

Please read this page thoroughly to expedite the approval of your application.

1. Do not proceed with your project until you receive written approval from the board.
2. Read the application in its entirety. It provides information about how to submit your application and payment.
3. All completed application packets will be reviewed and responded to within 30 days. Please be patient during the review process. We will contact you if additional information is needed.
4. All elements of the application must be submitted in their entirety, including the accompanying documentation as requested on the application checklist. Incomplete applications will be returned to the homeowner and the 30-day review period will start over when the application is resubmitted.
5. Your account will be automatically charged the application fee to avoid delays in processing the application as the payment is being processed.

ARCHITECTURAL CONTROL APPLICATION

If this application is submitted without adequate information, it will be returned to you without review.

Processing exterior modifications may take up to 30 days.

Owner Name: _____ Date Submitted: _____

Home Address: _____ Phone: _____

Association: _____ Email: _____

Description of Modification: _____

Complete this checklist in its entirety. Please provide details and CLEAR, LEGIBLE, COLOR documents about the product you plan to use.

- Completed application, including contact information.
- Current color picture of the area where the work will be performed.
- Color pictures of the product(s) you will use.
- Site plan showing the location and dimensions of your project (See example on the last page of this document)
- Permit, if required.
- \$85 application fee: Two options.
 - Check made out to your association and mailed to PO Box 630 Worthington, Ohio 43085
 - Online payment through your portal: portal.cpscolumbus.com.
- Modification to begin on: _____
- Modification to be completed By: _____

Review Process

1. Submit your application packet (application and accompanying documents) to CPS using one of the following methods.
 - a. Upload on your owner portal: portal.cpscolumbus.com
 - b. Email the application packet to admin@cpscolumbus.com
 - c. Mail to PO Box 630, Worthington, Ohio 43085
2. You will receive a notification that your application was received.
3. Complete applications will be sent to the Architectural Review Committee.
4. The Review Committee will notify the CPS of approval or denial within 30 days of receipt.
5. CPS will contact you with the Architectural Review Committee's Decision.

Additional Information

All approved projects shall be completed within 90 days of approval.

Only owners current on dues payments will receive approval.

Any project must be maintained to the manufacture's specifications.

Owner shall repair any damage to the Common or Limited Common Elements or other Units.

APPROVED DISAPPROVED BY: _____ DATE: _____

NOTES: _____

FREQUENTLY ASKED QUESTIONS

1. How long does it take for an application to be approved?
 - a. An application completed in its entirety could take as long as 30 days to be approved by the committee. Please submit a complete application with lots of detail to prevent it from being denied.

2. If I have to resubmit an application, does the 30 days restart?
 - a. Yes, the 30-day approval period restarts each time you need to resubmit an application.

3. How will I be notified if my application is approved or denied?
 - a. You will be notified by email (if provided) or mail.

4. How do I submit my application?
 - a. Submit your application packet (application and accompanying documents) to CPS using one of the following methods.
 - i. Upload on your owner portal: portal.cpscolumbus.com
 - ii. Email the packet to admin@cpscolumbus.com
 - iii. Mail to PO Box 630, Worthington, Ohio 43085

5. How do I submit my payment?
 - a. Check made out to your association and mailed to PO Box 630 Worthington, Ohio 43085
 - b. Online payment through your portal: portal.cpscolumbus.com.

6. How do I know what is permitted?
 - a. Review your governing documents for details about projects that are permitted or restricted. You can find your governing documents on your resident portal: portal.cpscolumbus.com.

6. Where can I get a site plan?
 - a. Site plans are often located in your governing documents (plat map), in your purchase closing paperwork, on the county auditor website, or on google maps.

SITE PLAN EXAMPLE

