

## DESIGN REVIEW BOARD (DRB) SUBMITTAL

*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) 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) \_\_\_\_\_

### TYPE OF REQUEST

|  |   |
|--|---|
| <p><b>New Landscape/Hardscape Plans</b> - For all initial landscape plans submitted by homeowner/builder. <b>Inspection required upon completion.</b></p>  | <p><b>\$250</b></p>   |
| <p><b>Revision, addition, or Modification of Existing Landscaping (Circle all that apply)</b> – 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. <b>Inspection required upon completion.</b></p> | <p><b>Major modification</b><br/>(Change of two or more items) - \$200</p> <p>-----</p> <p><b>Minor modification</b><br/>(Change of one item) - \$125</p> |
| <p><b>Minor Miscellaneous Changes (Circle all that apply)</b> - address numbers, air conditioning additions, awnings, change of tree species in the treelawn, 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.</p>   | <p><b>No charge unless an outside consultant is needed for any submitted item.</b></p>  |

**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.)
- \_\_\_\_\_ I/We have included the Solterra Patio Homeowners Association approval letter. (Remington homeowners must receive approval by the Solterra Patio Homeowners Association prior to applying to the Solterra HOA.)

**STEP 2 - Send the information to Overlook Property Management**

All documents required for the submittal must be either mailed to Overlook Property Management, 6860 S. Yosemite Ct., Suite 2000, Centennial, CO 80112. or 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 on the second Monday of the following month.**

**STEP 3** - 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** - 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 the homeowner in writing of their decision. NOTE: If the Design Review Board 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** - 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 signing this application, I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatements, falsification, or omission of information shall be grounds for denial of this application. I further understand that if the Design Review Board (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. **Prior to receiving approval, I agree not to begin modifications of the property until the DRB notifies me in writing of their decision.** DRB approval does NOT substitute for any Local, County, and State required permits. The owner/builder is responsible for adhering to all Local, County, and State guidelines. Any decision of the DRB does not ensure approval from any other sub-association. Approval from the sub-association must be included with the DRB Submittal. If any changes are made that have not been approved or do not conform to Local, County, and State guidelines or per the governing documents, the DRB may require the owner/builder to change or remove the modification.

**PROPERTY OWNER SIGNATURE(S)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DRB APPROVAL/REMARKS:**

DATE \_\_\_\_\_