

SOLTERRA HOMEOWNERS GUIDE TO DRB APPLICATIONS

This document describes the process and presents an overview of the information needed for the submittal to the DRB.

Residents must read the Residential Improvement Guidelines and Site Restrictions for Solterra prior to submitting an application. This is available on Solterra-Connect.

<https://www.solterra-connect.com/architectural-control.html>

Applications without the required documentation will experience a delay in the approval process.

Revised: April 2023

Change Of Exterior Paint Palette

Applications are not necessary if revitalizing existing faded paint palettes. Many builder-specific earth tone paint palettes used in Solterra are available at <https://www.solterra-connect.com/architectural-control.html>. To keep consistency within the Solterra community, earth tones are required.

The following items are required for a change of paint palettes

- Completed and signed application.
- Digital photos of applicant's house, two houses on either side, and house across the street. A total of six photos must be submitted and each photo labeled as to location. This is to ensure colors are not duplicated.
- Paint swatches with the name and manufacturer's number for each paint selected. **See Note ***
- Location of the intended paint for each portion of the home.

Required Documents For Landscaping Applications

The following items are required for any revision or modification to the landscaping.

- Completed and signed Design Review Board (DRB) Application.
- Appropriate fee, if required. **See Note ***
- Official plat of the property showing dimensions, drainage and initial hardscape elements (i.e., patio, porches, etc.) indicated on the plat. If you do not have the plat from your closing documents, you can contact Kara Mueller (City of Lakewood, Senior Planner) KarMue@lakewood.org.
- Clear and concise drawings or professional renderings of proposed modification(s) per the Landscape Drawing Requirements detailed later in this document.
- If necessary, a small sample of artificial turf. **See Note ***
- For Remington Homes, the signed approval letter from the Solterra Patio Home HOA. Note that homeowner's application to the Patio Home HOA is not sufficient.

Required Documents For All Other Applications

The following items are required for a revision or modification to the exterior of the home that is not related to landscaping or change of paint palettes:

- Completed and signed Design Review Board (DRB) Application.
- Appropriate fee, if required. **See Note ***
- Clear description and location photo of the proposed changes. Product literature of proposed modifications, if available
- For Remington Homes, the signed approval letter from the Solterra Patio Home HOA. Note that homeowner's application to the Patio Home HOA is not sufficient.

Note *: These must be mailed to Overlook Property Management, 6860 W. Yosemite Ct., Suite 2000, Centennial, CO 80112. All other required documentation must be emailed in PDF format to support@overlookproperty.com

For the following additions or modifications, please refer to Section 3. of the Residential Improvement Guidelines and Site Restrictions for the specific details.

No Official Plat Is Required For The Following Modifications:

- Address numbers
- Awnings (location of awning must be shown)
- Change of paint palette
- Doors, storm doors
- Exterior lighting fixtures mounted on the home
- Gate on front porch/patio
- Radon mitigation system
- Railings for steps, porches, decks, patios, and balconies
- Roofing material and equipment
- Shutters
- Skylights
- Solar energy devices
- Window boxes
- Window replacement
- Window tinting and well covers

Prohibited Modifications Or Additions

- Gates accessing District-owned common area
- Accessory or free-standing buildings
- Carports
- Clothes lines
- Electric fencing (underground pet containment wiring is permitted)
- Wood-burning fire-pits
- Gazebos
- Greenhouses
- Kennels
- Exterior floodlights, searchlights, spotlights, sodium vapor lights, and barnyard lights. Lighting must be “cutoff” fixtures directed to eliminate glare to neighboring properties.
- Lawn ornaments, statues, or artificial flowers/plants
- Mailboxes
- Sewage disposal systems/septic systems
- Solid screening, except around hot tubs
- Vinyl siding
- Bubble type skylights
- Tree houses
- Burglar bars, wrought iron bars, or similar fixtures on windows
- Perimeter fences in Remington Patio Homes

DRB Approved Artificial Turf Grasses

*If the selected Artificial Turf is not one of the following, you must submit a sample with the specifications to Overlook Property Management. See Note **

- All Seasons - Garden
- Easy Turf - Max Natural
- Easy Turf - Max Natural Tall
- Easy Turf – Pedigree
- Easy Turf – Ultimate Natural Artificial Turf
- Everlast - Nature's Best
- Mile High Synthetic Turf – Colorado Blend King
- Mile High Synthetic Turf – Colorado Blend Pro
- Next 2 Natural – Natural Envy
- Next 2 Natural – Sense
- Purchase Green – Arizona Platinum Olive
- Purchase Green – Arizona Platinum Spring
- SynLawn - SynAugustine 547 or X47

Approval Process (Refer to Section 2 of the Residential Improvement Guidelines and Site Restrictions, for complete details)

1. After all required documentation is submitted to Overlook Property Management by the deadline, the A/LRC and the DRB Landscaping architect will review the documentation. If there are questions, or clarifications needed, Overlook will contact the owners with a request to provide a response within a week. Once the documentation is complete, the A/LRC will make a recommendation to the DRB.
2. The DRB will make their decision when they meet on the dates listed below and Overlook will notify the owners shortly thereafter.
3. The owners will have three (3) months from approval to begin and six (6) months to complete the project.
4. For most projects the DRB will inspect all new landscaping plans and all revisions of existing landscaping to ensure that the installation was completed per the application.
5. When the project is complete, 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.
6. The DRB meets once a month, typically on the second Monday of the month, so the deadline to submit applications to the management company is the second Monday of the previous month. This allows time for the A/LRC to review, ask for clarifications and forward the application to the DRB.

Submittal deadlines based on the DRB meeting dates in 2023

Homeowner application submittal due date and date of review by the DRB

	Jan 2023	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2024
Homeowner deadline for submittals					Apr-10	May-08	Jun-12	Jul-10	Aug-14	Sep-11	Oct-09	Nov-13	Dec 11, 2023
DRB Meets					May-08	Jun-12	Jul-10	Aug-14	Sep-11	Oct-09	Nov-13	Dec-11	Jan 08

Quick Reference For Frequently Requested Modifications

Refer to the Residential Improvement Guidelines for detailed specifications.

- **Solterra Official Develop Plans (ODP) and City of Lakewood** zoning requirements– (1) No more than 45% of the permeable surface of the lot may covered by turf; (2) the minimum turf width is 8 feet; and (3) a minimum of 50% of the permeable lot surface area needs to be living ground cover. Note: The permeable surface area calculation cannot include the tree lawn area.
- **Rock mulch** - Acceptable rock mulch must be 1 ½” brown, tan, or gray river rock or 1 ½” brown, tan, or gray rock and 4” to 6” natural cobblestone in drainage areas.
- **Wood mulch** - Shredded fibrous cedar mulch is the approved wood mulch; colored mulch or bark is not acceptable.
- **Street/tree-lawn trees** - Street trees are provided by the builder and are specified by the Carma/Brookfield Solterra Development filings. Changing street/tree-lawn trees requires approval by the DRB and the City of Lakewood.
- **Exterior lighting** - Plans must show all exterior landscape lighting. Exterior lighting must not illuminate the street or adjacent properties. Applicants should review the *Residential Improvement Guidelines and Site Restrictions, Section 3.30* for lumen limitations, acceptable fixtures, and prohibited fixtures.
- **Trash enclosures** - Trash enclosures are limited to 4’ deep, 7’ wide, and 4’ tall; must be set back three feet from the front of the home; and must be painted to match the stucco or trim. NOTE: Trashcans are not permitted to be visible from the street, common area, or adjacent properties.
- **Artificial turf** - If applicants choose not to use a DRB-approved artificial turf, a small sample of that artificial turf must be sent to the HOA Property Management company when an application is submitted.

Requirements for Landscaping

The City of Lakewood and the Solterra ODP's have requirements for all landscaping within Solterra. Specifically the plans must conform to the approved irrigation and landscape requirements of the Springfield Green Official Development Plan (ODP) Modification No.4 or the Solterra West ODP. The particular requirements may supersede the latest Lakewood Zoning Ordinances.

All landscapers are required to obtain a no cost public way permit prior to commencing work. A traffic control plan will be required if work is conducted within the right-of-way. A landscaper does not need contractor registration, but must carry proof of insurance. A \$500 collateral will be required with the public way permit. The collateral money will be returned upon inspection of the right-of-way if no damage has occurred.

Separate permits are required for fences, back flow devices, retaining walls or other structures over 30" in height.

The following are general items that must be included within the plans.

- Provide setbacks to any new structures such as: seating walls, retaining walls, outdoor fireplaces, etc.
- Provide retaining wall heights. All retaining walls must be setback from the property line a minimum distance of the wall height.
- Street tree species, size, quantity and location for each property are determined by the appropriate approved Solterra Filing Site Plan for the lot. The trees on the tree lawn area are provided by the builder/developer and the homeowner is responsible for maintenance.
- Indigenous and xeric species are encouraged. Suggested plant species are listed in EXHIBIT C - Elements of Solterra, Appendix A. Some plants are prohibited because of their invasive spread, such as Pampas Grass and Dwarf Fountain Grass.
- Drainage flows must be maintained and shown per the approved drainage plans (shown on the plat).

The following items must be listed as notes on the plans.

- A minimum of six (6) inches of topsoil shall be provided in all planting areas.
- A minimum of four (4) cubic yards of organic material shall be added to topsoil per 1,000 square feet of planting areas. Organic material shall be aged compost; wood humus from soft, non-toxic trees; sphagnum peat moss (excluding that of Colorado origin); or aged manure.
- Organic material shall be tilled to a minimum depth of eight (8) inches.
- In areas that will receive sod, superphosphate (0/46/0 mix) shall be added at the rate of 15 pounds per 1,000 square feet, evenly spread, after organic matter is tilled in prior to sod placement. Superphosphate shall be raked into the top one inch of topsoil.
- Planted areas shall have automatic irrigation that includes matched precipitation rate heads. Bubblers, drip and /or spray heads shall not be combined within any zone.
- All irrigation systems shall include moisture sensors that automatically interrupt irrigation cycles when irrigation is unnecessary.
- Planting areas with irrigation systems that spray above-ground shall be of adequate width to ensure no overspray onto impermeable areas. Irrigation heads shall minimize evaporation loss, wind-blown

water loss and overspray onto impermeable surfaces.

- All downspouts must daylight with a positive flow. Underground downspout extensions with or without pop-ups are not recommended due to the potential of underground systems freezing in the winter that may cause system failure.
- Plan species shall vary and include deciduous and coniferous trees and shrubs.
- A maximum of 45% of the permeable surface of the lot may be covered by turf and the minimum turf width is 8 feet. A minimum of 50% of the permeable surface area needs to be living ground cover. The tree lawn area is excluded from the permeable area of the lot, as it is required to have natural turf.
- Permeable areas, other than turf areas, shall have a minimum of three (3) inches of mulch. Mulch shall be rock or organic meeting the following criteria: Shredded, fibrous material capable of “knitting” together to form a mat that is wind and erosion resistant. Generally the shredded mulch or peelings are at least 3 inches in length on average.

Landscape Drawing Requirements

Owners are required to submit drawings/plans and specifications showing the nature, kind, shape, color, size, materials and location, as applicable, of all proposed Improvements, alterations or removals of Improvements for review and approval or disapproval prior to the commencement of construction, alteration or removal. Whether done by the Owner, or professionally, the following guidelines should be followed in preparing plans and specifications:

The drawing or plan should be done to scale and shall depict the property lines of the Lot and the outside boundary lines of the home as located on the Lot.

Additional Information Required for the Drawings or Plans

1. Hardscape layout with proposed materials including pavements, walls, fences, planters, water features and extraneous structures. Patios, decks, pergolas and walls must include the height and dimensions, and proposed materials and colors, etc. Pictures and additional product information are helpful in clarifying the submittal for approval.
2. All wood-built structures, including but not limited to, a trellis, deck, or pergola, will require wood species and stain color information for approval.
3. Show the street trees and plantings provided by the builder. The homeowner is responsible for installing and maintaining the landscape from the back of the curb to the rear property line.
4. Drainage directional arrows.
5. Rock mulch type and locations: 1 ½” brown, tan, or gray river rock or 1 ½” brown, tan, or gray rock is the approved rock mulch, with up to 4” to 6” natural cobblestone allowed in drainage areas.
6. Wood mulch type and location. Shredded fibrous cedar mulch is the approved wood mulch; colored mulch or bark is not acceptable.
7. The list of all plants, quantities, species, and sizes for all plantings needs to be shown on the plan; a separate narrative will not suffice. The minimum sizes are:
 - large deciduous trees -2” caliper,
 - ornamental trees -1 1/2” caliper,
 - clump deciduous trees -8’-10’,
 - evergreen trees -6’
 - container shrubs. #5
8. Proposed irrigation methods and locations must be noted on the plan, as all plant material is to be watered by an underground irrigation system.
9. City-required rain sensor location.
10. Exterior landscape low voltage lighting layout, if applicable.
11. Adjacent lot landscaping slightly beyond property lines, if any. Lot edges should transition smoothly between properties.

Garden Structure Definitions

These definitions are to guide the homeowner when describing garden structures. They are used by the A/LRC and DRB in considering each application.

Trellis or Latticework

A trellis (treillage) is an architectural structure, usually made from an open framework or lattice of interwoven or intersecting pieces of wood, bamboo or metal that is normally made to support and display climbing plants, especially shrubs.



Pergola

A pergola is an outdoor garden feature forming a shaded walkway, passageway, or patio area of vertical posts or pillars that usually support cross-beams and a sturdy open lattice, often upon which woody vines are trained.^[1] The origin of the word is the Late Latin *pergula*, referring to a projecting eave. A pergola may also be an extension of a building, serve as protection for an open terrace or a link between structures.



Arbor

An arbor is generally regarded as a wooden arch, sometimes with a bench seat, usually enclosed by lattice panels forming a framework for climbing plants.



Gazebo (Prohibited In Solterra)

A gazebo is a pavilion structure, sometimes octagonal or turret-shaped, often built in a park, garden or spacious public area. Gazebos are freestanding or attached to a garden wall, roofed, and open on all sides. They provide shade, shelter, ornamental features in a landscape, and a place to rest. Some gazebos in public parks are large enough to serve as bandstands or rain shelters.

