

# INSTRUCTIONS

## SUBMITTING A DESIGN REVIEW REQUEST ON OMNI ANYWHERE PORTAL

- Log In to your Omni Anywhere Portal Account - Design Review Submittals require the use of the Portal on a desktop computer (the Architectural Submittal process would be difficult on a cell phone due to the extensive use of forms and the need to perform file copy/transfer actions)
- Choose 'Quick Actions' on the navigation pane at the left of the screen (if "My Architectural Requests" is not listed as choice under 'Quick Actions', click on 'My Reservations and Requests')
- Select "My Architectural Requests" on the navigation panel
- Click on the Green "+ New Architectural Request" button at the top right corner of the screen
- In the window that opens, use the drop-down menus to provide the requested information, then click "Continue"
- In the top box in the new window, provide a brief summary description of your proposed project
- On the bottom portion of that SAME WINDOW, Scroll Down to the List of Forms, and locate the description(s) that best fits your project. Click on the blue 'down arrow' to the right of the form name (this will open an editable copy of the form) in a different tab on your web browser. The 'My Architectural Requests' tab will still be open and the tab should be visible on your browser. You can go back and forth between tabs by clicking on them.
- On the tab with the editable form, fill out the Form completely, then save it to your computer to a location you can easily navigate to (if you're unsure, save it to your desktop!). You can save by doing a 'right-click' on the form, and choose 'save as' on the window that opens – instead you can click on the printer icon at the top right and choose to save as a .pdf and it will ask for the location where you want to save the form as a .pdf file. If your submittal includes multiple types of Improvements, follow the preceding instructions to open, complete and save the forms for **each** Improvement. Up to three (3) Improvement Applications can be submitted as a single "Submittal", with only a single fee being charged. If you submit Applications as separate Submittals, each Submittal will be subject to separate fee.
- Navigate back to the 'My Architectural Requests' tab in your browser, and click 'Continue'. This will open a window that has a "File Upload" box. If you know how to drag-and-drop files into the box, you can do that here. If you aren't sure how to do that, click on "Browse your files", and your file explorer will open for you to navigate to the file(s) you want to Upload. Double-click on each file (or single click and then choose 'open' on the bottom right of that window) to add it to the File Upload box
- As part of most Submittals, you are required to include a Site Plan and an Elevation Plan. Only one Site Plan is required per Submittal as long as it shows ALL existing and ALL proposed Improvements. A separate Elevation Plan is required for each Improvement type. Upload copies of each Site Plan and Elevation Plan to the File Upload window as well. You may also upload files that include pictures, details and other information that you want us to consider in processing your Submittal. After you have added all of the files that need to be added to the File Upload window, click the 'Continue' button. This will open the "Step 4 of 4" window where you can finalize your submittal by clicking the Submit button.
- Pay the appropriate application fee
- During the review process, Omni Anywhere will notify you at each step we follow in processing your submittal. To follow along, open your account on Omni Anywhere, go to My Architural Requests, and then click on the pending Submittal. Note, based on the volume of requests we receive, there may be several days between the various steps involved in our process. Your patience is appreciated while we process your submittal. Calling our office to ask about status will simply take us away from processing and increase the amount of time we need to complete our work. Tracking status can be accomplished on your cell phone, but if additional uploads become necessary, they need to be done on a desktop computer