

# **SOLTERRA HOMEOWNERS GUIDE TO DRB APPLICATIONS**

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Homeowners Guide to DRB Applications.docx  
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## **APPLICATION PROCESS FOR HOMEOWNERS**

- 1) Obtain and read the following documents from the Solterra-Connect website:
  - Solterra Homeowner's Guide to DRB Applications
  - Residential Improvement Guidelines and Site Restrictions for Solterra
  - Design Review Board (DRB) Submittal Form
  - Elements of Solterra-Design Guidelines
- 2) Either hire the services of a professional landscape architect or create drawings of the desired modifications with a list of specific plantings and/or hardscape. All drawings must clearly and concisely show the property, the locations of all landscape and hardscape items. Plan dimensions must be shown, as well as heights of the various hardscape items. The drawing examples document show the type of drawings that provides the information in an easily understood format. The examples are within the Residential Improvement Guidelines document or on the Solterra-Connect website.
- 3) Fill out the Design Review Board Submittal form and gather required documentation. Ensure that your application materials are complete.
- 4) Mail the Design Review Board Submittal form, any paint chips and fee to the HOA property management company. Email all the drawings and supporting documents to the management company. (See checklist below for addresses and email addresses)

### **CHECKLIST FOR APPLICATION SUBMITTALS**

- \_\_\_\_\_ \* Completed application with signature(s), address, phone number, and email address
- \_\_\_\_\_ \* Fee, if applicable, made payable to Solterra Design Review. (See fee schedule on the application form.)
- \_\_\_\_\_ \* Paint chips or swatches (Digital copies will not be accepted.)
- \_\_\_\_\_ Official plat of property with the location of the hardscape elements annotated.
- \_\_\_\_\_ Clear and concise drawings or professional renderings of the desired modification(s) with a list of specific plantings, materials to be utilized, dimensions, etc. This is in addition to the official plat.
- \_\_\_\_\_ For applicants in the Remington Patio Homes, a copy of the approval by the Solterra Patio Homeowners Association must be submitted. Approval of any front and rear yard improvements must be approved by the Solterra Patio HOA prior to submitting to the Solterra HOA for consideration.

\* These 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](mailto:support@overlookproperty.com).

## **APPROVAL PROCESS BY THE A/LRC AND THE DRB**

- 1) The HOA property management company will review the submittal to ensure the application is complete.
- 2) The Architectural/Landscape Review Board (A/LRC) will be notified of the design request when all required documents are submitted to the management company, and the committee will have 10 days to review it. 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 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 A/LRC comments. The homeowner will be notified that the request has been forwarded to the DRB.
- 3) The DRB has 45 days to review the request and consider the comments from the A/LRC. The DRB will notify the homeowner in writing of their decision. NOTE: If the Design Review Board fails to approve or disapprove any application within 45 days after submission of all information and materials reasonably requested, the application shall be deemed rejected.
- 4) The DRB may inspect the modification to ensure that the installation was completed per the application. All modifications in the application must be started within three (3) months of the approval and completed by the owner/builder within six (6) months. See Section 2.6 of the Guidelines.

**NOTE:** The DRB meets once a month, typically on the first Wednesday of the month, so the deadline to submit applications to the management company is by the first Thursday of the month prior to the scheduled DRB meeting to allow the A/LRC to review and forward the application to the management company. The deadlines for submittals in 2019 are included below. It is important to note that incomplete applications will be delayed until all documentation is submitted by the applicant(s).

The next page shows the approximate schedule for submittals and approvals

## Submittal deadlines based on the DRB meeting dates in 2019

	Month in Which DRB Meets												
	Jan 2019	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2020
Homeowner deadline for submittals	Dec-06	Jan-03	Feb-07	Mar-07	Apr-04	May-02	Jun-06	Jul-04	Aug-01	Sep-05	Oct-03	Nov-07	Dec-05
ALRC Review end	Dec-17	Jan-14	Feb-18	Mar-18	Apr-15	May-13	Jun-17	Jul-15	Aug-12	Sep-16	Oct-14	Nov-18	Dec-16
DRB 45 day time starts	Dec-18	Jan-15	Feb-19	Mar-19	Apr-16	May-14	Jun-18	Jul-16	Aug-13	Sep-17	Oct-15	Nov-19	Dec-17
DRB Meets	Jan-02	Feb-06	Mar-06	Apr-03	May-01	Jun-05	Jul-03	Aug-07	Sep-04	Oct-02	Nov-06	Dec-04	Jan-01
<b>DRB 45 day time ends</b>	Feb-01	Mar-01	Apr-05	May-03	May-31	Jun-28	Aug-02	Aug-30	Sep-27	Nov-01	Nov-29	Jan-03	Jan-31

## **QUICK REFERENCE** **FOR FREQUENTLY REQUESTED MODIFICATIONS**

Refer to the “Residential Improvement Guidelines and Site Restrictions for Solterra” for detailed specifications.

### **Landscaping submittal requirements and recommendations**

- Indicate “existing” and “proposed” modifications on the property, so the A/LRC and DRB knows what is referenced in the application.
- **Fencing** - indicate location and height (Section 3.19)
- **Paths, patios, boulders, and rock beds** – specify material information to include type, color, and size of rock, stone, and boulder. Except for the drainage areas, only ¾” to 1” brown or tan river rock will be acceptable rock mulch. Mulches with artificial color are not allowed. (See page 4 of the Elements of Solterra-Landscape Design Guidelines)
- **Decorative walls and sitting walls** – specify material, color, and height
- **Wooden structures (trellis, deck, pergola, etc.)** – specify wood species and stain color (Section 3.30)
- **Trash enclosures** – must specify material, location, plan for construction, and color. Note that the guidelines for trash enclosures state that they must be enclosed on all sides and painted to match the stucco or trim colors; natural wood is not permitted. (Section 3.51)
- **Privacy screens** – only permitted adjacent to hot tubs (Section 3.19.1)
- **Driveway borders** – specify material, width, and color (Section 3.18)
- **Plantings** – specify type and location for all plants and trees
- **Utility easements** – should not be encroached up (Section 1.8)

### **Requirements for revitalization of exterior painting (Section 3.34)**

- Must match original paint palette when originally built
- If more than one color is being used, specify where each color will be applied
- Include photo of current state of the home with exterior photos of the two homes on either side to avoid replication of color palette
- No application fee required when revitalizing with the same palette
- Homeowners are encouraged to contact builders to verify color palette

## **SOLTERRA'S APPLICATION REQUIREMENTS**

A scaled Landscape Plan (for example: 1" = 10' or 1" = 20') shall be electronically submitted to the HOA property management company in a PDF format. This plan needs to include the address on all documents and must match the site plan for the specific lot that the landscape is being installed.

### **ADDITIONAL INFORMATION REQUIRED ON THE PLAN**

- 1) Hardscape layout with proposed materials including pavements, walls, fences, planters, water features and extraneous structures. Patios, decks, pergolas and walls must include the height and dimensions, and proposed materials and colors, etc. Pictures and additional product information are helpful in clarifying the submittal for approval.
- 2) All wood-built structures, including but not limited to, a trellis, deck, or pergola will require wood species and stain color information for approval.
- 3) Show the street trees provided by the builder. The homeowner is responsible for installing and maintaining the landscape from the back of the curb to the rear property line.
- 4) Drainage directional arrows.
- 5) Edging type and locations. Acceptable material is 4", 14-gauge roll top edging or similar.
- 6) Rock mulch type and locations: 3/4" to 1" brown or tan river rock is the approved rock mulch, with up to 4-6" cobblestone allowed in drainage areas.
- 7) Wood mulch type and location. Shredded cedar mulch is the approved wood mulch; colored mulch or bark is not acceptable.
- 8) Per the City of Lakewood, a maximum of 45% of the permeable surface of the lot may be covered by natural turf and the minimum turf width is 8 feet. A minimum of 50% of the permeable lot surface area needs to be living ground cover.
- 9) All planting areas will require a minimum of (4) cubic yards of organic material added per 1000 SF. This needs to be noted on the plan.
- 10) Minimum landscape requirement (1) tree, (4) shrubs for every 25' of lot frontage, (1) tree for every 40' of side yard. Street trees are specified by the City of Lakewood development filings.
- 11) The list of all plants, quantities, species, minimum sizes of 2" caliper large deciduous trees, 1 1/2" caliper ornamental trees, 8'-10' clump deciduous trees, 6' evergreen trees, and #5 container shrubs. The plant list needs to be shown on plan; a separate narrative will not suffice.

- 12) Proposed irrigation methods and locations must be noted on the plan, as all plant material is to be watered by an underground irrigation system.
- 13) City-required rain sensor location.
- 14) Exterior landscape low voltage lighting layout, if applicable.
- 15) Adjacent lot landscaping slightly beyond property lines, if any. Lot edges should transition smoothly between properties.

### **PROHIBITED MODIFICATIONS OR ADDITIONS**

- Accessory or free-standing buildings
- Carports
- Clothes lines
- Compost containers
- Electric fencing (underground pet containment wiring is permitted)
- Wood-burning firepits
- Freestanding flagpoles
- Greenhouses
- Kennels
- Exterior floodlights, searchlights, spotlights, sodium vapor lights, and barnyard lights
- Lawn ornaments, statues, or artificial vegetation
- Mailboxes
- Sewage disposal systems/septic systems
- Vinyl siding
- Bubble type skylights
- Tree houses
- Burglar bars, wrought iron bars, or similar fixtures on windows (metal or Plexiglas window well covers are permissible)
- Perimeter fences in Remington Patio Homes

**CITY OF LAKEWOOD**  
**LANDSCAPING REQUIREMENTS FOR SOLTERRA**  
**SINGLE-FAMILY HOMES**

The plans must conform to the approved irrigation and landscape requirements of the Springfield Green Official Development Plan (ODP) Modification No. 4 or the Solterra West ODP.

All items followed by **(Note)** must be listed as notes on the plans. The landscape and irrigation plans shall include:

- 1) All landscapers are required to obtain a no cost public way permit prior to commencing work. A traffic control plan will be required if work is conducted within the right-of-way. A landscaper does not need contractor registration but must carry proof of insurance. A \$500 collateral will be required with the public way permit. The collateral money will be returned upon inspection of the right-of-way if no damage has occurred.
- 2) A minimum of six (6) inches of topsoil shall be provided in all planting areas. **(Note)**
- 3) A minimum of four (4) cubic yards of organic material shall be added to topsoil per 1,000 square feet of planting areas. Organic material shall be aged compost; wood humus from soft, non-toxic trees; sphagnum peat moss (excluding that of Colorado origin); or aged manure. **(Note)**
- 4) Organic material shall be tilled to a minimum depth of eight (8) inches. **(Note)**
- 5) In areas that will receive sod, superphosphate (0/46/0 mix) shall be added at the rate of 15 pounds per 1,000 square feet, evenly spread, after organic matter is tilled in prior to sod placement. Superphosphate shall be raked into the top one inch of topsoil. **(Note)**
- 6) Planted areas shall have automatic irrigation that includes: matched precipitation rate heads; Bubblers, drip and /or spray heads shall not be combined within any zone. **(Note)**
- 7) All irrigation systems shall include moisture sensors that automatically interrupt irrigation cycles when irrigation is unnecessary. **(Note)**
- 8) Planting areas with irrigation systems that spray above-ground shall be of adequate width to ensure no over spray onto impermeable areas. Irrigation heads shall minimize evaporation loss, wind-blown water loss and overspray onto impermeable surfaces. **(Note)**
- 9) All downspouts must daylight with a positive flow. Underground downspout extensions with or without pop-ups are not recommended due to the potential of underground systems freezing in the winter that may cause system failure. **(Note)**

- 10) Use of indigenous and xeric species is encouraged. Selection of plant species shall comply with Article 15 of the City of Lakewood Zoning Ordinance. **(Note)**
- 11) Plan species shall vary and include deciduous and coniferous trees and shrubs. **(Note)**
- 12) A maximum of 45% of the permeable surface of the lot may be covered by turf and the minimum turf width is 8 feet. A minimum of 50% of the permeable surface area needs to be living ground cover. **(Note)**
- 13) Permeable areas, other than turf areas, shall have a minimum of three (3) inches of mulch. Mulch shall be rock or organic meeting the following criteria: Shredded, fibrous material capable of “knitting” together to form a mat that is wind and erosion resistant. Generally, the shredded mulch or peelings are at least 3 inches in length on average. (Note)
- 14) Provide setbacks to any new structures such as: seating walls, retaining walls, outdoor fireplaces, etc.
- 15) Provide retaining wall heights. All retaining walls must be setback from the property line a minimum distance of the wall height.
- 16) Street tree species, size, quantity and location for each property are determined by the approved Article 15 Site Plan for the subdivision. These must be shown on plan and called out in the planting schedule.
- 17) Drainage flows must be maintained and shown per the approved drainage plans.
- 18) Separate permits are required for fences, back flow devices, retaining walls or other structures over 30” in height. **(Note)**
- 19) All landscaping and irrigation shall be per Springfield Green Official Development Plan (ODP) Modification No. 3. or Solterra West ODP **(Note)**

All items followed by **(Note)** must be listed as notes on the plans.