



## Design Review Board Application

APPLICANT'S CHECK LIST		OMNI OFFICE USE ONLY		
Did you enclose the Application Fee?	<input type="checkbox"/>	Date Rec'd		
Did you send plot plan and required drawings?	<input type="checkbox"/>	Expedited	Regular	
Is this Design Review application in response to a violation notice? Yes <input type="checkbox"/> No <input type="checkbox"/>		Fee Paid	\$	
		Approved	Conditional	Disapproved

There is a \$25.00 Application Fee is required for normal processing (10-14 business days). Expedited Handling (3-5 business days) is available for an ADDITIONAL Twenty Dollars (Total of \$45.00). Make your check payable to "Omni Community Association Managers." Visit [www.omnihoa.com](http://www.omnihoa.com) for additional information.

### HOMEOWNER INFORMATION:

Name: \_\_\_\_\_ \*Homeowner E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ \*Fax Number: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Date (the date you are sending this form) \_\_\_\_\_

**\*WE MUST HAVE YOUR (Homeowner) E-MAIL ADDRESS or FAX NUMBER - THE APPROVAL, CONDITIONAL APPROVAL OR DISAPPROVAL OF YOUR APPLICATION WILL BE SENT TO YOU VIA E-MAIL OR FAX**

Contact Numbers: Home \_\_\_\_\_ Work or Cell \_\_\_\_\_

### PLEASE COMPLETE ALL PERTINENT INFORMATION FOR PROCESSING

Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Contractor for Project Name (if applicable), Phone Number and E-mail address: \_\_\_\_\_

### Type of Improvement (*circle all that apply*):

Fence    Deck    Patio    Landscaping    Play-Set    Shed    Room Addition    Other (*specify*) \_\_\_\_\_

We CANNOT process any application without a copy of your plot plan (Mortgage Location Survey). \*\*If applying for a fence, show proposed alignment of new fence sections with small x's; existing fence sections on your lot or adjacent lots should be shown with o's.\*\*

Brief Description of proposed Improvement(s): \_\_\_\_\_

Building Material(s): \_\_\_\_\_

Height at Highest Point: \_\_\_\_\_ Approx. Dimensions: \_\_\_\_\_

Color(s) of Existing House: \_\_\_\_\_ Color(s) of Proposed Improvement(s): \_\_\_\_\_

Is there an existing fence on your Lot or on an adjacent Lot? \_\_\_\_\_

If so, is the fence within four feet of your property line? \_\_\_\_\_ (if "yes", show on plan)

**Your submittal must include one (1) set which includes the plot plan and picture(s) of the proposed improvement(s), with printed dimensions and drawn to scale. Plot plan should consist of site survey (Mortgage Location Survey) with dimensioned drawing of proposed improvements shown on the survey.**

ATTACHED DOCUMENTS:      PLOT PLAN (Mortgage Location Survey) \_\_\_\_\_      Picture(s) of Improvement(s) \_\_\_\_\_

*Allow 10 to 14 business days for normal processing. Application and supporting documents should be mailed to Omni Community Association Managers, Attn: Design Review Board, P.O. Box 395, Grove City, OH 43123, or emailed to [athompson@omnihoa.com](mailto:athompson@omnihoa.com). Contact [athompson@omnihoa.com](mailto:athompson@omnihoa.com) for further information. **\*\*Processing does not begin until a complete application is submitted, which includes the processing fee\*\****