

Design Committee Application Form



Mililani Town Association
 95-303 Kaloapau Street
 Mililani Town, HI 96789
 Phone (808) 623-7300

Legal Owner _____

Property Address _____ Home Ph _____ Work 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.

Submit One (1) Application & Two (2) Copies each of the following, as applicable:

- 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 (*).

*For Projects not listed below, please specify under **OTHER**.

- | | |
|---|---|
| <input type="checkbox"/> New Home
<input type="checkbox"/> 1 Story Addition/Extension
<input type="checkbox"/> 2nd Story Addition/Extension
<input type="checkbox"/> Air Conditioning ___ Split System ___ Window/Thru Wall
___ Central ___ Solar
<input type="checkbox"/> Awning ___ Metal ___ Retractable ___ Roll Up Blinds
___ Sunshade Retractable (Brochure Required ALL)
<input type="checkbox"/> Balcony, Covered
<input type="checkbox"/> Balcony, Enclosure
<input type="checkbox"/> Brick/Stone Pavers (on sand bed)
<input type="checkbox"/> Camera, Security (Brochure Required)
<input type="checkbox"/> Carport Enclosure/Extension ___ Carport (New-Constructed)
<input type="checkbox"/> Concrete ___ Driveway/Extension ___ Sidewalk ___ Slab ___ Steps
<input type="checkbox"/> Concrete, Replace Existing Asphalt Driveway
<input type="checkbox"/> Concrete, Veneer/Stone Coverings (Brochure Required)
<input type="checkbox"/> Deck ___ with Railings
<input type="checkbox"/> Dog Kennel ___ Chain-Link ___ Constructed (above 30")
<input type="checkbox"/> *Door _____ (Type) (Brochure Required)
<input type="checkbox"/> Fence ___ Metal ___ Vinyl ___ Wood (Color, See Paint)
<input type="checkbox"/> Flagpole
<input type="checkbox"/> Garage (New-Constructed)
<input type="checkbox"/> *Garage Door (Brochure Required)
<input type="checkbox"/> Gates ___ Metal ___ Vinyl ___ Wood (Color, See Paint)
<input type="checkbox"/> Gutters with Downspouts
<input type="checkbox"/> Lanai, Covered
<input type="checkbox"/> Lanai, Enclosure
<input type="checkbox"/> Light Fixtures (Exterior) ___ Decorative ___ Motion/Security
<input type="checkbox"/> LPG (Liquid Petroleum Gas) Tank
<input type="checkbox"/> *Paint Exterior: Semi-Gloss, Satin, Flat, Low Lustre, Soft Gloss finish only. Provide Color Samples (min. 2"x2" paper-type sample only) and fill in color name below:
Paint Scheme Number _____
House Wall Color _____
House Trim Color _____
House Accent Color _____ | <input type="checkbox"/> Play Equipment (Permanent) ___ Permanent Basketball Hoop
<input type="checkbox"/> Pool, Swimming ___ In ground ___ Above ground
<input type="checkbox"/> Roof Eave Extension
<input type="checkbox"/> *Roofing, FLAT , Manufacturer _____
Type _____ Color _____
<input type="checkbox"/> *Roofing, PITCHED , Manufacturer _____
Type _____ Color _____
<input type="checkbox"/> Shed, Storage, Constructed
<input type="checkbox"/> Shed, Storage, Pre-Fabricated ___ Metal ___ Plastic Resin
Color _____
<input type="checkbox"/> *Siding ___ Horizontal ___ Vertical (Provide Fill-In Form)
<input type="checkbox"/> Skylight (Brochure Required)
<input type="checkbox"/> Solar Devices: ___ Water Heater ___ Photovoltaic
<input type="checkbox"/> Spa/Sauna ___ In Ground ___ Above Ground
<input type="checkbox"/> Structures: ___ Greenhouse ___ Gazebo ___ Trellis
<input type="checkbox"/> Synthetic (Artificial) Turf
<input type="checkbox"/> Vents, Appliance, Gable, Solar/Non-Solar Attic (Brochure Required)
<input type="checkbox"/> Walkway, Covered
<input type="checkbox"/> Walls ___ CMU Hollow Tile ___ CRM Moss Rock ___ Retaining
Other _____
<input type="checkbox"/> Walls (Existing), Veneer/Stone Coverings (Brochure Required)
<input type="checkbox"/> Water Feature ___ Koi Pond ___ Fountain
<input type="checkbox"/> Window Grilles
<input type="checkbox"/> Window Replacement ___ *All New ___ Partial (Plot Plan Required)
<input type="checkbox"/> *Window Tinting (Manufacturer's Specifications and Sample Required)
<input type="checkbox"/> Other _____ |
|---|---|

*Concrete color must follow specific guidelines under "Concrete" on Page 2.

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 opinion or ratification of quality or soundness of the plans 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. **ANY PROJECT THAT IS STARTED OR COMPLETED PRIOR TO APPROVAL FROM THE DESIGN COMMITTEE WILL BE CONSIDERED AFTER THE FACT. PROJECT REVIEW MAY TAKE UP TO THIRTY (30) DAYS.**

Owner's Signature _____ **Date** _____

If you wish to have someone else pick up the processed application, please authorize by indicating their name and phone number below.

Name of authorized person _____ **Phone #** _____

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

Date Submitted _____ **Mail** _____ **Pick-Up** _____ **Rec'd By** _____ *LARGE PLANS WILL NOT BE MAILED, PICK-UP REQUIRED*

Project Reference # _____ Special Provisions: CPR PDH ZLL SA CL PL

___ APPROVED: Expiration Date: _____ ATF _____

___ DISAPPROVED: Please see the letter provided for explanation.

Authorized Signature _____ Date _____

Type of Improvement	Provide TWO SETS OF PLOT PLANS with additional information as noted below. Please refer to Design Committee Rules for guidance.
New Home	Provide architectural drawings. Include on application form paint colors, roofing materials, concrete work, vents, and any additional improvements.
Addition, Extension, or Structure**	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 & NEW roofing materials on application form. **For example, Types of Addition or Extension: 1-Story Single/Multiple Room, 2 nd Story/Extension, Accessory Structure, Balcony-Covered/Enclosed, Carport Enclosure/ Extension, Carport (New-Constructed), Constructed Shed, Covered Walkway, Deck, Equipment Enclosure, Garage (New-Constructed), Gazebo, Greenhouse, Lanai-Covered/Enclosed, Roof Eave Extension, Trellis.
Air Conditioning	Select type on application form. On plot plans indicate location.
Awning/Blinds/Sunshade	Select type on application form. On plot plans indicate location. Provide manufacturer brochures showing type, style, dimensions, and color.
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. Replace Existing Asphalt Driveway: Indicate location of existing driveway on plot plans. Stone/Veneer Coverings over Existing Concrete Paint: Indicate location on plot plans. Provide colored manufacturer brochures of color/design, MUST BE CONCRETE PAINT AND THE CONCRETE FINISH MUST BE FLAT IN NATURE WITH NO GLOSSY SEAL. Colors must blend with overall color scheme of property and match MTA Color Board.
Dog Kennel or Dog House	Dog Kennel: On plot plans indicate location, dimensions, color, & material used. (A dog kennel is required to be shielded from view with a wall/fence/hedge.) Dog House: On plot plans, indicate location, dimensions, color, & material used. For roofing provide manufacturer name and color of materials to be used. Refer to the MTA Roofing Materials List on the website.
Door	NO PLOT PLANS REQUIRED. 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.). Stone/Veneer Coverings: 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	NO PLOT PLANS REQUIRED. Provide manufacturer brochures showing: type, model, window style, dimensions, and color.
Gate	On plot plans, indicate location, dimensions, material used, and color. 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. Note: Color must match the surface that it is mounted on.
Light Fixtures, exterior	Select type on application form. On plot plans indicate location along with manufacturer brochure showing design and type. 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	NO PLOT PLANS REQUIRED. Verify compatibility of color samples with MTA Approved Color Board located at some Recreation Centers and MTA Admin. Office. Indicate color scheme number and/or color names on application form, and provide color samples with a minimum size of 2" x 2". Only paper-type samples will be accepted. Wood, vinyl, metal, or computer generated samples will not be accepted.
Play Equipment/Permanent Basketball Hoop	On plot plans indicate location, dimensions and distance from front, rear, side property lines. Include manufacturer brochures showing design, dimensions, color and how the equipment is anchored to the ground. For the mounted basketball hoop, provide a plot plan showing the location of the basketball hoop.
Roofing: Pitched or Flat Roof Coating (Flat only)	NO PLOT PLANS REQUIRED. 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 and manufacturer brochure for review. Metal roofing will require a letter from the manufacturer stating the roofing color has been muted with no gloss finish.
Shed, Storage (Prefabricated)	On plot plans indicate location & distance from property lines. Provide drawing or picture showing design, material, dimensions, and color. For CONSTRUCTED STORAGE SHED, please see Addition, Extension, or Structure for documents needed.
Siding Replacement	NO PLOT PLANS REQUIRED. Select Type on application form, and provide two copies of Siding Fill In Form, found on the website or available at the Admin. Office. Provide finished elevation drawings for facades, i.e., partial application of siding, mix of directional siding, adding a different siding style or veneers, showing how the project will look when complete. Trim colors in conjunction with siding and/or veneer shall also be submitted for approval. Material samples or brochures indicating specifications shall accompany all applications for approval of sidings and veneers.
Skylight	On plot plans indicate location. Provide manufacturer brochures showing dimensions, materials, design, and height on roof.
Solar: Water Heater, Photovoltaic, Air Conditioner	On plot plans indicate location of panels or fan(s). Include manufacturer brochures showing type, dimensions, & height from roof. Please provide battery location and specifications if applicable.
Synthetic (Artificial) Turf	On plot plan indicate location of where turf will be installed. Include manufacturer brochure, how turf will be installed and sample of turf.
Swimming Pool/Spa/Sauna/Jacuzzi + Equipment Enclosure (filter & pump sys.)	Select type on application form. On plot plans indicate location and distance to property lines. On cross section drawings indicate the depth and dimensions. Indicate on plans all walls/fences which are required and must be at least 4-1/2 feet high. Gates are required, be at least 4-1/2 feet high, and be self-locking. Equipment Enclosure: follow directions as indicated under 'Addition, Extension or Structure' above.
Vent: Appliance, Gable, Solar/Non-Solar Attic	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, Grille	On plot plans indicate location, dimensions, design, and color.
Window Replacement	All Windows: NO PLOT PLANS REQUIRED. On separate page(s) indicate dimensions, design, and type. Partial Number of Windows: On plot plans show location of new windows. On separate page(s) indicate dimensions, design, and type.
Window Replacement with Colored Glass	Follow requirements for Window Replacement above. In addition, provide manufacturer specifications of solar value for Exterior Visible Light Reflectance.
Window Tinting	NO PLOT PLANS REQUIRED. Provide manufacturer specifications and sample indicating solar values by percentage: solar absorbance, exterior visible light reflectance, and shading coefficient.