

DESIGN REVIEW BOARD (DRB) SUBMITTAL

OWNER INFORMATION

PROPERTY ADDRESS _____ NAME(S) OF PROPERTY OWNER(S) _____

EMAIL ADDRESS _____ PHONE _____

TYPE OF REQUEST _____ FEE SUBMITTED _____

TYPE OF REQUEST

<p>New Landscape/Hardscape Plans For initial landscape plans submitted by homeowner/builder or homeowner proposing extensive revision of existing approved plans Inspection required upon completion.</p>	<p>\$200</p>
<p>Minor Change to Existing Landscape, Hardscape, or Exterior Structure Additional trees, shrubs, patio/deck improvements, etc.</p>	<p>\$75</p>
<p>Minor Miscellaneous Structures Fence, exterior lighting, play equipment, solar installation, house paint revitalization, trash enclosures, storm doors, etc. All modifications must comply with the guidelines.</p>	<p>No charge unless an outside consultant is needed for any submitted item.</p>

CHECKLIST OF REQUIRED DOCUMENTATION – DUE TO THE PROPERTY MANAGEMENT COMPANY ON THE FIRST OF THE MONTH PRIOR TO THE DRB MEETING TO BE REVIEWED

- _____ *Completed Design Review Board (DRB) Submittal
- _____ *Fee, if applicable, made payable to Solterra Design Review (fee schedule above)
- _____ *Paint chips or swatches
- _____ 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.
- _____ REMINGTON PATIO HOMES ONLY: Copy of the approval by the Solterra Patio HOA

*These documents 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.

OWNER/BUILDER 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.

OWNER SIGNATURE(S) _____ DATE _____