:

Omni
Attn: Design Review Board
P.O. Box 395
Grove City, OH 43123

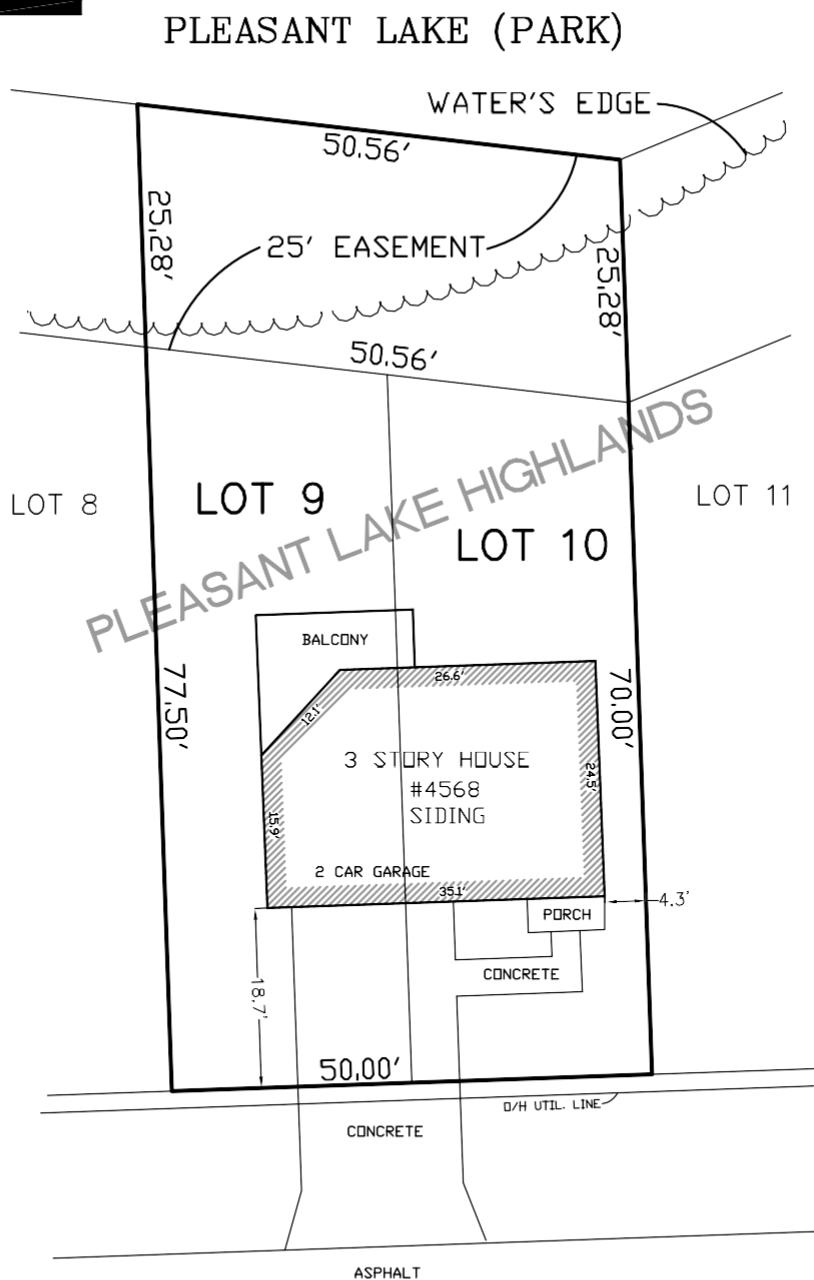
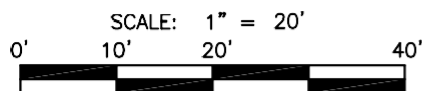
Pay by phone for an added fee of:

\$20 for credit/debit card
\$10 for check by phone Please call: (614) 539-7726

*NOTE: At certain times of year, or under certain circumstances, processing times may be longer than the stated, standard times shown above. Times shown are APPROXIMATE, submittals containing multiple Applications, or that require input from the Association's Board of Directors, may also take longer to process. Your patience while awaiting our response is appreciated! Be aware that calls or e-mails to inquire regarding the status of a submittal that is still within the stated processing period actually pull us away from processing, and increase the amount of time it takes to complete our work. Owners in communities using Omni Anywhere will receive automated status reports as your Application is processed.

THIS IS AN **EXAMPLE** OF A CLEAN "SITE PLAN", SOMETIMES CALLED A 'MORTGAGE SURVEY' OR 'PLOT PLAN'. IT SHOWS PROPERTY LINES AND EXISTING IMPROVEMENT BOUNDARIES

MORTGAGE SURVEY/PLOT PLAN



PLEASANT LAKE HIGHLANDS

FLOOD NOTE
Part of subject Parcel is below Flood Plain.
Lowest Finish Floor (garage) is 2.2' above Flood Plain.
FIRM 260182 0491F, 09/29/06.

LEYTONSTONE BLVD. 50' WD.

LEGAL DESCRIPTION

Lots 9 & 10, Block 29, Pleasant Lake Highlands Subdivision, as recorded in Liber 29 of Plats, Page 9, Oakland County Records.

Commonly known as: [REDACTED]

NOTE

No Title Search was performed. Easements are not shown.

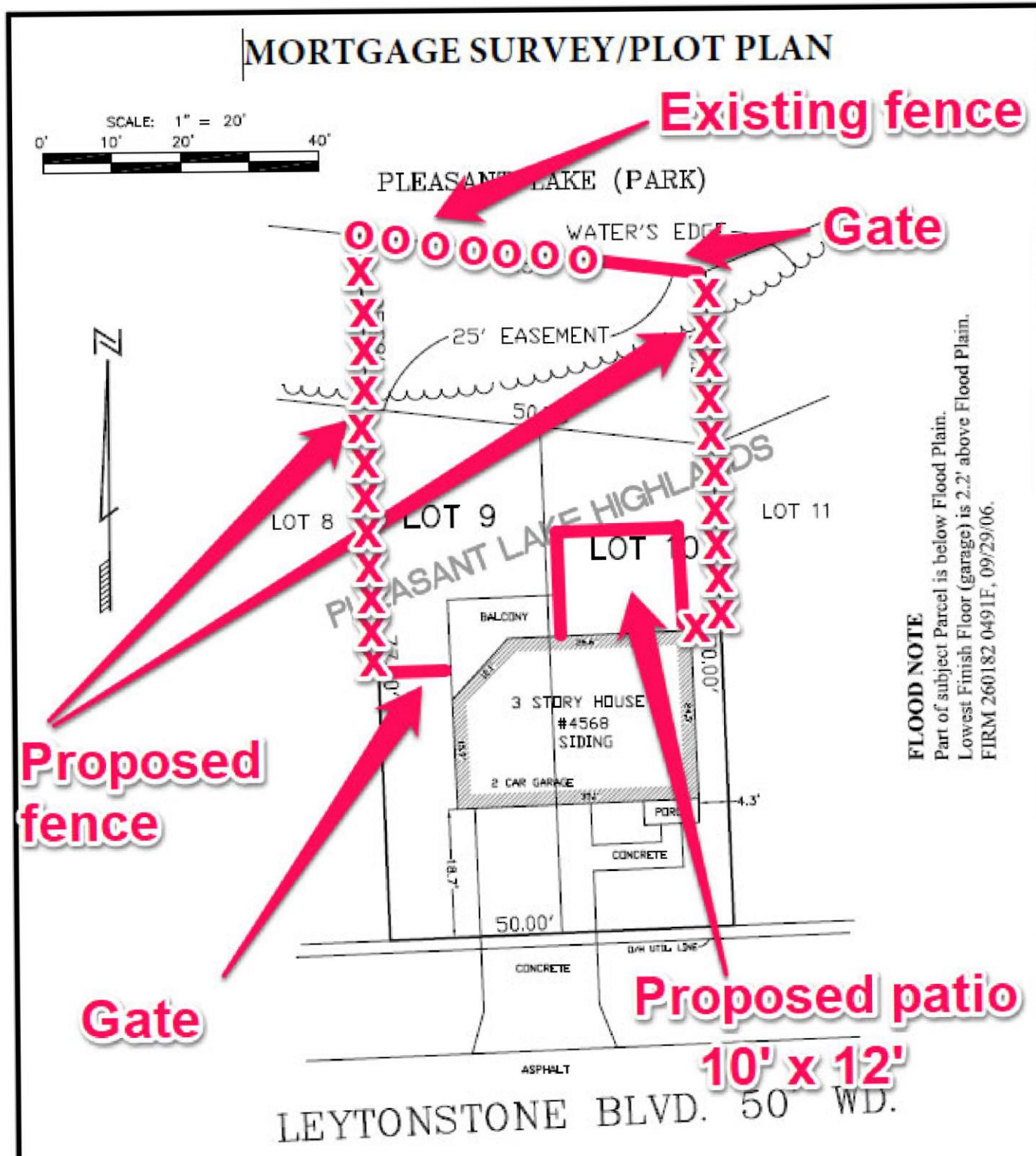
I HEREBY STATE to:

- Warranty Title and

- [REDACTED]

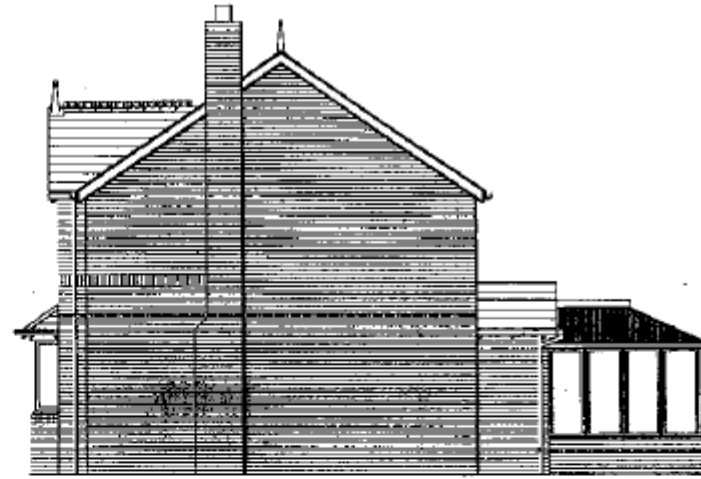
that this report shows the improvement(s) as located on the premises described; that, except as shown, the

This mark-up example shows how to indicate what and where you are proposing improvements. Dimensions should be provided.

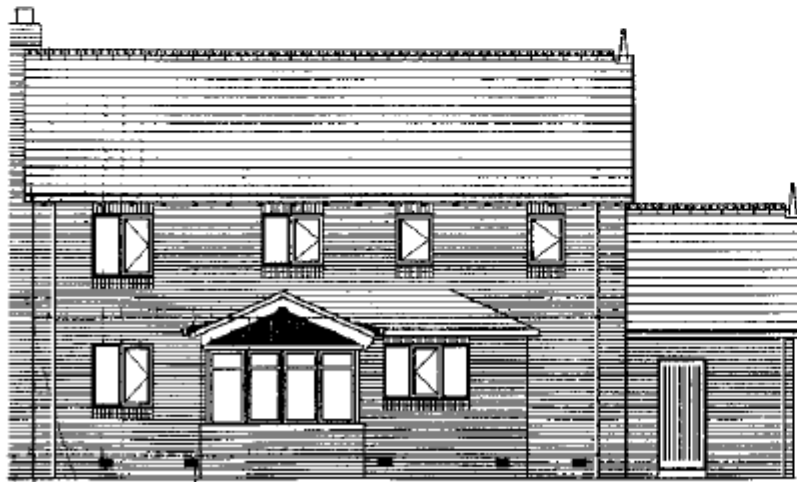




FRONT ELEVATION



SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION

NOTE, THESE ARE EXAMPLES OF ELEVATION "DRAWING" OR "PLAN". DRAWINGS ARE NOT REQUIRED TO BE PREPARED BY A PROFESSIONAL (ENGINEER, ARCHITECT, ETC.) BUT THEY MUST BE OF A QUALITY TO BE READABLE AND SHOW ALL DETAILS NECESSARY FOR AN UNDERSTANDING OF WHAT YOUR PROPOSED IMPROVEMENT WILL LOOK LIKE WHEN VIEWED FROM GROUND LEVEL. SIZES SHOULD BE PROPERLY SCALED.



NOTE THAT A PICTURE IS AN ACCEPTABLE ALTERNATIVE TO A "DRAWING", BUT WE MUST HAVE ONE OR THE OTHER



Convex Design



Privacy - Dog Ear



Shadow Box - Concave Design



Concave Design



Lattice with clare wood preservative

These are simply examples. There are many fence styles, and each subdivision or community may have specific standards that require the use of a certain style, or a choice among a limited number of alternatives. You must provide us with a picture or a drawing of the style of fence that you are proposing, and it must show the type of material and be of sufficient quality and detail to clearly communicate what the proposed appearance of the fence will be. This includes a reasonably accurate scale that shows how wide the gaps will be between fence boards, whether there is a scallop or arch, and any other design details. Note, the term "board-on-board" means "shadow-box"; "privacy fence" means a fence with no gaps between fence boards.

