

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



Design Review Board Application - ROOFING MATERIALS MODIFICATION

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 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:

Proposed Action: _____ **Item:** _____

Color of House: _____ Color of Proposed Roofing: _____

Provide pictures of all sides of house, from distance that shows existing roofing

Provide a picture or drawing of the house with the proposed changes

Include any additional information you want considered:

If the proposed Improvement involves ANY changes to the style, color or other aesthetic characteristic of the roof you MUST provide details that describe all such changes.

*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 drbs@omnihoa.com. ****Processing does not begin until a complete application is submitted, including payment of the processing fee*****