

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



### Design Review Board Application - Room Addition/Garage 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: \_\_\_\_\_ Affected Feature/Item: \_\_\_\_\_

**Structure's Dimensions:**

**Walking Surface - Height above Grade:**

**Building Materials (choose all that apply):**      Wood                  Vinyl                  Composites

Other: \_\_\_\_\_ **NOTE: T1-11 and METAL MIGHT NOT BE PERMITTED!**

Distance (in feet) from Nearest Property Line                  Color(s):

Roof Style: \_\_\_\_\_ Roof Material: \_\_\_\_\_

**Summary Description:**

**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 an Elevation Plan, being drawings or pictures showing what the proposed Improvements will look like when viewed from ground level. ROOM ADDITIONS MAY NOT CROSS SIDE OR FRONT YARD BUILDING SETBACK LINES, FREQUENTLY SHOWN ON PLATS AND SURVEYS AS "B/L").**

**REQUIRED DOCUMENTS:**

SITE PLAN (Lot Survey) showing an aerial view of entire Lot and all existing and proposed Improvements

ELEVATION PLAN (Pictures/Drawings) showing what proposed Improvements will look like when viewed from the side

*Application and supporting documents should be uploaded to the Omni Portal 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\*\****