

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 _____

DETAILED DESCRIPTION (add additional sheets if necessary) _____

TYPE OF REQUEST

New Landscape/Hardscape Plans - For all initial landscape plans submitted by homeowner/builder. Inspection required upon completion.	\$250
Revision, addition, or Modification of Existing Landscaping (Circle all that apply) – arbor, artificial turf, built-in barbecue/gas grills/outdoor kitchens, decks, drainage, change in color/composition/style of driveway, fire pits, hot tubs and Jacuzzis, revision of landscaping, latticework, trellises, decorative panels, patios, paving, pergolas, permanent play structures/basketball hoops/trampoline/sports equipment, ponds and water features, pools, screening, retaining walls, utility equipment, and wind electric generators. Inspection required upon completion.	<p style="text-align: center;"><u>Major modification</u> (Change of two or more items) - \$200</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><u>Minor modification</u> (Change of one item) - \$125</p>
Minor Miscellaneous Changes (Circle all that apply) - address numbers, air conditioning additions, awnings, change of exterior paint palette, change of tree species, doghouses, dog runs, doors (entrance, storm, garage, and patio gates), fences, large garden boxes, all exterior lighting, portable play/trampoline/sports equipment, radon mitigation, railings, roofing, shutters, skylights, solar installation, trash enclosures, 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. Note: If the required documents are missing, the process will stop until the required documents are submitted.

- _____ 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 proposed modification(s) with all plantings clearly identified, materials to be utilized, dimensions, locations of all plants, hardscape items, paths, planters, etc. **Indicate “existing” and “proposed” modifications on the drawings.** This is in addition to the official plat.
- _____ I/We will notify Overlook Property Management when all modifications are completed and acknowledge that modifications will be inspected for adherence to the application. (See Step 5 below for details.)
- _____ Remington homeowners must receive approval by the Solterra Patio Homeowners Association prior to submitting an application to the Solterra HOA. The approval letter must be included with the application.

STEP 2 - Send the information to Overlook Property Management

The items marked with * must be mailed to Overlook Property Management, 6860 S. 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 second Monday of the month to be reviewed by the DRB in the following 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 within 45 days after the submission of the properly completed application, required materials, and requested clarifications, the application shall be deemed rejected.

STEP 5 - All improvements approved by the DRB must commence within three (3) months from the date of approval and be completed within six (6) months of commencement. In order to complete the DRB process and determine whether or not the proposed improvement is being completed or has been completed in compliance with the approval granted by the DRB, you must request a final landscape inspection. Failure to do so may result in further action by the DRB. To request the final inspection, email support@overlookproperty.com.

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** _____

DRB APPROVAL/REMARKS:

DATE _____