

## **DESIGN REVIEW REQUEST FORM - CHANGE OF PAINT SCHEMES**

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](mailto:support@overlookproperty.com) with the other requested documentation.

### **OWNER INFORMATION**

PROPERTY ADDRESS \_\_\_\_\_

NAME(S) OF PROPERTY OWNER(S) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ESTIMATED START DATE \_\_\_\_\_ ESTIMATED COMPLETION DATE \_\_\_\_\_

### **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 regarding painting: ***Solterra Homeowners Guide to DRB Applications and the Residential Improvement Guidelines and Site Restrictions for Solterra.***
- \_\_\_\_\_ I/We have mailed manufacturer's paint chips or swatches to Overlook Property Management. Digital copies will not be accepted.
- \_\_\_\_\_ I/We have specified the paint color (i.e., SW 6385 Dover White) for each applicable location/portions on my/our home on the chart below. Reference the home diagrams on **page 2** of this application to determine where each location is.
- \_\_\_\_\_ I/We have attached photos of my/our existing home, as well as those of the two (2) homes on either side and one (1) home across the street [six (6) photos total]. Photos must be labeled to indicate the relationship to applicant's home (i.e., my/our home, first home on left, home across street, etc.).
- \_\_\_\_\_ I/We will notify Overlook Property Management when the painting modification is completed and acknowledge that modifications may be inspected for adherence to the application. (See **Step 5** below for details.)
- \_\_\_\_\_ **Remington Homeowners** - I/We have received approval by the Solterra Patio Homeowners Association prior to submitting the application to the Solterra HOA and have included the Solterra Patio Homeowners Association approval letter with the application.
- \_\_\_\_\_ **Cadence Townhome Owners** - I/We have received and included written acknowledgement from all owners within the building prior to submitting the exterior modification application to the Solterra HOA.

### **STEP 2 - Send the Information to Overlook Property Management**

**Paint swatches 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](mailto: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.

### **STEP 3 – Review of Request by the Architectural/Landscape Review Committee (ALRC)**

The Architectural/Landscape Review Committee (ALRC) has approximately 10 days after the monthly deadline to initially review the documents submitted in the design request. 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 Design Review Board (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 ALRC comments. The homeowner will be notified that the request has been forwarded to the DRB.

### **STEP 4 – Review of Request by the Design Review Board (DRB)**

After final review by the ALRC, the application will be forwarded to the DRB before they meet. Typically, the DRB will consider the comments from the ALRC and review the request within 45 days of the final submittal of the application. The DRB will notify Overlook Property Management in writing of their decision, who will then notify the homeowner of the DRB's decision.

**NOTE:** If the DRB 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 – 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.

**Indicate the proposed paint color only for the applicable portions of the home.**

**NOTE:** Homes may not have all portions listed below.

|                                                             |                           |
|-------------------------------------------------------------|---------------------------|
| _____ Stucco/primary color                                  | _____ Front door          |
| _____ Secondary color (areas adjacent to windows and doors) | _____ Soffit/Fascia/Gutte |
| _____ Garage door(s)                                        | _____ Shutter(s)          |
| _____ Bump-out(s)                                           | _____ Decorative panel(s) |



**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 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 prior written approval from adjacent property owners if access to their property is required to complete improvements.
- 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 \_\_\_\_\_