

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 (3) OF EACH ITEM, AS NEEDED: PLANS, SKETCHES, PLOT PLANS, PRODUCT BROCHURES etc. (Contact Site Mgr: wlf.sitemanager@gmail.com if unsure.) Only 1 copy of the application is required.

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 ASSISTANT) as every project has its own unique procedures, this will assure that your application is handled properly and in a timely manner. WE DO NOT ACCEPT DESIGN REVIEWS BY EMAIL.

Design Review Committee, WLF
c/o Hawaiiana Management Company Ltd
711 Kapiolani Blvd. Suite 700
Honolulu, HI 96813
(Telephone: 808-593-9100)