



Princeville *at Hanalei* Community Association

Enhancing the Quality of Life and Princeville Experience for its Members
Community Design Committee

EXTERIOR CHANGE REQUEST

Owner's Name(s) _____

Owner's Address _____ Lot# _____

Cell Phone _____ Email Address _____

Please check each change or improvement you are requesting. Attach a separate page if more information is appropriate or you want to provide a scale drawing or picture.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Air Conditioning Unit | <input type="checkbox"/> Fence | <input type="checkbox"/> Propane Tank | <input type="checkbox"/> Solar Water Heater |
| <input type="checkbox"/> Basketball Goal | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Spa |
| <input type="checkbox"/> Deck/Lanai | <input type="checkbox"/> Landscape Change | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Pond/Fountain | <input type="checkbox"/> Solar Photovoltaic | <input type="checkbox"/> Window/Door Change |

☐ Other/Description: _____

Estimated start and completion dates: _____

Contractor's name and contact information (if applicable): _____

The Design Committee Administrator will contact you to arrange a site visit. Requests conforming to all guidelines are generally voted on within one month. Do not commence any work until you receive a written approval from the CDC.

PLEASE COMPLY WITH THESE SUBMITTAL REQUIREMENTS TO PREVENT UNWANTED DELAYS

1. Submit a plat map of your lot with the building envelope denoted as well as the outlined location of your home within the building envelope. Also include the exact location of the improvement as it relates to the location of your home. The site survey must indicate all setbacks.
2. Submit a drainage plan if the project includes grading, excavating or removal of dirt.
3. Submit pictures of the area where the exterior change will occur.
4. Landscape drawings from outside contractors must include all proposed plant locations, types and sizes and setback lines.
5. Tree removal: Submit a survey plat or photograph showing location of all trees to be removed. Also, please mark each tree with landscape paint, tape or ribbon to facilitate on site identification.

6. Please be prepared to provide samples and representations of materials and/or color changes related to hardscaping. Also submit all specification sheets for any equipment to be installed, windows, a/c, solar etc.
7. **Fees:** For basic changes, no review fee or deposit is required. If the request needs a variance or is of a new material type, an extended review may be necessary and will carry a small fee.
8. The homeowner(s) must sign and date this request form.

For your protection, it is advised that you secure evidence of workers compensation, general liability and any other insurance as it pertains to your project.

I do, by my signature, understand and agree to the following:

- ◆ **That I have read and understand the CDC Rules relating to the project I am applying for.**
- ◆ That I assume total responsibility for the upkeep and maintenance of all modifications made to the above address. That during construction the area will remain free of debris and will not create a hazard or unsightly condition for other residents. I also acknowledge that obtaining insurance (if applicable) for the improvement is my responsibility.
- ◆ That I grant permission to PHCA/CDC members to visit my property to review and/or inspect the modification as might be needed, including a project completion review. I understand that the PHCA reserves the right to request additional information to clarify this application.
- ◆ That I accept total responsibility for any damage to person or property that may be caused by this modification.
- ◆ That there will be penalties and/or fines for not adhering to the CDC Rules regarding the project, the installation of any improvement, change from the approved plan or removal of any tree or object prior to written approval.
- ◆ That the PHCA Board reserves the right to require removal or repair of the modification at my own expense if:
 - The modification is not constructed or installed as per the specifications submitted for approval with this form; or
 - The modification is not maintained in a safe condition.
- ◆ The Community Design Committee is not responsible for determining compliance with federal, state and/or county guidelines. All of which are the responsibility of the applicant. It is also the responsibility of the applicant to check with the local building department from which, if any, permits are necessary for their improvement(s), as well as to ensure that the improvement(s) do not impact existing easements or extend outside setback lines of the property.

Date: _____

Homeowner's Signature

Homeowner's Name

Scan and email this completed request form along with your plot plan and other required documents to: cdc@pcaonline.org or mail them to the address below.