

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



**Design Review Board Application - LANDSCAPING**

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 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>General Location:</u>	<u>Plant Species:</u>	<u>Max. Height:</u>		
<u>Plants (choose all that apply):</u>	Annuals/Perennials	Trees	Bush(es)	Hardscape (specify below)

**Proposed Distance from Nearest Property Line:**

**Are any proposed plants/trees/bushes, at maturity, expected to extend to or over any property lines?**

**Detailed Description of Planting and Hardscape (if applicable) Installation Plan (attach more sheets if needed):**

**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. Drawings or pictures of plants/trees/bushes should show reasonably accurate height/width of the plants at maturity.**

**Required Documents:**

**SITE PLAN** (Lot Survey) showing overhead view of entire Lot and all existing and proposed Improvements

**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\*\***