

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
_____	NEW LANDSCAPE/HARDSCAPE PLANS- For all initial landscape plans submitted by homeowner/builder. Inspection required upon completion.	<u>\$250</u>
_____	REVISION, ADDITION, OR MODIFICATION OF EXISTING LANDSCAPING (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>
_____	MINOR MISCELLANEOUS CHANGES (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), fences, large garden boxes, all exterior lighting, portable play/trampoline/sports equipment, 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 **Residential Improvement Guidelines and Site Restrictions for Solterra**.

_____ I/We have included a document or email with a clear description of the requested changes.

_____ I/We have included an **enlarged copy of the official plat of property with the location of the hardscape elements indicated on it.** (See *Solterra Homeowners Guide* for plat requirements and examples.)

_____ I/We have included clear and concise drawings or professional renderings of proposed modification(s) with all plantings clearly identified, materials to be utilized, dimensions, locations of all plants, hardscape items, paths, planters, etc. **Indicate “existing” and “proposed” modifications on the drawings. These drawings are in addition to the official plat.**

_____ I/We have remitted the fee, if applicable, made payable to Solterra Design Review (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 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 and must receive approval from the Solterra Cadence Association prior to applying for on-lot improvements to the Solterra HOA

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 – Review of Request by Architectural/Landscape Review Committee (A/LRC)

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 DRB. If the requested information or clarification is not submitted in time for the DRB meeting, the application will be forwarded to the next month. If all the information is complete, the design request will be forwarded to the DRB with the A/LRC comments. The homeowner will be notified that the request has been forwarded to the DRB.

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

After final review by the ALRC and the design consultant, 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.

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 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 approval by the DRB shall in no way be construed as passing judgment on whether the proposed change being reviewed is compliant with the applicable building and zoning codes of the City of Lakewood.
- The approval of any particular plans and specification or design shall not be construed as a waiver of the right of the DRB to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for the use in any other instance.
- 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 all required permits, to contact Colorado 811 for utility locates, and to construct the improvements in a proper manner in conformance with all applicable building and zoning codes.
- 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 I will maintain proper drainage swales on the lots when installing landscape or building improvements, while keeping in mind site lot setback and all utility easements.
- That all improvements will be designed and constructed to conform to the overall drainage plan for my residential lot and all neighboring lots and that no established drainage pattern will be affected by these 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.
- DRC approval does not substitute any Local, County, and State required permits. I am responsible for adhering to all Local, County, and State guidelines.

PROPERTY OWNER SIGNATURE(S)

DATE _____
DATE _____

DRB APPROVAL/REMARKS:

DATE _____