

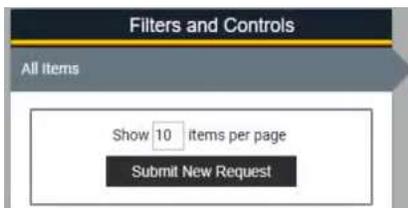
# Uploading Your Architectural Request

## To Your Caliber Portal

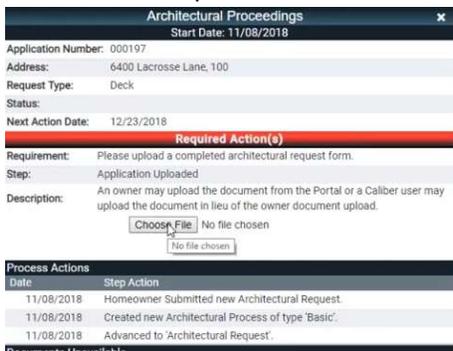
- Log into your Caliber Portal via: [https://frontsteps.cloud/CaliberWeb2\\_OMSI](https://frontsteps.cloud/CaliberWeb2_OMSI)
- **If you don't have a Caliber log in, please email your property manager Mackie Brown at [mbrown@omni-property.com](mailto:mbrown@omni-property.com)**
- Once logged in click on the "architectural" icon at the top:



- Once you select the Architectural icon, you'll select: "Submit New Request" to the left of your screen



- A drop-down menu will appear, and you will choose the description that best fits your request.
- The next screen will populate an in the middle you'll see a button to "Upload Documents"



Upload all documents that pertain to your request. This should include:

- Completed Architectural Request Form
- Surveyor's Plot Plan with the location of your change drawn to scale on the plan.
- Any other information pertaining to your request such as easement waivers, permits, photos/images of example improvements or your property, and paint color/swatches.

**Important:** *Requests submitted without the necessary information listed above will be denied until all information is submitted. Please check the notes and updates on your request via your Caliber Portal.*

### What's a Plot Plan?

A plot plan is a land survey of your individual lot. A copy of this should have been included in your closing paperwork from the purchase of your home. You can also obtain a copy from your local county assessor or recorder's office. A plat plan, which is a survey including multiple lots, is not a plot plan and will not be accepted.

### **How do I know when my request is Approved/Denied?**

The Caliber Portal allows you to follow the progress on your request. Members of your Board or Architectural Committee will review your request and vote to approve or deny your request. **Your request is not formally approved or denied until the process is complete, the approval/denial is processed, and you receive an emailed letter confirmation. You may begin your project only after receiving your approval confirmation email.** *Individual approval votes from board/committee members does not constitute an official approval.*

*If you have questions or concerns regarding your request, please email your property manager directly.*