

# *Kailua View Estates*

## Application for Approval of Substantial Modifications, Additions or Improvements

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Name of all Legal Owners:  
\_\_\_\_\_

Form of Ownership (check one):      Joint Tenants [  ] Tenants by the Entirety [  ] Tenants in common [  ]

Trustee [  ] Tenants in Severalty [  ] Other (specify) \_\_\_\_\_

Owner to serve as Primary Contact for this application (Name) \_\_\_\_\_

Email Address (for approval or questions): \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Brief Description of Proposed Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Contractor(s) \_\_\_\_\_ License Number(s) \_\_\_\_\_

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**\*IMPORTANT:** The property owner has the sole obligation to submit plans to the Design Review Committee for approval. The Committee may reject or request a modification of plans, materials or products submitted for review.

***By signing below, applicant understands and agrees to all terms and conditions stated on the front and back of this form.*** Owner(s) Signature(s)    All Owners of Record Must Sign

<i>Printed Name</i>	<i>Signatures</i>	<i>Date</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**THIS APPLICATION IS REQUIRED FOR APPROVAL OF ALL MODIFICATIONS, ADDITIONS OR IMPROVEMENTS NOT OTHERWISE COVERED BY THE MAINTENANCE & REPAIR OR MINOR PROJECTS APPLICATION.**

- **SUBMIT COMPLETED AND SIGNED APPLICATION TO:** Kailua View Estates, C/O HAWAIIANA MANAGEMENT COMPANY, LTD., 74-5620 Palani Road, Ste. 215, Kailua Kona, HI 96740 or faxed to 808-331-1743. The completed and signed application may be submitted via email to the Managing Agent at [nanc@hmcmt.com](mailto:nanc@hmcmt.com).

**Checklist of minimum required submittal items: (See Design Committee Rules & Guidelines for full requirements)**

- Submit one completed copy of the application form.
- Submit one (1) "pdf" or two (2) copies each of the plot plan, and if applicable the building plan, for any improvements which incorporate structures, concrete or masonry surfaces, or manmade materials. e.g., walls, fences, walkways, slabs, gutters, down spouts, etc.
  - a. Plot plan (scale 1 inch = 20 feet)
  - b. Building Plan (Scale ¼ inch = 1 foot)

**Other Provisions**

1. Failure to obtain approval, or to follow approved plans, is a violation of the CC&R's and Design Guidelines and may result in a directive for removal of non-conforming alterations at the owner's expense, as well as the imposition of fines and/or penalties.
2. All necessary building permits must be obtained, as well as approval of this application, before commencing any work, installation, construction or excavation.
3. Review and approval of any application is based solely on the architectural design or scheme thereof and for conformance with the requirements of the Community Declaration and the Design Committee Rules and Guidelines. It shall be the owner's responsibility to insure that all modifications or additions shall comply with all applicable statutes, ordinances, codes, rules and regulations. No representations are made nor is any responsibility assumed by the Association, the Association's Agent, or the Design Review Committee regarding the structural quality or soundness of the work proposed or approved. It shall be the sole responsibility of the Owner and the Owner's architect or builder to examine the premises and to undertake adequate design for all improvements or changes to be constructed and made on the owner's property. Neither the Committee nor any of its consultants shall be responsible for the effects on the value of any property which result from any modification to property undertaken based on Committee approval.
4. All siding, trim, painting, roofing, windows, doors, etc. must conform to the original design standards.
5. Incomplete applications will not be reviewed.
6. No application will be considered for review unless the owner is an association member in good standing (i.e. no outstanding assessments or other fees, no outstanding CC&R violations, etc.)

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**This Section for Office Use Only**

Received by Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Action by Reviewer:

- Incomplete Application  
Requested missing information from Contact Person on (date): \_\_\_\_\_
- Complete Application received on date: \_\_\_\_\_

Action by Design Review Committee:

- Approved as submitted
- Approved subject to conditions: \_\_\_\_\_
- Disapproved

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

DRC Action/Approval letter sent: \_\_\_\_\_