

# WEST MOLOKAI ASSOCIATION (WMA)

## DESIGN REVIEW SUBMISSION CHECK LIST AND AGREEMENT

In an effort to assist valid eligible property owners (“Owners”) within the West Molokai Association (“WMA”) in the development or enhancement of their properties, and in accordance with the design review and build guidelines, found within the WMA Declaration of Covenants, Condition, Restrictions (“DCCRs”), the Board of Directors of WMA has adopted certain policy and procedures for the design and build review process (“Policy-Process”). More specific information can be found on the WMA website, [www.WMAhome.org](http://www.WMAhome.org).

The Submission Checklist and Agreement should be used with all the initial submissions to the WMA in conjunction with minor, offsite or major submissions.

Date of Expected Submission: \_\_\_\_\_

Date of Anticipated Commencement of Improvement(s): \_\_\_\_\_

Unit/Lot Identification: \_\_\_\_\_ Specific Community Name: \_\_\_\_\_ TMK: \_\_\_\_\_

**Owner:** \_\_\_\_\_

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

Owner Contact Ph. Numbers: \_\_\_\_\_ Alternative: \_\_\_\_\_ efax/fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

### Primary Third Party Contact Ph. Numbers

Architect: \_\_\_\_\_ efax/fax: \_\_\_\_\_

General Contractor: \_\_\_\_\_ efax/fax: \_\_\_\_\_

### Brief Improvement

Description: \_\_\_\_\_

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All drawings submitted for your office preliminary and final submission on major submission types must be standard architectural scale drawings of 24" by 36" in size. Your WMA submission plans and/or drawings must be consistent with those submitted to applicable municipal agencies for approval(s).

**Building Plan Summary:** (Complete all applicable sections)

Existing Grade: \_\_\_\_\_ Finish Floor Grade: \_\_\_\_\_

Square Footage of: (1) Living Area \_\_\_\_\_ (2) Lanai(s) \_\_\_\_\_ (3) Garage: \_\_\_\_\_  
(4) Other: \_\_\_\_\_ (Please Specify): \_\_\_\_\_

[ ] Single Story [ ] Double Story [ ] Other Max Building Height: \_\_\_\_\_ Roof Pitch: \_\_\_\_\_

Architectural Style: \_\_\_\_\_ Color Scheme: \_\_\_\_\_

Garage: [ ] yes [ ] no Number of Car(s): \_\_\_\_\_ Roof Material: \_\_\_\_\_

Landscape Plan included: [ ] yes [ ] no

Plot Plan included: [ ] yes [ ] no

Floor Plan included: [ ] yes [ ] no

Topographic Plan included: [ ] yes [ ] no

**Do Plans conform to DCC&R's and Design Rules:**

- One single-family residence with minimum area 1,200sf: [ ] yes [ ] no
- One guesthouse or caretaker's residence with maximum 1,000sf: [ ] yes [ ] no
- Maximum building height of 2 story residence less than 30lf: [ ] yes [ ] no
- Mechanical equipment concealed from view; [ ] yes [ ] no
- Minimum one enclosed parking space plus off street parking for 2 vehicles: [ ] yes [ ] no
- All roof pitches should be between 3:12 and 12:12 : [ ] yes [ ] no
- Waste Containers to be screened: [ ] yes [ ] no
- Construction should be commenced within one (1) year of WMA Submission Approval Date

**Please Note:**

- Camping with not be permitted on any parcel
- Mobile home, travel trailer, truck, house trailers boats or similar facilities may not be placed upon any parcel except for their storage
- Temporary structures may be approved by the WMA for special events
- No dwelling shall be occupied until it has been given certificate of occupancy by the local governmental agencies
- Shipping containers and other temporary storage structures must be removed at the end of the 12 month period if construction has not commenced and they must be removed at the end of construction

Minor and Offsite submission (as further defined within the Policy-Process found within the WMA website) requires an initial application fee of \$150.00.

Major submission (as further defined within the Policy-Process found within the WMA website) requires an initial application fee of \$500.00.

Your initial submittal and applicable application fee, payable to WMA, must be sent to:

**Riecke Sunland Kono Architects, Ltd.**

33 Lono Ave., Suite 200

Kahului HI 96732.

**AGREEMENT:**

The undersigned Owner hereby agrees to: comply with the WMA DCCR's and all other requirements within the Policy- Process and/or conditions which may be required for approval of the Owners submittal; authorizes WMA to retain professional services, at their own discretion, to assist in the review and approval process at the Owners sole expense; agrees that until final approval and inspection of the completed project has been performed by the WMA, the WMA, or its duly appointed representative, is granted the right to enter the subject property at any time with reasonable notice to the Owner for inspection purposes; understands that approvals issued by the WMA are in no way a representation on the part of WMA that the purposed construction or alteration is in conformance with all applicable governmental codes, restrictions or other requirements and should not be construed by the Owner, or Owners representatives, as a claim on the part of the WMA regarding the quality, structural integrity or soundness of the work which has been approved.

**Agreed to:**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)