

★ NORTHSTAR

DESIGN REVIEW BOARD

EXTERIOR MODIFICATION APPLICATION

The DRB reviews all exterior modifications to existing homes. These changes include, but are not limited to, the additions of patios, decks, walls, recreational equipment, and landscaping. Please refer to the [Northstar Property Code](#) for specific requirements for exterior modifications. See the next page for a list of documents required for an application to be considered complete.

A completed application and all other required information can be uploaded to your MPOA account in your [Buildium Resident Portal](#).

Below is a list of common modifications and the associated fees. If a project is not listed, please contact Northstar Property Management for the appropriate fee. The DRB reserves the right to charge additional fees for excessively complex submissions or submissions that require additional review by an architect or engineer.

Modification Level	Fee	Examples
Minor	\$50.00	Basketball hoop, trampoline, playset, exterior lighting, storm door, shutters, raised garden beds, radon mitigation system, and flagpole.
Intermediate	\$100.00	Landscaping (1-10 plants), retaining walls, rock mulch, house painting, and exterior generator.
Major	\$250.00	Landscaping (11+ plants), deck, patio, covered patios/decks, outdoor kitchen, permanent fire pits, garages, solar panels, hot tub, and egress window/window additions.
Other	\$400.00	Pool, pool house, outdoor fireplace, custom gazebos, home additions, sunrooms, and extensive landscaping.
Variance	\$150.00	If requesting a variance to the standards set forth in the NS Property Code, a variance application and fee must be submitted with this application.

Application fees can be paid through your Buildium Resident Portal by credit card or bank account. If paying by check, make checks payable to "Northstar MPOA". Checks can be mailed to 7920 Brock Road, Plain City, OH 43064. Applications will not be reviewed until the applicable fee has been received.

*Credit card payments subject to processing fees.

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Homeowner Name: _____ Check Number: _____

Homeowner Signature: _____ Date: _____

Address: _____

Neighborhood: _____ Lot Number: _____

Email: _____ Phone Number: _____

Contractor (If applicable): _____

Expected Project Start Date: _____ Expected Project Completion Date: _____

The duration of the project may not exceed 180 days. If a project is expected to exceed 180 days an extension must be requested by contacting Northstar Property Management

Provide a description of your project below. In addition to the description, include all other application requirements to be reviewed, including any pictures that may be helpful.

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EXTERIOR MODIFICATION APPLICATION CHECKLIST

The following information must be included for an application to be reviewed and considered

Additional information may be required

GENERAL REQUIREMENTS

Exact placement with dimensions outlined on Plot Plan of proposed improvement.

Dimensions from requested improvement to rear, side, and/or front setbacks clearly labeled on Plot Plan.

Color photos of proposed improvement.

Specifications for all materials to include dimensions, color, brand/model information.

SUPPORTING DETAILS FOR COMMON PROJECTS

Landscaping: *note some projects require landscape screening*

Species of each plant.

Size of each plant at install (height is required for landscape screening).

Quantity of each plant.

Location of each plant clearly labeled on Plot Plan.

Identify treatment around landscaping (ex. directly planted, mulch bed(s), and type/color of mulch).

House Painting: *be sure to reference Property Code for Color Diversity Standards*

Color photos & names of paint color(s).

Label proposed colors with which portion of the house will be painted (ex. trim, door, shutters, etc.)

Outdoor Living Spaces: Patio, Deck, Outdoor Kitchen

Height, width, length of all vertical structures.

Renderings/drawings of design of proposed improvement.

Pool, Pool House, Home Additions, Sunrooms, Garages

Professional renderings drawn to scale with dimensions.

Pools: all pools require fencing around the perimeter of pool deck.

Solar Panels, Hot Tub, Exterior Generators

Color Photos & specification page that includes dimensions, material & color.

Location of all equipment/conduit labeled on Plot Plan.

Solar Panels: Overhead photo of home showing location of panels on rooftop.