

Design Committee Application Form



Mililani Town Association

95-303 Kaloapau Street  
 Mililani Town, Hawaii 96789  
 Telephone (808) 623-7300

Property Address \_\_\_\_\_

Legal Owner \_\_\_\_\_ Hm Ph \_\_\_\_\_ Wk Ph \_\_\_\_\_

Mailing Address if Different from above \_\_\_\_\_

**Note:** Members of sub-associations, condominiums, townhouses, planned developments, etc **MUST** obtain written approval from their respective Board of Directors through the property management company and submit it with this completed application.

**Two (2) Copies** each of the following, as applicable are needed:

-A plot plan showing the location of the changes to be made including all easements and property lines.

-Finished elevations with detailed drawings, specifications, colors and materials used.

\*Plot Plans are **NOT** required for items marked with an asterisk (\*).

**ANY PROJECT THAT IS STARTED OR COMPLETED PRIOR TO APPROVAL FROM THE DESIGN COMMITTEE WILL BE SUBJECT TO AN ADDITIONAL AFTER THE FACT PENALTY FEE OF \$100.00.**

___ New Home	\$200	___ Light Fixtures (Exterior) ___Decorative ___Motion ___Security	\$10
___ 1 Story Single Rm. Addition/Extension	\$75	___ LPG (Liquid Petroleum Gas) Tank	\$10
___ 1 Story Multiple Rm. Addition/Extension	\$100	___ Pool, Swimming ___In ground ___Above ground	\$50
___ 2nd Story Addition/Extension	\$100	___ Recreational/Sports Equipment	\$10
___ Awnings ___Metal ___Retractable (Brochure Required)	\$25	___ Roof Eave Extension	\$25
___ Balcony, Covered	\$50	___ Shed, Storage, Constructed	\$10
___ Balcony, Enclosure	\$25	___ Shed, Storage, Pre-Fabricated ___Metal ___Plastic Resin	\$10
___ Basketball Equipment ___Permanent ___Portable	\$10	Color _____	
___ Brick/Stone Pavers (on sand bed)	\$10	___*Siding ___Horizontal ___Vertical (Siding Fill In Form Req'd)	\$10
___ Camera, Security (Brochure Required)	\$10	___ Skylight (Brochure Required)	\$10
___ Carport Enclosure/Extension	\$25	___ Spa/Sauna ___In Ground ___Above Ground	\$25
___ Concrete ___Driveway/Extension ___Sidewalk ___Slab ___Steps	\$10	___ Structures: ___Greenhouse ___Gazebo ___Trellis	\$50
___ Concrete ___Replace Existing Asphalt Driveway	\$10	___ Vents, non-solar Attic, Shingle, Appliance (Brochure Req'd)	\$10
___ Concrete ___Veneer/Stone Coverings (Brochure Req'd)	\$10	___ Walkway, Covered	\$25
___ Deck ___with Railings	\$25	___ Walls ___CMU Hollow Tile ___CRM Moss Rock ___Retaining	\$50
___ Dog Kennel ___Chain-Link ___Constructed	\$10	___ Walls, Veneer/Stone Coverings (Brochure Required)	\$10
___*Door, Front, Screen, or Security Screen (Brochure Req'd)	\$10	___ Water Feature ___Koi Pond ___Fountain	\$10
___ Fence ___Metal ___Vinyl ___Wood (Color Sample Required)	\$25	___ Window Replacement ___Window Grilles	\$10
___ Flagpole	\$10	___*Window Tinting (tint sample w/specs required)	\$10
___*Garage Door (Brochure Required)	\$10	___ Other _____ Verify Fee	
___ Gates ___Metal ___Vinyl ___Wood (Color Sample Required)	\$10		
___ Lanai, Covered	\$50		
___ Lanai, Enclosure	\$25		
		___ <b>After The Fact Penalty Fee</b>	<b>\$100</b>

Items marked with an \*, do not require a Plot Plan.

**NO FEE ITEMS**

___ Air Conditioning ___Split System ___Window/Thru Wall ___Central	___*Paint Exterior: Semi-Gloss, Satin, Flat, Low Lustre, Soft Gloss finish only.
___ Gutters with Downspouts	Provide Color samples (min. 2"x2") and fill in color name below:
___*Roof Coating, Ceramic Titanium Elastomeric, Flat Only	House Wall Color _____
Manufacturer _____ Color _____	House Trim Color _____
___*Roofing, Flat: Manufacturer _____ Color _____	House Accent Color _____
___*Roofing, Pitched: Manufacturer _____ Color _____	House Under Eave Color _____
___ Solar Devices: ___Water Heater ___Photovoltaic ___Ventilator Fan	Perimeter ___Fence ___Wall Color _____
(Brochure Required)	Concrete Color _____

**Fees are due upon submittal of form and necessary documents.**

Approval of this application is required before commencing with any construction. Failure to obtain approval violates the MTA DCC&R and may result in the removal of non-conforming improvements/modifications at the Owner's expense. Approval of this application does not reflect an opinion or ratification of quality or soundness of the plan by MTA, its Board of Directors, employees, agent's assignees or members of the Design Committee. All required City and County Building Permits are the responsibility of the owner.

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If you wish to have someone else pick up the processed application, please initial and complete: \_\_\_\_\_ (owner's initials)

Name of authorized person \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*\*\*\* **OFFICE USE ONLY** \*\*\*\*\*

Unit # \_\_\_\_\_ Date Submitted \_\_\_\_\_ Amt Pd \_\_\_\_\_ Receipt # \_\_\_\_\_ By \_\_\_\_\_

\_\_\_ APPROVED: PERMIT # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ ATF \_\_\_\_\_

Unit Type: SF CPR PDH ZLL

\_\_\_ DISAPPROVED: for the following reasons: \_\_\_\_\_

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

<b>Type of Improvement</b>	<b>Provide TWO SETS OF PLOT PLANS with additional information as noted below. Refer to DCR for guidance.</b>
New Home	On plot plans indicate location and distance from property lines. On drawings, provide: finished elevation drawings (all sides, front, & back) showing what the project looks like completed; cross-section drawings; framing drawings with pitch of roofs; direction of siding; use of CMU columns, etc.; building envelope. On application form, check off paint colors, roofing materials, concrete work, vents, and any additional improvements.
<u>Addition, Extension, or Structure**</u>	On plot plans indicate location and distance from property lines. On drawings, provide: finished elevation drawings (all sides, front, & back with building envelope & setback distances) showing what the project looks like completed; cross-section drawings of project; framing drawings with pitch of roof; direction of siding (if different from existing, provide explanation). Select all applicable improvement(s), including new paint colors & roofing materials on application form. <b>**For example, Types of Addition or Extension: 1-story single/multiple room, 2<sup>nd</sup> story/extensions, Accessory Structure, Balcony-Covered/Enclosed, Carport Enclosure/ Extension, Constructed Shed, Covered Walkway, Deck, Gazebo, Greenhouse, Lanai-Covered/Enclosed Roof Eave Extension, Trellis.</b>
Air Conditioning	Select type on application form. On plot plans indicate location.
Antenna/Satellite Dish & Ham Radio Type Antenna	<b>SEPARATE FORM (NOTICE OF INTENT TO INSTALL AN ANTENNA/SATELLITE DISH FORM). OBTAIN ON WEBSITE OR ADMINISTRATION OFFICE.</b>
Awning	Select type on application form. On plot plans indicate location. Provide manufacturer brochures showing type, style, dimensions, and color.
Basketball Equipment	Select type on application form. On plot plans indicate location, including distance from property lines. There are setback restrictions. Refer to Rule 44.0 for guidance.
Brick/Stone Pavers on Sand Bed	On plot plans, indicate location, dimensions, & material used on plot plans. Provide manufacturer brochures with color(s) and design. Developments have limitations.
Camera, Security	On plot plans, indicate location. Provide manufacturer brochures showing design, color, and specifications.
Concrete - Different Types - Replace Existing Driveway - Stone/Veneer Coverings	Different Types: Select Type on application form. On plot plans indicate location & dimensions. Provide calculations to meet Greenscape requirement. <u>Replace Existing Asphalt Driveway</u> : Indicate location of existing driveway on plot plans. <u>Stone/Veneer Coverings over Existing Concrete</u> : Indicate location on plot plans. Provide colored manufacturer brochures of color/design. Colors must blend with overall color scheme of property and match MTA Color Board.
Dog Kennel or Dog House	On plot plans, indicate location, dimensions, color, & material used. If kennel has a roof, provide manufacturer name and color of materials to be used. Refer to the MTA Roofing Materials List on the website. (A dog kennel is required to be shielded from view with a wall/fence/hedge.)
Door, Front, Screen, Security	<b>NO PLOT PLANS REQUIRED.</b> Provide manufacturer brochures showing design, color and dimensions. If door is located other than over the front door, then indicate location (left side, right side, or rear area).
Fence/Wall Veneer/Stone Coverings	Select type on application form. On plot plans indicate location and dimensions. On separate drawings, provide finished elevation drawings of what the project will look like when completed; cross-section drawings showing footings, and existing and finished grades on both sides; material used, stucco/painted (sample required); Castle & Cooke Fence & Wall Guidelines; and anything special about the lot (sightlines for corner houses, zero lot line, house in development under sub-association/CPR (condominium property rules), PDH, etc.). <u>Stone/Veneer Coverings</u> : Indicate location on plot plans. Provide colored brochures of color/design to blend with color scheme of property & match MTA Color Board.
Flag Pole	On plot plans indicate location, setback distances to each side, rear, and front property lines; dimensions, color, and material used. Provide manufacturer specifications showing how anchored in ground and design.
Garage Door	<b>NO PLOT PLANS REQUIRED.</b> Provide manufacturer brochures showing: type; model; dimensions, and color.
Gate	On plot plans, indicate location, dimensions, material used, color, and dimensions. Provide drawings of design, and whether or not the gate post(s) stand alone or are attached to a wall/fence. If wall/fence is owned by neighbor, include Letter of Agreement.
Gutters with Downspouts	On plot plans, indicate location of downspouts.
Light Fixtures, exterior	Select type on application form. On plot plans indicate location. Exterior light fixtures located on the garage and entrance areas may only be 'carriage style' fixtures.
Liquid Petroleum Gas (LPG) Tank	On plot plans indicate location on concrete slab, number of tanks, and solid walls surrounding location. If slab and walls do not exist, then check off these improvements in addition to tank and follow directions above for Fences/Walls.
Paint	<b>NO PLOT PLANS REQUIRED.</b> Verify compatibility of color samples with MTA Approved Color Board located at Recreation Centers or MTA Admin. Office. Indicate color names on application form, and provide color samples, with a minimum size of 2" x 2".
Recreation/Sports Equipment	On plot plans indicate location, distance from front, rear, side property lines, & location of residence in relation to location of equipment. Include diagrams showing dimensions (height, width, depth) and manufacturer brochures showing design.
Roofing: Pitched or Flat Roof Coating (Flat only)	<b>NO PLOT PLANS REQUIRED.</b> Review MTA Approved Roofing Materials List on website or Admin. Office. On application indicate: type of material (flat or pitched), manufacturer name, and color. If material is not on list, submit sample of roofing material or manufacturer brochure for review.
Shed, Storage (Prefabricated)	On plot plans indicate location & distance from property lines. Provide drawing or picture showing design, material, dimensions, and color.
Siding Replacement	<b>NO PLOT PLANS REQUIRED.</b> Select Type on application form, and provide two copies of Siding Fill In Form, found on the website or available at the Admin. Office.
Sign	<b>SEPARATE MTA DESIGN SIGN APPLICATION FORM.</b> On reverse side of form, draw plot plan with location of sign(s).
Skylight	On plot plans indicate location & street names in relation to house. (Use left, right, front, and rear as directions.) Provide manufacturer brochures showing dimensions, materials, design, and height on roof. Colored glass or tint requires a solar value of the Exterior Visible Light Reflectance.
Solar: Water Heater, Photovoltaic, or Ventilator Fan	On plot plans indicate location of panels or fan(s). Include manufacturer brochures showing type, dimensions, & height from roof.
Swimming Pool/Spa/Sauna/ Jacuzzi + Equipment Enclosure (filter & pump sys.)	Select type on application form. On plot plans indicate locations of pool/etc., equipment enclosure, and distance from property lines. On cross section drawings indicate the depth and dimensions of pool/etc. and equipment enclosure with color and materials used. If walls/fences/gates exist, indicate on plans. If they do not exist, check off on application form and follow guidance above for Fences/Walls and Gates. Gates are required to be self-locking with fence/wall at least 4'-5" in height.
Vent: Non-Solar Attic, Shingle, or Appliance	On plot plans indicate location. Provide manufacturer brochures showing dimensions, design, & height on roof or depth on side of house.
Water Feature	Select type on application form. On plot plans indicate location & distance from property lines. Provide manufacturer brochures showing dimensions, side/cross section drawing showing depths of water, height, and design of structure.
Window Replacement	On plot plans indicate location of windows. On separate page(s) indicate dimensions, design, and type.
Window Replacement with Colored Glass	On plot plans indicate location of windows. On separate page(s) indicate dimensions, design, and type. If windows are colored or tinted, provide specifications of solar value for Exterior Visible Light Reflectance. Sample of glass may be required if product is new.
Window, Grille	On plot plans indicate location, dimensions, design, and color.
Window Tinting	<b>NO PLOT PLANS REQUIRED.</b> Provide manufacturer specifications indicating solar values by percentage: solar absorbance, exterior visible light reflectance, and shading coefficient. Provide a sample of window tint.