

DESIGN REVIEW REQUEST FORM

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)

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

TYPE OF REQUEST

Select	Type of Request	Fee
_____	<u>NEW LANDSCAPE/HARDSCAPE PLANS</u> - For all initial landscape plans submitted by homeowner/builder. Inspection required upon completion.	<u>\$250</u>
_____	<u>REVISION, ADDITION, OR MODIFICATION OF EXISTING LANDSCAPING</u> (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.	<u>Major modification</u> (Change of two or more items) <u>\$200</u> <u>Minor modification</u> (Change of one item) <u>\$125</u>
_____	<u>MINOR MISCELLANEOUS CHANGES</u> (Circle all that apply) - address numbers, air conditioning additions, awnings, change of tree species in the tree lawn, doghouses, dog runs, doors (entrance, storm, garage, and patio gates), all exterior lighting, fences, large garden boxes, generators, portable play/trampoline/sports equipment, powerwalls, 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 fee 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.

IMPORTANT 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 Design Guidelines for Solterra.***
- _____ I/We have included the following requirements: (1) **an enlarged copy of the official plat** with the locations and dimensions of both the existing and proposed hardscape elements, as well as existing and proposed plantings, indicated on it; (2) clear and concise drawings, professional renderings, or descriptions of the proposed modifications; and (3) photos of the existing landscaping. (See *Solterra Homeowners Guide* for submission requirements and examples.)
- _____ I/We have remitted the fee, if applicable, made payable to Solterra Design Review Board (fee schedule above)
- _____ 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** - I/We have included the approval letter from the Solterra Patio Homeowners Association with this application to the Solterra HOA. DRB approval is contingent upon proof of approval by the Solterra Patio Homeowners Association.

STEP 2 - Send the information to Overlook Property Management

This application and all other required documentation must be mailed or emailed to support@overlookproperty.com. **All the above information must be received by Overlook by the second Monday of the month to be reviewed by the DRB the following month.**

By Mail:

Overlook Property Management
6860 S. Yosemite Ct., Suite 2000
Centennial, CO 80112

OR

By Email:

support@overlookproperty.com.
Emailed in PDF format

STEP 3 – Commencement of DRB Approved Requests

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, a final inspection must be requested. Failure to do so may result in further action by the DRB.

OWNER ACKNOWLEDGEMENT

In submitting this request form, the Owner/Applicant acknowledges, understands, and agrees to the following:

- That all the information provided by me in connection with my application is true and complete. I further understand that any misstatements, falsification, or omission of information shall be grounds for denial of this application.
- That no work on the proposed change shall begin until written approval of the DRB has been received by me; that, if work is begun prior to approval, I may be required to return property to its former condition at my own expense; and that if this request is disapproved wholly or in part, I may be required to pay all legal expenses incurred.
- That approval by the Design Review Board (DRB) shall in no way be construed as passing judgment on the correctness of the location, structural design, sustainability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
- That there shall be no deviation from the plans, specifications, and location approved by the DRB without prior written consent of the DRB; any variation from the original request must be resubmitted for approval.
- That it is my responsibility and obligation to obtain all required permits, to contact Colorado 811 for utility locates, and to construct the improvements in a proper manner in conformance with all application building and zoning codes.
- That it is my responsibility and obligation to obtain prior written approval from adjacent property owners, including Fossil Ridge Metro District, if access to their property is required to complete improvements.
- That I will maintain proper drainage swales on the my or neighboring lots when installing landscape or other modifications, while keeping in mind site lot setback and all utility easements.
- That I am responsible for the repair of my modifications that are installed in a utility easement on my property, if access to the easement by the City or other utility companies is necessary.
- That if the 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.

PROPERTY OWNER SIGNATURE(S)

DATE _____
DATE _____

DRB APPROVAL/REMARKS:

DATE _____