



DESIGN REVIEW BOARD (DRB) SUBMITTAL

OWNER INFORMATION

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

EMAIL ADDRESS: _____ PHONE 1- _____

TYPE OF REQUEST - _____

SUBMITTAL REQUIREMENT

- **Remington Homes-** Due to the fact that your landscaping is maintained by the Solterra Patio Homeowners Association, all front and rear yard improvements must be approved by the Solterra Patio HOA prior to submitting to the Solterra HOA Design Review Board. Please use this application and follow the instructions below for all front and rear yard improvements.

ARE YOU A REMINGTON PATIO HOME? _____ YES _____ NO

- Please refer to the Solterra Landscape Design Guidelines (P.11) and the City of Lakewood's Landscape Handout for specific submittal plan requirements and notes.
- Neighbor approvals may be required at the discretion of the DRB.
- Material samples may be required at the discretion of the DRB.
- The City of Lakewood will review the submitted plans concurrently as part of the DRB process.

SUBMITTAL PROCESS

TYPE OF REQUEST

FEE

<u>New Landscape/Hardscapes Plans:</u> For a homeowner/builder submitting their landscape plan for the 1 st time, or for a homeowner proposing extensive revisions to an existing approved plan. INSPECTION REQUIRED AFTER INSTALL	200.00
<u>Minor Changes to Existing Landscape/Hardscapes/Exterior Structures</u> Additional Trees, Shrubs, Patio/Deck improvements, etc.	\$75.00
<u>Structural Change</u> Pre-construction addition/change, Post-construction addition/change e.g., room additions/extensions, 3 rd car garage etc. *Please confirm if you request meets the structural change criteria	\$205.00 Deposit required and applied to 1 st hr. \$205.00/hr. after 1 st hr.
<u>Misc. Structures</u> Fence, Exterior Lighting, Play Equipment, Satellite Dish, House Paint Colors, Trash Enclosures, Storm Doors, etc	N/A If an outside consultant is needed for any submittal, and a fee is required, the owner will be contacted and informed of any possible fee.

Please EMAIL a PDF of the plan (scaled to 24"x36"), and/or any photos, illustrations, etc. to: support@overlookproperty.com

Please send ONLY this application and fee (if applicable) payable to Solterra Design Review to:

Overlook Property Management
 6860 S. Yosemite Ct., Suite 2000
 Centennial, CO 80112
 Ph.: 303-991-2192 Ext. 1

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 in the event that the Design Review Board (DRB) fails to approve or disapprove any application within forty-five (45) days after submission of all information and materials reasonably requested, this application shall be deemed rejected. Prior to receiving approval I agree not to begin property improvements or modifications 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. Please note, sub-association approval may be required. Any decision of the DRB does not insure approval from any other sub-association. It is your responsibility to check with your sub-association. If any changes are made that have not been approved or conform to Local, County and State guidelines or per the governing documents, the DRB may require that Owner/Builder to change or remove the improvement.

Owner Signature: _____ **Date:** _____