



Design Review Board Application Instructions

The following list of items must be included when submitting for a proposed improvement(s). If an application is submitted without any of the following documents and fee, it will not be reviewed, but will be returned and you will need to re-submit your application once everything is included.

- **Application** – must be filled out in FULL. An email address must be included in order to receive your review letter.
- **Plot Survey (See Examples)** - a plot survey can be found in your closing documents. If not, please contact your title company or builder. Anything from the auditor site or google will normally not be accepted. *All improvements must be marked on survey showing the location in relation to the property lines, build lines, and all existing structures and improvements on your lot. Proposed Fences are to be marked with X's and any existing fences (on your lot OR on your neighbor's lot), must be marked with O's. Indicate locations of all proposed gates.*
- **Elevation Picture/Drawing (See Examples)** of proposed improvements (see examples)- We must be able to see what the improvement will look like, showing style, material and what it looks like when viewed from ground level.
- **Fee** – please include a check or money order for the appropriate amount made out to Omni. We do not accept cash. You may pay online using your Caliber account. If you need to register for a Caliber account, directions are included.

***ALL DOCUMENTS MUST BE SUBMITTED ON 8 ½" X 11" PAPER AND NOT STAPLED**

- **FOR IN GROUND POOL APPLICATIONS PLEASE EMAIL TMOODY@OMNIHOA.COM FOR REQUIRED INFORMATION THAT MUST BE SUBMITTED**

PAYMENT INFORMATION

\$25.00 for REGULAR processing time of APPROXIMATELY* 10-20 business days

\$45 for EXPEDITED processing time of APPROXIMATELY* 5-10 business days

Pay using your Caliber Account:

Please visit our website at www.omnihoa.com

You must use a desk top or lap top computer as a phone or I-Pad's operating systems do not support this service.

- Click on the "Residents" tab at the top of our page
- Choose "Caliber Portal"
- Click on Register Account
- You will need to provide your email address and your 10 digit Omni account number found on an invoice or new resident letter. You may also call the help desk at (877)405-1089
- You will be emailed a link to the email you registered with
- Follow the link in the email in order to create a user name and password.

Once you have logged into your Caliber account-

- Click on "Pay Now" this will take you to the Banks Website
- You will want to choose the option for online bill pay which is paying with your checking account (Free) and make sure you choose ONE TIME PAYMENT ONLY - DO NOT SET UP AN ACCOUNT WITH THE BANK.
- You will pay the amount you want to and once that is posted to us, it shows as a credit on your account, and then we go in an assess the code for Design Review Board payment.

You may send a check or money order to:

Omni
Attn: Design Review Board
P.O. Box 395
Grove City, OH 43123

Pay by phone for an added fee of:

\$20 for credit/debit card
\$10 for check by phone
Please call: (877) 405-1089

*NOTE: At certain times of year, or under certain circumstances, processing times may be longer than the stated, standard times shown above. Times shown are APPROXIMATE, applications that cover multiple improvements, or that require input from the Association's Board of Directors, may also take longer to process. Your patience while awaiting our response is appreciated! Be aware that calls or e-mails to inquire regarding the status of an application that is still within the stated processing period actually pull us away from processing, and increase the amount of time it takes to complete our work.

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 required, non-refundable, Application Fee. Normal Processing is \$25 (approx. 10-20 business days). Expedited Handling (approx. 5-10 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.

HOMEOWNER INFORMATION:

Name: _____ Homeowner E-Mail: _____
 Address: _____ Fax Number: _____
 City/State/Zip: _____ Submission Date: _____

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

Phone 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), with the location of the improvements marked. **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)

Is your home adjacent to a Common Area? _____ If yes, please mark common area on Mortgage Location Survey.

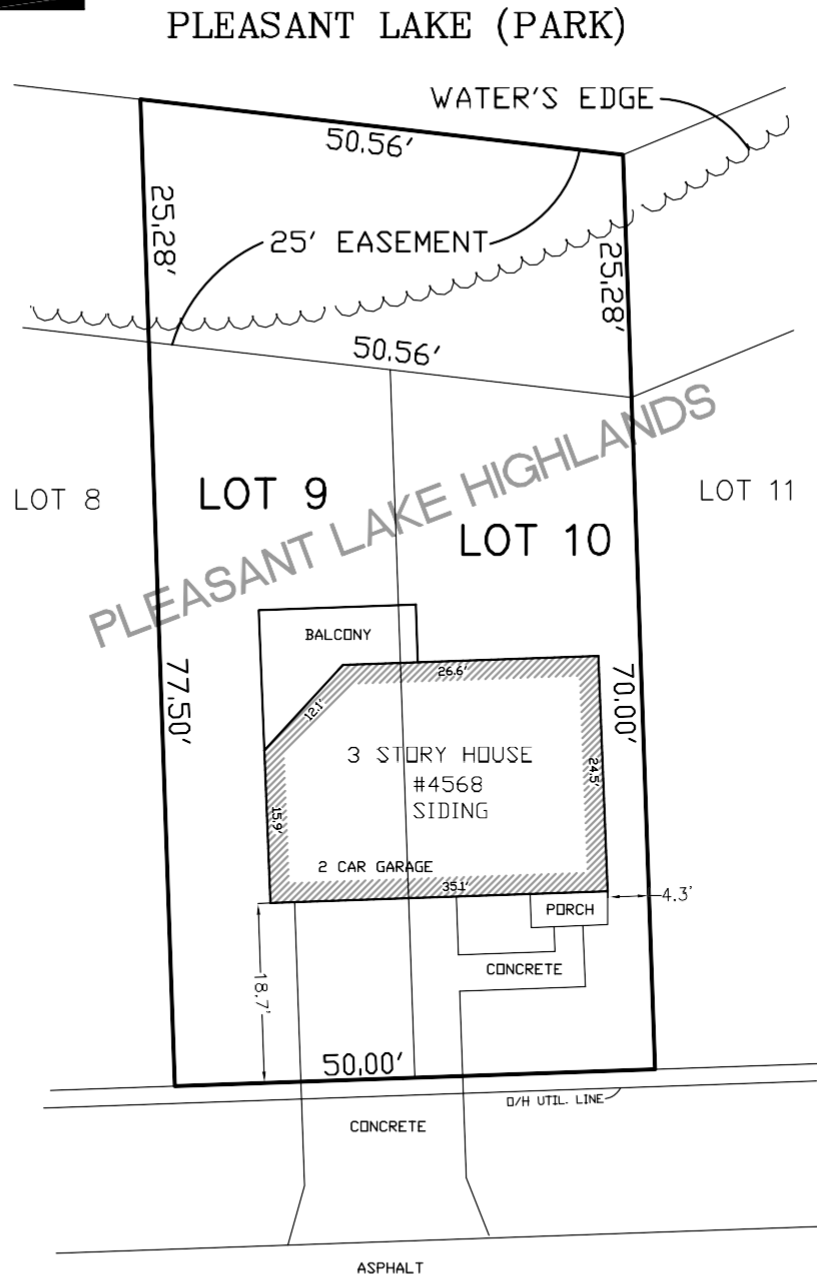
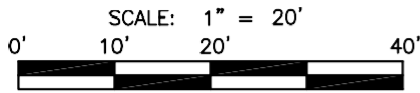
Your submittal must include one (1) set of 8.5"x11" plans which includes the Plot Plan (Mortgage Location Survey), with printed dimensions and drawn to scale and picture(s) of the proposed improvement(s).

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

*Allow 10 to 20 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 nkinman@omnihoa.com. Contact nkinman@omnihoa.com or tmood@omnihoa.com for further information. ****Processing does not begin until a complete application is submitted, including the processing fee*****

THIS IS AN EXAMPLE OF A CLEAN "PLAN VIEW" DRAWING, SOMETIMES CALLED A 'SURVEY' OR 'PLOT PLAN'. IT SHOWS PROPERTY LINES AND EXISTING IMPROVEMENT BOUNDARIES

MORTGAGE SURVEY/PLOT PLAN



PLEASANT LAKE (PARK)
WATER'S EDGE
25.28'
50.56'
25' EASEMENT
25.28'
50.56'
LOT 8
LOT 9
LOT 10
LOT 11
BALCONY
3 STORY HOUSE #4568 SIDING
2 CAR GARAGE
PORCH
CONCRETE
4.3'
18.7'
50.00'
D/H UTIL. LINE
CONCRETE
ASPHALT

FLOOD NOTE
Part of subject Parcel is below Flood Plain.
Lowest Finish Floor (garage) is 2.2' above Flood Plain.
FIRM 260182 0491F, 09/29/06.

LEGAL DESCRIPTION

Lots 9 & 10, Block 29, Pleasant Lake Highlands Subdivision, as recorded in Liber 29 of Plats, Page 9, Oakland County Records.

Commonly known as: [REDACTED]

NOTE

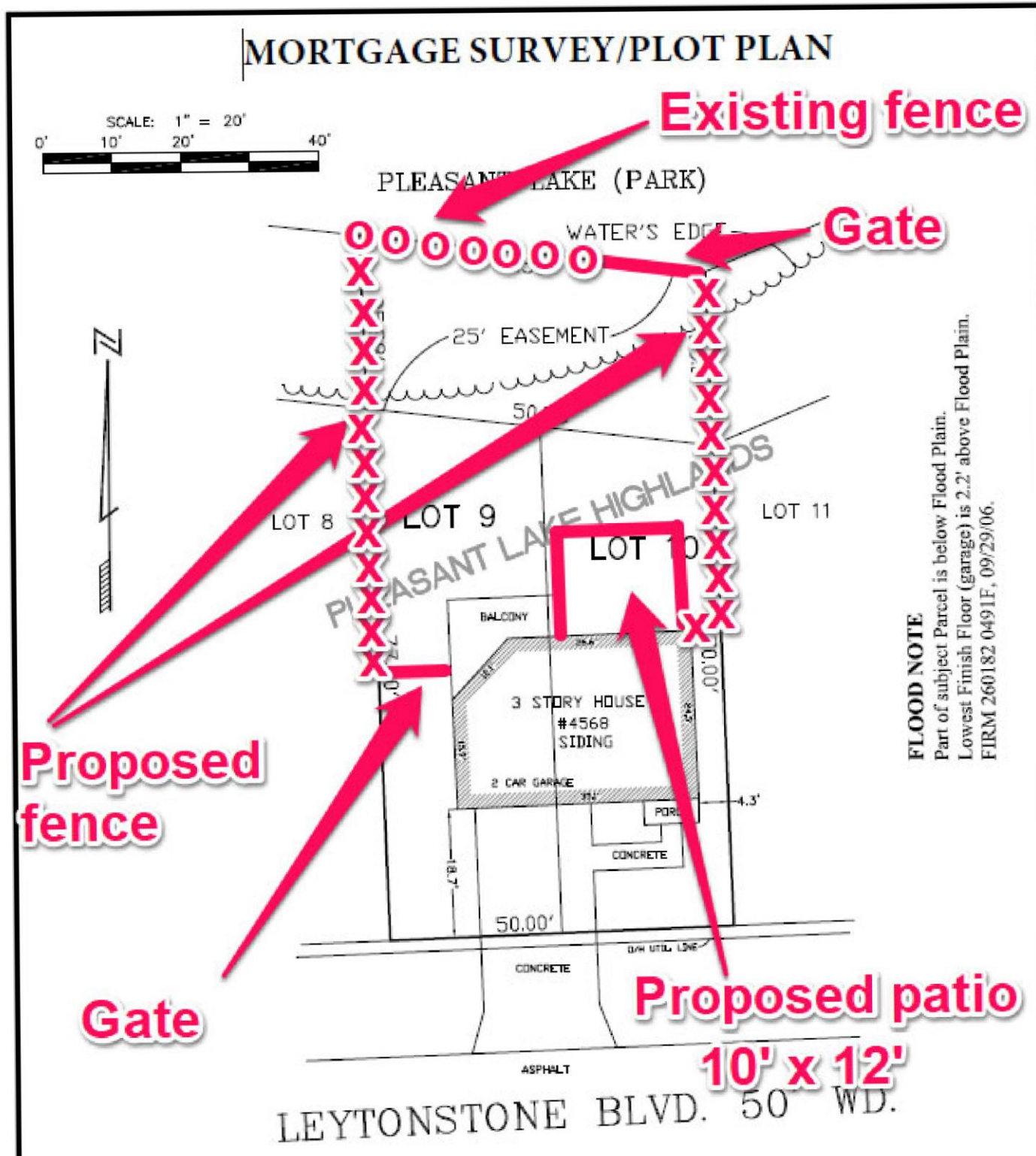
No Title Search was performed. Easements are not shown.

I HEREBY STATE to:

- Warranty Title and
- [REDACTED]

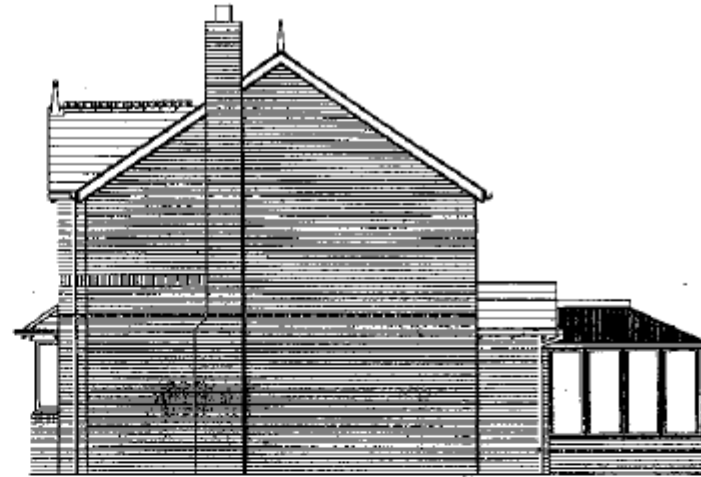
that this report shows the improvement(s) as located on the premises described; that, except as shown, the

This mark-up example shows how to indicate what and where you are proposing improvements. Dimensions should be provided.





FRONT ELEVATION



SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION

NOTE, THIS IS AN EXAMPLE OF AN ELEVATION "DRAWING" OR "PLAN". DRAWINGS ARE NOT REQUIRED TO BE PREPARED BY A PROFESSIONAL (ENGINEER, ARCHITECT, ETC.) BUT THEY MUST BE OF A QUALITY TO BE READABLE AND SHOW ALL DETAILS NECESSARY FOR AN UNDERSTANDING OF WHAT YOUR PROPOSED IMPROVEMENT WILL LOOK LIKE WHEN VIEWED FROM GROUND LEVEL.



NOTE THAT A PICTURE IS AN ACCEPTABLE ALTERNATIVE TO A "DRAWING", BUT WE MUST HAVE ONE OR THE OTHER



Convex Design



Privacy - Dog Ear



Shadow Box - Concave Design



Concave Design



Lattice with clare wood preservative

These are simply examples. There are many fence styles, and each subdivision or community may have specific standards that require the use of a certain style, or a choice among a limited number of alternatives. You must provide us with a picture or a drawing of the style of fence that you are proposing, and it must show the type of material and be of sufficient quality and detail to clearly communicate what the proposed appearance of the fence will be. This includes a reasonably accurate scale that shows how wide the gaps will be between fence boards, whether there is a scallop or arch, and any other design details. Note, the term "board-on-board" means "shadow-box"; "privacy fence" means a fence with no gaps between fence boards.

