

# West Loch Fairways

## Design Review Request Form

(When preparing your application for submittal, please follow these guidelines)

### 1. INCLUDE ALL REQUESTED INFORMATION ON THE FORM

- Include your 3 digit lot number:** If you do not know yours, please check your account number on your statement or coupon.
- Phone number(s)** may be necessary to contact you if questions arise during the review process. If we cannot contact you, your application could be returned for minor clarifications.
- The **legal** owner(s) names must be on the application with an “original” signature.
- Give a **brief description** of the change requested.  
Examples:     Install aluminum seamless gutters white in color.  
                  2 story addition on the rear of the original structure.
- It is preferable if **both owners sign** if more than one owner.

### 2. INCLUDE FOUR (4) OF EACH ITEM, AS NEEDED: PLANS, SKETCHES, PLOT PLANS (Contact Site Mgr: wlf.sitemanager@gmail.com), PRODUCT BROCHURE.

### 3. BE AWARE OF TIMELINESS

- The Design Committee has **45 days** to review your application; this timeline starts when the DESIGN COMMITTEE **receives** your application; typically, within a few days of it being submitted to Hawaiiana Management Company, Ltd. Remember, this is a volunteer committee which usually meets once a month.
- Substantial **construction must begin within 90 days** of receiving approval.

### 4. READ THE INFORMATION INCLUDED ON THE APPLICATION (there is essential information that will assist you in receiving your necessary approvals).

### 5. MAIL OR RETURN YOUR APPLICATION WITH THE APPROPRIATE FEES TO YOUR PROPERTY MANAGER (OR PM’S ADMIN ASSISTANT) as every project has its own unique procedures, this will assure that your application is handled properly and in a timely manner.

Design Committee, WLF  
711 Kapiolani Blvd., Suite 700  
Honolulu, HI 96813  
(Telephone: 593-9100 x 309)

**IMPORTANT INFORMATION AND INSTRUCTIONS TO INSURE PROCESSING WITHOUT DELAYS OR RETURNS**

1. Complete this form with ALL information requested.
2. You must submit four (4) copies of drawings, improvements, blueprints or sketches. *\*If not attached, you may experience a delay or a return of your request.*

***Make checks out for the fee payable to: West Loch Fairways Association***

**Note to Applicants: The application fee paid to the management firm is for administrative purposes and/or architectural review and is non-refundable. The Design Review Committee nor the Association charge any fee for any listed modification, alteration, addition or improvement.**

*The Design Committee meets the 2<sup>nd</sup> Monday of each month. Applications must be received and logged in at Hawaiiana Management Company 711 Kapiolani Blvd. #700 Honolulu, Hawaii 93813 by no later than the 1st Monday of the month. All applications received after that day will be held over for the following month. Owners will be notified by mail of committee decisions.*

**WEST LOCH FAIRWAYS HOME OWNER'S ASSOCIATION  
APPLICATION FOR DESIGN COMMITTEE REVIEW**

West Loch Address \_\_\_\_\_ Lot \_\_\_\_\_ Tax Key \_\_\_\_\_  
Mailing Address, if different \_\_\_\_\_  
Legal Owner(s) \_\_\_\_\_ Bus Phone \_\_\_\_\_ Phone \_\_\_\_\_

Proposed Modifications, Alterations, Additions or Improvements

Estimated Cost of Total Construction: \$ \_\_\_\_\_

**Fee Schedule \$20.00 (please indicate choice)**

\_\_\_\_\_ paint (change) \_\_\_\_\_ screen door \_\_\_\_\_ rain gutters \_\_\_\_\_ solar vents/skylights/roof vents \_\_\_\_\_ mailbox(location change)  
\_\_\_\_\_ A/C (split/thru-wall/window) \_\_\_\_\_ garage door (style/color change) \_\_\_\_\_ exterior lighting \_\_\_\_\_ pre-fabricated storage shed  
\_\_\_\_\_ solar heater \_\_\_\_\_ solar fans \_\_\_\_\_ photovoltaic electric systems \_\_\_\_\_ planting of trees/shrubs  
\_\_\_\_\_ slabs/walkways \_\_\_\_\_ driveway extensions \_\_\_\_\_ pool/spa \_\_\_\_\_ trellis \_\_\_\_\_ deck \_\_\_\_\_ vinyl/wood/iron fence  
\_\_\_\_\_ Moss rock free-standing wall (Pre-approved design) \_\_\_\_\_ Moss rock retaining wall (Pre-approved design) from DCC&R Exhibits  
\_\_\_\_\_ other (Write in) \_\_\_\_\_

**\$140.00 Projects requiring architectural review:** for City and County DPP \_\_\_\_\_ 1 story addition \_\_\_\_\_ 2 story addition \_\_\_\_\_ Storage shed/closet \_\_\_\_\_ covered lanai or patio \_\_\_\_\_ roofline modification \_\_\_\_\_ other (Write in) \_\_\_\_\_

**INSTRUCTIONS FOR SUBMITTAL**

Along with your completed application, please submit four (4) copies each of the following as applicable: **Plot Plan** showing the **location of the proposed modification(s)** including **all existing improvements, easement and property lines**. **Drawings**, blueprints or plans must also include **finish elevations, finish floor plans, proposed materials** and detailed drawings and specifications. All exterior finish materials and paint colors must match the existing structure.

**IMPORTANT: Please read and indicate acknowledgement by signing below: Approval of this application by the Design Committee is required before commencing any construction. Failure to obtain approval violates the WLF DCC&R's and can result in the removal of non-conforming improvements/modifications at the Owner(s)' expense.** The Owner is responsible for obtaining all required City and County Building Permits, in addition to the WLF Design Permit. Approval of this application is for aesthetic purposes only and does not reflect an opinion nor ratification of structural quality or soundness of the plan by West Loch Fairways Homeowner's Association, its Board of Directors, employees, agents, assignees or members of the Design Committee. Construction must start within 90 days of Design Committee approval and must be completed 1 year from application approval date.

Owner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mail or bring completed application to: Attn: Design Committee, WLF  
c/o Hawaiiana Management Company, Ltd.  
711 Kapiolani Blvd. Suite 700  
Honolulu, HI 96813  
Telephone: 593-9100 x 309

***For Office Use Only***

Date Received by D.C. _____	By: _____
[ ] APPROVED Subject to the following conditions or modifications: _____ _____	
PERMIT# _____ VOID AFTER: _____	
[ ] DISAPPROVED For the following reason(s): _____ _____	
WEST LOCH FAIRWAYS DESIGN COMMITTEE:	
_____	_____
Authorized Signature	Date