

## DESIGN REVIEW BOARD (DRB) SUBMITTAL

*Download this form to your computer, fill out the form (in Adobe Reader, go to View, Tools, Fill & Sign), then save it, and send it to [support@overlookproperty.com](mailto:support@overlookproperty.com) along with the other requested documentation.*

### OWNER INFORMATION

PROPERTY ADDRESS \_\_\_\_\_

NAME(S) OF PROPERTY OWNER(S) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DESCRIPTION AND TYPE OF REQUEST \_\_\_\_\_

### TYPE OF REQUEST

<b>New Landscape/Hardscape Plans</b> - For all initial landscape plans submitted by homeowner/builder <b>OR</b> homeowner proposing extensive revision of existing approved plans. Inspection required upon completion.	<b>\$200</b>
<b>Change to Existing Landscape, Hardscape, or Exterior Structure</b> - additions and expansions, decks, drainage, driveways, fire pits, hot tubs and Jacuzzis, landscaping, latticework, trellis, arbors, patios, paving, pergolas, play structures and sports equipment, ponds and water features, pools, retaining walls, utility equipment, and wind electric generators.	<b>\$75</b>
<b>Minor Miscellaneous Structures</b> - fences, exterior lighting, solar installation, house paint revitalization, trash enclosures, storm doors, radon mitigation, antennas, awnings, portable playground equipment, shutters, address numbers, window tinting, and window/door replacement. All modifications must comply with the guidelines.	<b>No charge unless an outside consultant is needed for any submitted item.</b>

FEE SUBMITTED \$ \_\_\_\_\_

### **STEP 1. - Complete the checklist and include the documents for this application**

- \_\_\_\_\_ I/We have read the following documents: *Solterra Homeowners Guide to DRB Applications and the Residential Improvement Guidelines and Site Restrictions for Solterra*
- \_\_\_\_\_ A document or email with a clear description of the changes requested
- \_\_\_\_\_ \* Fee, if applicable, made payable to Solterra Design Review (fee schedule above)
- \_\_\_\_\_ \* Paint chips or swatches (Digital copies will not be accepted.)
- \_\_\_\_\_ Official plat of property with the location of the hardscape elements annotated
- \_\_\_\_\_ Clear and concise drawings or professional renderings of desired modification(s) with list of specific plantings, materials to be utilized, dimensions, etc. This is in addition to the official plat.
- \_\_\_\_\_ For applicants in the Remington Patio Homes, a copy of the approval by the Solterra Patio Homeowners Association must be submitted. Approval of any front and rear yard improvements must be approved by the Solterra Patio HOA prior to submitting to the Solterra HOA for consideration.

### **STEP 2. - Send the information to Overlook Property Management**

The items marked with \* must be mailed to Overlook Property Management, 6860 W. Yosemite Ct., Suite 2000, Centennial, CO 80112. This application and all other required documentation must be emailed in PDF format to

[support@overlookproperty.com](mailto:support@overlookproperty.com). All the above information must be sent to Overlook by the first Thursday of the month.

**STEP 3.** - The Architectural/Landscape Review Committee (A/LRC) will review all the submitted documents within 10 days. If the information is not complete, or clarification is necessary, the homeowner will be requested to provide additional or missing information before the application is forwarded to the DRB. If the requested information or clarification is not submitted by the applicant before the design request is forwarded to the DRB, action by the DRB might be delayed until the next review meeting. If all the information is complete, the design request will be forwarded to the DRB with the A/LRC comments. The homeowner will be notified that the request has been forwarded to the DRB

**STEP 4.** - After final review by the ALRC and the Design consultant, the application will be forwarded to the DRB before they meet at the beginning of the next month. Typically the DRB will consider the comments from the A/LRC and review the request within 45 days of the final submittal of the application.. The DRB will notify the homeowner in writing of their decision. NOTE: If the Design Review Board fails to approve or disapprove any application after 45 days after submission of all information and materials reasonably requested, the application shall be deemed rejected.

**OWNER ACKNOWLEDGEMENT**

In signing this application, I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatements, falsification, or omission of information shall be grounds for denial of this application. I further understand that if the Design Review Board (DRB) fails to approve or disapprove any application within 45 days after submission of all required documents and materials, this application shall be deemed denied. Prior to receiving approval, I agree not to begin modifications of the property until the DRB notifies me in writing of their decision. DRB approval does NOT substitute for any Local, County, and State required permits. The owner/builder is responsible for adhering to all Local, County, and State guidelines. Any decision of the DRB does not insure approval from any other sub-association. Approval from the sub-association must be included with the DRB Submittal. If any changes are made that have not been approved or do not conform to Local, County, and State guidelines or per the governing documents, the DRB may require the owner/builder to change or remove the modification.

PROPERTY OWNER SIGNATURE(S) \_\_\_\_\_ DATE \_\_\_\_\_

ALRC / CONSULTANT REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

DRB REMARKS: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_