

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 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

New Landscape/Hardscape Plans - For all initial landscape plans submitted by homeowner/builder OR homeowner proposing extensive revision of existing approved plans. Inspection required upon completion.	\$200
Change to Existing Landscape, Hardscape, or Exterior Structure - additions and expansions, built-in barbecue/gas grills/outdoor kitchens, decks, drainage, driveways, fire pits, hot tubs and jacuzzis, major landscaping, latticework, trellis, arbors, patios, paving, pergolas and gazebos, permanent play structures and sports equipment, ponds and water features, pools, retaining walls, trampolines, trellises, utility equipment, and wind electric generators.	\$75
Minor Miscellaneous changes – address numbers, air conditioning additions, awnings, change in house paint colors, dog houses, dog runs, fences, large garden boxes, fences, exterior lighting, portable play structures, trampolines, sports equipment, radon mitigation, roofing, shutters, signs, skylights, solar installation, trash enclosures, different trees, window boxes, well covers and window modifications. All modifications must comply with the guidelines.	No charge unless an outside consultant is needed for any submitted item.

FEE SUBMITTED \$ _____

STEP 1. - Initial the checklist and include the required 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 (See guidelines for plat requirements).

_____ 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. 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 A/LRC 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: _____

DATE _____