

SOLTERRA HOMEOWNERS’ GUIDE FOR DRB APPLICATIONS

This document explains the information needed for submissions to the Design Review Board (DRB).

Residents must read the *Residential Improvement Guidelines and Site Restrictions* for Solterra prior to submitting an application. This is available on *Solterra-Connect website under the Living in the Solterra/Home Improvements tabs*. Applications without the required documentation will experience a delay in the approval process.

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APPLICATION APPROVAL PROCESS

Refer to Section 2 of the *Residential Improvement Guidelines and Site Restrictions*, for complete details.

1. After all required documentation is submitted to HOA Property Management by the deadline, the ALRC and the DRB Landscaping architect will review the documentation. If there are questions, or clarifications needed, HOA Property Management will contact the owners with a request to provide a response within a week. Once the documentation is complete, the ALRC will make a recommendation to the DRB.
2. The Architectural/Landscape Review Committee (ALRC) and the landscape architect have 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 and landscape architect's comments. The homeowner will be notified that the request has been forwarded to the DRB.
3. After final review by the ALRC and the landscape architect, the application will be forwarded to the DRB. Typically, the DRB will consider the comments from the ALRC and landscape architect 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.
4. The DRB typically meets on the second Monday of the month to review applications and make their decision. Applications submitted before that date will typically receive a final decision the following month. Once DRB has made a decision, the HOA Property Management will notify the owners shortly thereafter.
5. The owners will have three (3) months from approval to begin and six (6) months to complete the project.
6. For most projects, the DRB will inspect all new landscaping plans and revisions of existing landscaping to ensure that the installation was completed according to the application.
7. When the project is complete, you must request a final landscape inspection. Failure to do so may result in further action by the DRB. To request the final inspection, email support@overlookproperty.com.

REQUIRED DOCUMENTS FOR APPLICATIONS

Landscaping Applications

The following items are required for any revision or modification to the landscaping. Completed and signed Design Review Board (DRB) Application.

- Appropriate fee, if required. ***See Note on page 4**
- Official plat of the property showing dimensions, drainage and initial hardscape elements (i.e., patio, porches, etc.) indicated on the plat. If you do not have the plat from your closing documents, you can contact City of Lakewood Planning Department, pod@lakewood.org.
- Clear and concise drawings or professional renderings of proposed modification(s) per the Landscape Drawing Requirements detailed later in this document.
- If necessary, a small sample of artificial turf. Reference DRB Approved Artificial Turf Grasses on page 8. ***See Note on page 4**
- For Remington Homes, the signed approval letter from the Solterra Patio Home HOA must be included with the application. Patio Home HOA approval is not sufficient for changes.
- For Solterra Cadence Attached Homes, signed approval letter from Solterra Cadence Townhome HOA must be included with the application for any changes to on-lot landscaping improvements by Owners.

See Landscaping Requirements on page 7 for more information

All Other Applications

The following items are required for a revision or modification to the exterior of the home that is not related to landscaping or change of paint palettes:

- Completed and signed Design Review Board (DRB) Application.
- Appropriate fee, if required. ***See Note on page 4**
- Clear description and location photo of the proposed changes. Product literature of proposed modifications, if available
- Copy of official Plat. Unless specifically noted in the *Residential Improvement Guidelines and Site Restrictions* that a plat is not required for the modification. See list on page 4 of example modifications that do not require an official Plat to be submitted.
- For Remington Homes, the signed approval letter from the Solterra Patio Home HOA must be included with the DRB application. Patio Home HOA approval does not solely constitute approval of the exterior modification.
- For Solterra Cadence Attached Homes, applications for exterior modifications require signed acknowledgement of change of all owners within building.

For specific details on modifications and requirements, refer to Section 3 of the *Residential Improvement Guidelines and Site Restrictions on the Solterra-Connect website under the Living in the Solterra/Home Improvements tabs.*

***NOTE**

These items must be mailed to:

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

All other required documentation must be e-mailed in PDF format to
support@overlookproperty.com

No Official Plat Is Required For The Following Modifications:

- Address numbers
- Awnings (location of awning must be shown)
- Change of paint palette
- Doors, storm doors
- Exterior lighting fixtures mounted on the home
- Gates on front porch/patio
- Radon mitigation system
- Railings for steps, porches, decks, patios, and balconies
- Roofing material and equipment
- Shutters
- Skylights
- Solar energy devices
- Window boxes
- Window replacement
- Window tinting and well covers

PROHIBITED MODIFICATIONS OR ADDITIONS

- Artificial turf in front yards
- Gates accessing District-owned common (FRMD), City or County area
- Accessory, storage or free-standing buildings
- Carports
- Permanent or fixed clotheslines
- Electric fencing (underground pet containment wiring is permitted)
- Wood-burning fire-pits
- Gazebos
- Greenhouses
- Kennels
- Exterior floodlights, searchlights, spotlights, sodium vapor lights, front yard lamp posts, and barnyard lights.
- Mailboxes
- Sewage disposal systems/septic systems
- Solid screening, except around hot tubs
- Vinyl siding on stucco homes
- Bubble type skylights
- Tree houses
- Burglar bars, wrought iron bars, or similar fixtures on windows
- Perimeter fences in Remington Patio Homes
- On-lot fences in Solterra Cadence Attached Homes

CHANGE OF EXTERIOR PAINT PALETTE

Applications are not necessary if revitalizing existing faded paint palettes. Many builder-specific earth tone paint palettes used in Solterra are available on the Solterra-Connect website under the Living in Solterra/Home Improvements tabs. To keep consistency within the Solterra community, earth tones are required.

The following items are required for a change of paint palettes:

- Completed and signed application.
- Digital photos of applicant's house, two (2) houses on either side, and house directly across the street. A total of six (6) photos must be submitted and each photo labeled as to location. This is to ensure colors are not duplicated.
- Paint swatches with the name and manufacturer's number for each paint selected. Digital copies will not be accepted; paint swatches must be mailed or hand delivered. ***See Note on page 4**
- Location of the intended paint for each portion of the home indicated on the application.
- For Remington Homes, the signed approval letter from the Solterra Patio Home HOA must be included with the application. Patio Home HOA approval is not sufficient for changes.
- For Solterra Cadence Attached Homes, application for change of exterior paint palette requires signed acknowledgement of change of all owners within building.

LANDSCAPING REQUIREMENTS

The City of Lakewood and the Solterra ODP's have requirements for all landscaping within Solterra. Specifically, 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. The particular requirements may supersede the latest Lakewood Zoning Ordinances.

The Solterra Official Development Plan (ODP) and City of Lakewood Zoning stipulate that:

- No more than 45% of the permeable surface of the lot may be covered in turf.
- The minimum turf width is 8 feet (4 feet for Remington homes)
- A minimum of 50% of the permeable lot surface area must be living ground cover. *Note: that a permeable surface calculation cannot include the tree lawn area.*

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.

Separate permits are required for fences, back flow devices, retaining walls or other structures over 30" in height.

Landscaping Plan Requirements

The following are general items that must be included within the plans.

- Provide setbacks to any new structures such as: seating walls, retaining walls, outdoor fireplaces, etc.
- Provide retaining wall heights. All retaining walls must be setback from the property line a minimum distance of the wall height.
- Street tree species, size, quantity and location for each property are determined by the appropriate approved Solterra Filing Site Plan for the lot. The trees on the tree lawn area are provided by the builder/developer and the homeowner is responsible for maintenance.
- Indigenous and xeric species are encouraged. Suggested plan species are listed in the Elements of Solterra-Landscape Design Guidelines available on *the Solterra-Connect website under the Living in the Solterra/Home Improvements tabs*. Some plants are not prohibited because of their invasive spread, such as Pampas Grass and Dwarf Fountain Grass. Plants included on the Colorado Noxious Weed List are not permitted. <https://ag.colorado.gov/conservation/noxious-weeds/species-id>
- Drainage flows must be maintained and shown per the approved drainage plans which are shown on the official plat.

The following items must be listed as notes on the plans.

- A minimum of six (6) inches of topsoil shall be provided in all planting areas.
- 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.
- Organic material shall be tilled to a minimum depth of eight (8) inches.
- 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.
- 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.
- All irrigation systems shall include moisture sensors that automatically interrupt irrigation cycles when irrigation is unnecessary.
- Planting areas with irrigation systems that spray above-ground shall be of adequate width to ensure no overspray onto impermeable areas. Irrigation heads shall minimize evaporation loss, wind-blown water loss and overspray onto impermeable surfaces.
- 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.
- Plant species shall vary and include deciduous trees, coniferous trees and shrubs.
- 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. The tree lawn area is excluded from the permeable area of the lot, as it is required to have natural turf.
- 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.

Landscape Drawing Requirements

Owners are required to submit drawings/plans and specifications showing the nature, kind, shape, color, size, materials and location, as applicable, of all proposed Improvements, alterations or removals of Improvements for review and approval or denial prior to the commencement of construction, alteration or removal. Whether done by the Owner, or professionally, the following guidelines should be followed in preparing plans and specifications:

The drawing or plan should be done to scale and shall depict the property lines of the Lot and the outside boundary lines of the home as located on the Lot. Submission of an official plat is required.

Additional Information Required for the Drawings or Plans

- 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.
- All wood-built structures, including but not limited to, a trellis, deck, or pergola, will require wood species and stain color information for approval.
- Show the street trees and plantings 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.
- Drainage directional arrows.
- Rock mulch type and locations: 1 ½" brown, tan, or gray river rock or 1 ½" brown, tan, or gray rock is the approved rock mulch, with up to 4" to 6" natural cobblestone allowed in drainage areas.
- Wood mulch type and location. Shredded fibrous cedar mulch is the approved wood mulch; colored mulch or bark is not acceptable.
- The list of all plants, quantities, species, and sizes for all plantings needs to be shown on the plan; a separate narrative will not suffice. The minimum sizes are:
 - large deciduous trees: 2" caliper
 - ornamental trees: 1 1/2" caliper
 - clump deciduous trees: 8 '10'
 - evergreen trees: 6'
 - container shrubs. #5
- Proposed irrigation methods and locations must be noted on the plan, as all plant material is to be watered by an underground irrigation system.
- City-required rain sensor location.
- Exterior landscape low voltage lighting layout, if applicable.
- Adjacent lot landscaping slightly beyond property lines, if any. Lot edges should transition smoothly between properties.

QUICK REFERENCE FOR FREQUENTLY REQUESTED MODIFICATIONS

Refer to the *Residential Improvement Guidelines and Site Restrictions* for detailed specifications.

Rock Mulch

Acceptable rock mulch must be 1 ½” brown, tan, or gray river rock or 1 ½” brown, tan, or gray rock and 4” to 6” natural cobblestone in drainage areas.

Wood Mulch

Shredded fibrous cedar mulch is the approved wood mulch; colored mulch or bark is not acceptable.

Street/tree-lawn Trees

Street trees are provided by the builder and are specified by the Carma/Brookfield Solterra Development filings. Changing street/tree-lawn trees requires approval by the DRB and the City of Lakewood.

Exterior Lighting

Plans must show all exterior landscape lighting. Exterior lighting must not illuminate the street or adjacent properties. Applicants should review the Exterior Lighting Guidelines and the exhibit in the *Residential Improvement Guidelines and Site Restrictions*, for lumen limitations, acceptable fixtures, and prohibited fixtures.

Trash Enclosures

Trash enclosures are limited to 4’ deep, 7’ wide, and 4’ tall, must be set back three feet from the front of the home, one side must be the residence; must be constructed of stucco, wood, or stone; and must be painted to match the stucco or trim.

NOTE: Only one (1) enclosure allowed per residence. Trash receptacles are not permitted to be visible from the street, common area, or adjacent properties.

Artificial Turf

If applicants choose not to use a DRB-approved artificial turf, a small sample of that artificial turf and all specifications must be sent to the HOA Property Management company when an application is submitted. ***See Note on page 4**