

## 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](http://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 (up to 3) types of Improvements, a separate Application is required for each type, but they can be delivered at the same time to constitute 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

\$35.00 for REGULAR processing time - within APPROXIMATELY\* 30 days

\$55 for EXPEDITED processing time - within APPROXIMATELY\* 15 days

### Pay using your Online Account on Omni Anywhere (convenience fees apply):

Online payment can be made by choosing 'Make a Payment' on the mobile app or desktop portal, and following the online 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:

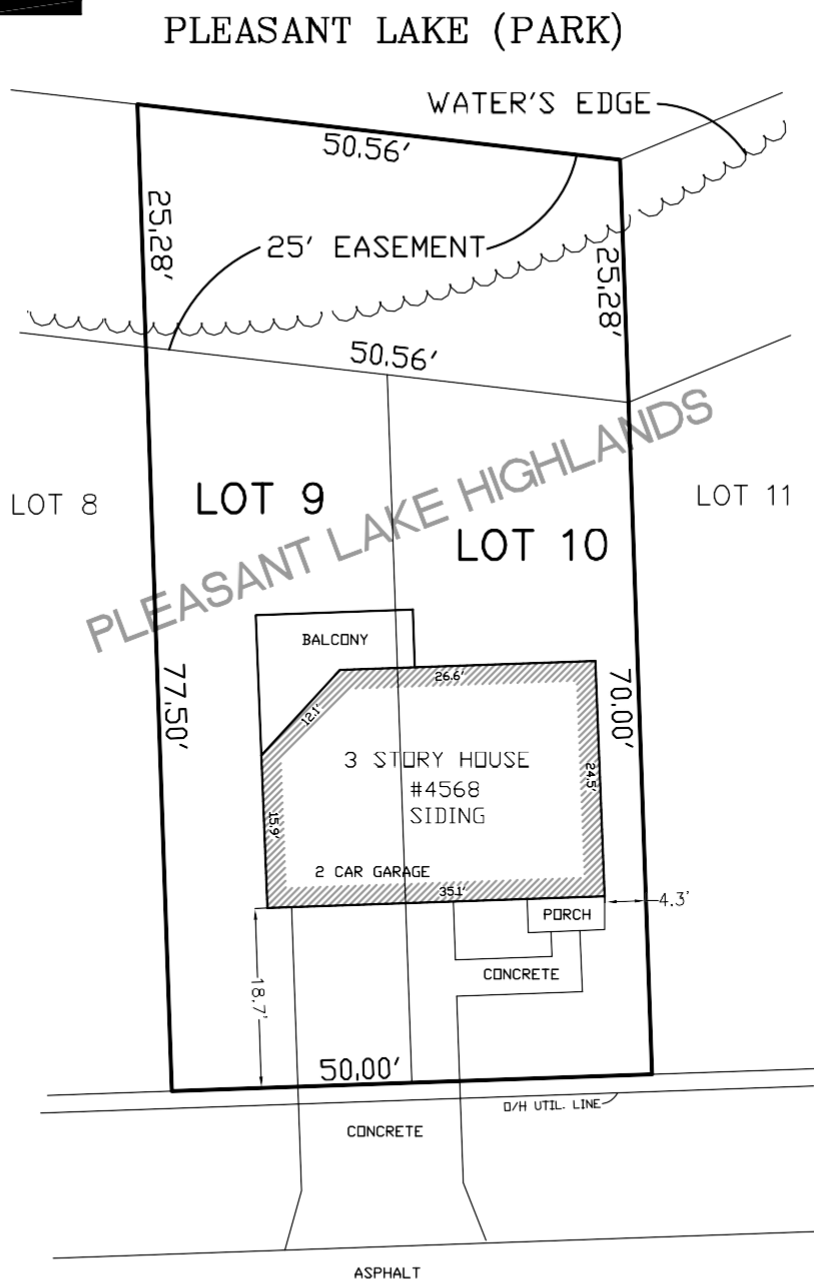
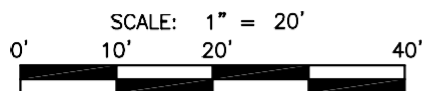
\$20 for credit/debit card

\$10 for check by phone Please call: (614) 539-7726 (or 1-877-405-1089 toll free)

*\*NOTE: At certain times of year, or under certain circumstances, processing times may be longer than the stated, standard times are 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. In communities in which the Board of Directors reviews Submittals in addition to or in place of Omni, expedited processing is typically NOT AVAILABLE. 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 will receive automated status reports on Omni Anywhere, 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



LEYTONSTONE BLVD. 50' WD.

**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.

## 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.

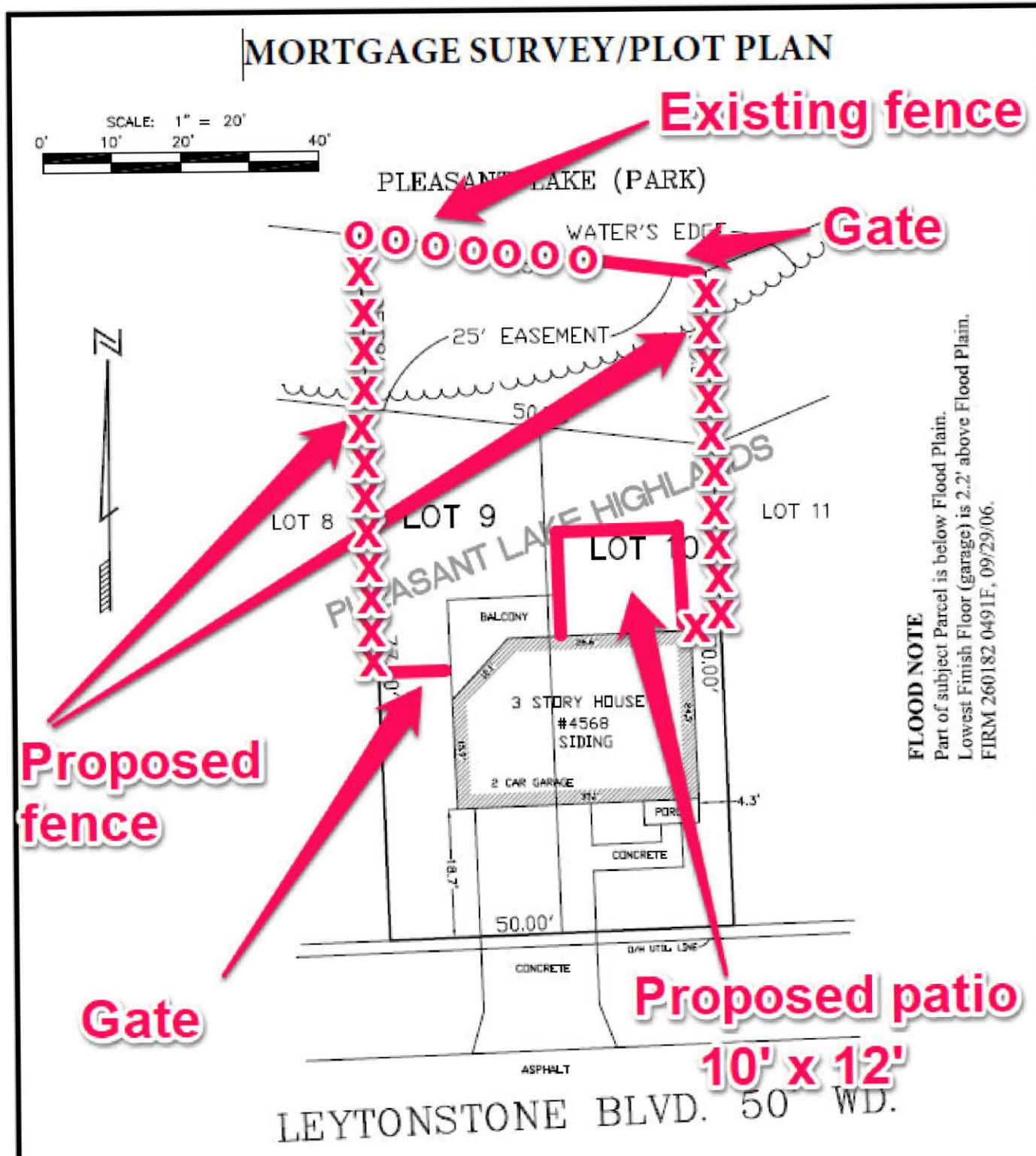
## I HEREBY STATE to:

- Warranty Title and

- [REDACTED]

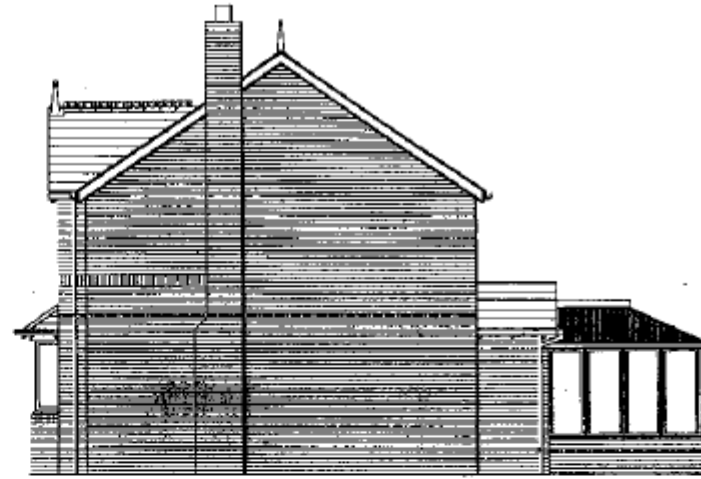
that this report shows the improvement(s) as located on the premises described; that, except as shown, the

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

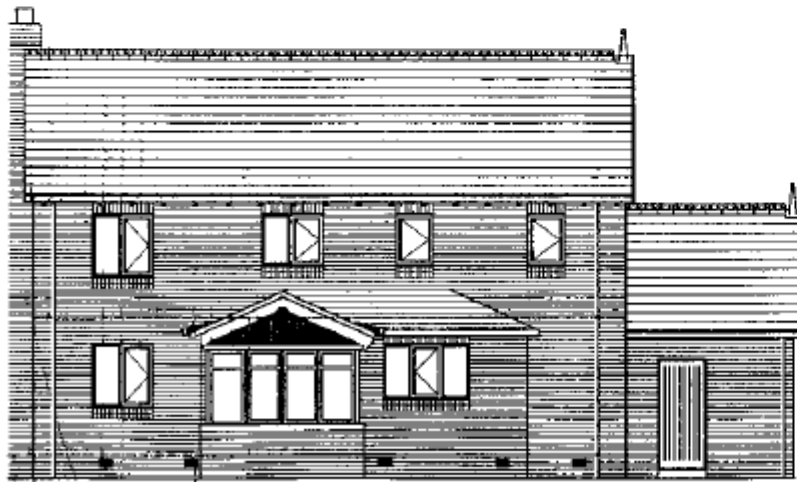




**FRONT ELEVATION**



**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.

