

# EXTERIOR MODIFICATION APPLICATION

Applications submitted without adequate information will be returned to you without review and approval.  
*Processing exterior modifications may take up to 30 days.*

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Association: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Modification: \_\_\_\_\_

**Please provide details and CLEAR, LEGIBLE, COLOR documents about the product you plan to use.**

*Complete this checklist to ensure your application is complete*

- Completed application, including contact information.
- Description and brochure of all exterior materials and finishes, in color: \_\_\_\_\_
- Color swatch.
- Site plan showing location of modification on property.
- Permit, if required.
- \$25 application fee.

Modification to Begin On: \_\_\_\_\_ To Be Completed By: \_\_\_\_\_

### Exterior Modification Review Process

1. Submit your application and accompanying documents to CPS.
2. You will receive a notification that your application was received.
3. The application will be scanned to your portal. You can access the portal to receive real time updates.  
You can access the portal by going to <https://cps.vmsclientonline.com/>.
4. The application will be sent to the Review Committee, a group of association volunteers.
5. The Review Committee will notify the CPS of approval or denial.
6. CPS will contact you with the Review Committees Decision.

All approved projects shall be completed within 90 days.  
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:** \_\_\_\_\_

**MAIL FORM TO:** Capital Property Solutions, P.O. Box 630, Worthington, Ohio 43085  
**OR EMAIL FORM:** [admin@cpscolumbus.com](mailto:admin@cpscolumbus.com)

## FREQUENTLY ASKED QUESTIONS

1. How long does it take for an application to be approved?
  - a. An application could take as long as 30 days to be approved by the committee. Please submit a complete application with lots of detail to help shorten the process.
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. By sending an email to [admin@cpscolumbus.com](mailto:admin@cpscolumbus.com) or by mailing your application to Capital Property Solutions, PO Box 630, Worthington, Ohio 43085.
5. 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: <https://cps.vmsclientonline.com/>.
7. Where can I get a site plan?
  - a. Site plans are located in your governing documents or on the county auditor website.

**DRAWINGS EXAMPLE**

