

This is a standardized form, for use in multiple communities. Some options shown below may not be available in your community.



## Design Review Board Application - HOME BUSINESS

There is a required, non-refundable, Submittal Fee. Normal Processing (within 30 days\*\*) is \$35. Expedited Handling (within 14 days\*\*) is \$55. 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 FOR UP TO 3 APPLICATION FORMS SENT AS SINGLE 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

Community Name: \_\_\_\_\_

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

#### Business Description:

#### Describe Traffic/Parking Impact:

#### Equipment Used On Site:

#### Number of Employees/Workers at Property Who Do Not Live in the Home:

#### Hours of Operation:

**PROVIDE A DETAILED DESCRIPTION OF ALL ACTIVITIES THAT WILL OCCUR AT YOUR PROPERTY AND IN THE COMMUNITY AS A RESULT OF THE PROPOSED OPERATION OF YOUR BUSINESS, INCLUDING (i) WHETHER DELIVERIES OF MATERIALS WILL BE MADE (AND IF SO, HOW OFTEN AND OF WHAT NATURE), (ii) WHETHER CUSTOMERS OF ANY DESCRIPTION WILL COME TO YOUR PROPERTY (AND IF SO, HOW MANY AND HOW OFTEN), (iii) WHETHER THERE WILL BE ANY NOISE GENERATED THAT WILL BE AUDIBLE OUTSIDE OF YOUR HOME OR ODORS CREATED THAT CAN BE SENSED OUTSIDE OF YOUR HOME, and (iv) WHETHER YOU WILL BE STORING MATERIALS AND/OR PRODUCTS ON SITE (AND IF SO, DESCRIBE THEM). Add sheets if needed.**

**ARE ANY EXTERIOR MODIFICATIONS TO YOUR HOME/LOT NECESSARY OR PROPOSED IN CONNECTION WITH YOUR BUSINESS? IF SO, YOU MUST SUBMIT SEPARATE APPLICATIONS FOR EACH SUCH PROPOSED MODIFICATION.**

**IF ANY EXTERIOR SITE MODIFICATIONS ARE PROPOSED, you must include a copy of a Site Plan (Location Survey), being an 'overhead view' of your Property showing the location of all Lot Lines, and existing and proposed Improvements marked; and an Elevation Plan, being drawings or pictures showing what the proposed changes will look like when viewed from ground level. Existing fencing on your Property, OR ON ADJACENT LOT(s) must be marked with "o"s. COLOR CHANGES RESULTING FROM CHANGES IN MATERIALS USED, MUST INCLUDE FULL DESCRIPTION OF THE MATERIALS BEING REMOVED, AND THOSE BEING ADDED.**

SITE PLAN (Location Survey) showing all Lot lines and the outlines of all existing and proposed Improvements

ELEVATION PLAN (Pictures/Drawings) showing appearance of proposed Improvements when viewed from ground level

**Application and supporting documents should be uploaded to Omni's Mobile 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\*\***