

**THIS FORM IS STANDARDIZED FOR USE IN MANY COMMUNITIES. SOME OPTIONS SHOWN MAY NOT BE AVAILABLE IN YOUR COMMUNITY.**



**Design Review Board Application - MISCELLANEOUS IMPROVEMENT**

There is a required, non-refundable, Submittal Fee. Normal Processing (within 30 days\*\*) is \$25. Expedited Handling (within 14 days\*\*) is \$45. Make your check payable to "Omni Community Association Managers." Visit [www.omnihoa.com](http://www.omnihoa.com) for additional information. **ONLY ONE FEE IS REQUIRED IF MULTIPLE APPLICATIONS ARE MADE AS ONE SUBMITTAL.** \*\*Processing times are approximate, and may be longer if multiple Applications are Submitted, or if your Community has special review requirements.

**HOMEOWNER INFORMATION:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**THE APPROVAL, CONDITIONAL APPROVAL OR DISAPPROVAL OF YOUR APPLICATION WILL BE SENT TO YOU VIA E-MAIL TO YOUR E-MAIL ADDRESS THAT IS REGISTERED WITH THE ASSOCIATION AND/OR E-MAIL ADDRESS PROVIDED BELOW.**

Contact Number: \_\_\_\_\_ Contact e-mail address : \_\_\_\_\_

**PLEASE COMPLETE ALL PERTINENT INFORMATION FOR PROCESSING**

Community Name: \_\_\_\_\_ Lot/Unit No.: \_\_\_\_\_

**Contractor (if applicable), Name, Phone Number and E-mail address:**

<u>Proposed Action:</u>	<u>Item:</u>						
<u>Location:</u>	<u>Dimensions:</u>			<u>Height :</u>			
<u>Material:</u>	Wood	Metal	Brick	Stone	Vinyl	Fabric	Other (specify below)
<u>Color(s):</u>							
<u>Proposed Distance from Nearest Property Line:</u>							<u>Screened?</u>
<u>Distance from Nearest Structure on Adjacent Lot:</u>							
<u>Detailed Description of Proposed Installation (attach more sheets if needed):</u>							

**ALL SUBMITTALS must include a copy of a Site Plan (Lot Survey), being an 'overhead view' of your Property with the location of all existing and proposed Improvements marked. Existing fencing on your Property, OR ON ADJACENT LOT(s) must be marked with "o"s. ALL SUBMITTALS must also include Elevation Plan, being drawings or pictures showing what the proposed Improvements will look like when viewed from the side. Include side view drawing/pictures of proposed lights, if any.**

**Required Documents:**

**SITE PLAN** (Lot Survey) showing overhead view of entire Lot and all existing and proposed Improvements, AND the closest structure on an adjacent Lot

**ELEVATION PLAN** (Pictures/Drawings) showing appearance of proposed Improvements when viewed from the side

Application and supporting documents should be uploaded to Omni's Frontsteps Community App, or (i) mailed to Omni Community Association Managers, Attn: Design Review Board, P.O. Box 395, Grove City, OH 43123, or (ii) emailed to [drb@omnihoa.com](mailto:drb@omnihoa.com). **\*\*Processing does not begin until a complete application is submitted, including payment of the processing fee\*\***