



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

In most subdivisions 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 for additional information.

Name: _____ *E-Mail Address: _____

Address: _____ *Fax Number: _____

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

WE MUST HAVE YOUR 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, 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. 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 of plan view and elevation drawing of the proposed improvement(s), with printed dimensions and drawn to scale. Plan view should consist of site survey (plot and grading plan) with dimensioned drawing of proposed improvements shown on the survey.

VERIFY THAT YOU HAVE ATTACHED DRAWINGS: _____ PLAN VIEW _____ ELEVATION DRAWING

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 faxed to 1-614-539-7727. Contact athompson@omnihoa.com for further information.