

**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 \$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 at certain times of year, or 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](mailto:drbs@omnihoa.com). **\*\*Processing does not begin until a complete application is submitted, including payment of the processing fee\*\****