

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

1. Complete this form with ALL information requested.
2. You must submit three (3) 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 Hawaiiana Management Company Ltd., 711 Kapiolani Blvd. Suite 700, Honolulu, HI 96813, by no later than the 1<sup>st</sup> 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 HOMEOWNER'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 \_\_\_\_\_ re-roof (color change)  
 \_\_\_\_\_ 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) \_\_\_\_\_

**\$250.00 Projects requiring architectural review (resubmissions require \$140 fee):** \_\_\_1 story addition \_\_\_2 story addition \_\_\_Storage shed/closet (requiring architectural review for City and County DPP \_\_\_covered lanai or patio \_\_\_roofline modification \_\_\_other (Write in) \_\_\_\_\_

**INSTRUCTIONS FOR SUBMITTAL**

Along with your completed application, please submit three (3) 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 applications to: Attn: Design Committee, West Loch Fairways  
c/o Hawaiiana Management Company Ltd.  
711 Kapiolani Blvd. Suite 700  
Honolulu, HI 96813 Telephone: (808) 593-9100

***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

# 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 THREE (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)