

**Princeville Community Association's
Community Design Committee [CDC]**

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CDC-1 SINGLE FAMILY APPLICATION INSTRUCTIONS

The entire review process is in place to help preserve and enhance property values in Princeville. Your property is subject to the Protective Covenants of the Princeville at Hanalei Community Association, of which the Community Design Committee [CDC] is a part. A copy of these Covenants and the CDC Architectural Rules are available at our office or on our website. You and your architect should familiarize yourselves with these documents, which are used as criteria in determining the acceptability of plans for construction in Princeville.

The building process involves three stages. They are Design Review, Construction and Final Inspection. The design review of the CDC determines acceptable construction for the site. During construction the Administrator and/or CDC Assistant periodically inspect job sites to verify that construction is progressing according to approved plans. After completion, please contact the Administrator for a Final Inspection of construction and landscape as per approved plans for the release of the refundable performance deposit, if appropriate.

I. DESIGN REVIEW PROCESS

GENERAL INFORMATION

The Community Design Committee [CDC] endeavors to meet every middle Tuesday of each month. **Deadline for submission of plans/documents is one week (Monday by Noon) prior to the scheduled CDC meeting dates.** Consultation with the Administrator is available by appointment. The submission of plans and applications should be made at the Princeville at Hanalei Community Association/CDC offices located in the PHCA Community Center at Prince Albert Park or by mail at the address above. The procedures and materials required to initiate and complete the CDC review of plans is also described in the CDC Rules. At least three submittals; Conceptual, Preliminary and Final are typically required. Inquiries may be made to the CDC at 826-6687.

CONCEPTUAL REVIEW AND APPROVAL

For Conceptual review, the Owner and/or Architect is to submit a Conceptual Review Application form, checklist, the required drawings and other listed items on the form one week prior (Noon Monday) to the CDC meeting. The Conceptual Review Information and Application Checklist are available for the Owner/Architect's use at the CDC office. This checklist is required with the Conceptual submission. As a matter of policy, a discussion of Rules, procedures and drawings pertinent to Conceptual submission may take place between the intended applicant and the Administrator at an appointed consultation or by phone. Payment of fees/deposits are not required at this time. The Owner's architect or the architect's associate is required to contact the CDC office to be scheduled for the presentation of the Conceptual Plans to the Committee at their meeting. Once Conceptual plans are reviewed, the CDC will advise whether the Owner is authorized to proceed to Preliminary submission or, if not, the matters that need to be resolved.

PRELIMINARY REVIEW AND APPROVAL

After conceptual plans are accepted, but prior to preparing detailed working/construction drawings for a proposed project, the Owner shall submit to the CDC by plans, specifications, material samples, applications, forms, fees and deposit as part of the Preliminary Plan Review submittal one week prior (noon Monday) to the CDC meeting. The Preliminary Plans should be a detailed development of the accepted Conceptual Plans and incorporating any stipulations set forth by the CDC. The Preliminary Review Checklist and Application package are available at the CDC office and are required with Preliminary submittal. Preliminary packets not containing the checklist and all the items listed on the checklist will be deemed incomplete and not ready for review. Once Preliminary plans are reviewed, the CDC will advise whether the Owner is authorized to proceed for Final submission or, if not, the matters that need to be resolved.

FINAL REVIEW AND APPROVAL

After preliminary plans are accepted, but prior to commencing any work at the site, and prior to the submittal of plans to the County of Kaua'i for building permits; the Owner shall submit to the CDC the required plans and specifications as part of the Final Plan Review. The Final Plans are to be a completed development of the approved Preliminary Plans, specifications, materials, finishes and incorporating any stipulations set forth by the CDC. The Final Submittal and Application Checklist are available at the CDC office and are part of the required Final submittal packet. Packets not containing the checklist and all the items listed in the checklist will be deemed incomplete and not ready for review.

After Final review by the Committee and if the Committee determines that the submission conforms to all requirements and conditions, Final Approval will be given in a written letter to the Owner with a copy to the County of Kaua'i Building & Planning Department. Six (6) sets of work/construction plans are to be submitted to the CDC for the CDC Approval stamp. Five (5) sets are returned to the Owner for County permitting. The County Building & Planning Department requires the CDC approval stamp prior to issuing building permits. Final Approval shall expire fifteen (15) months from the date of its issue or as determined by the CDC based on the scope of work and shall be effective only for the benefit of the Owner to whom it is granted. If construction is not started before expiration of approval, resubmission and fees will be required.

II. CONSTRUCTION PROCESS

Toilet facilities are required on each job site during the construction period. Should normal flush facilities not be available on site, the Owner or Contractor must provide portable or temporary facilities that are serviced (pumped and cleaned) on a weekly (minimum) basis, or more frequently if deemed necessary. This facility must be ready for service before work activity begins. (Rules, Pg.34, D)

Dumpster for construction debris may be required at the advise of the Facilitator. In all contracts for construction of improvements, the Owner of the lot or property is responsible to insure that the job site is kept clean and there is provision for the proper removal and disposal of trash, grubbed material, debris and other refuse material, at a minimum of twice weekly; typically Wednesday and Friday. If a dumpster is required, it shall be emptied in a timely manner. Construction materials/debris/trash shall not be placed on any other lot or property. The Owner is responsible for keeping all common areas and adjoining properties free of all debris during construction. It is the Owner's responsibility if any damage occurs during this time by not complying with these regulations. (Rules, Pg.33, D)

Dust Fences are required to be installed (as many as deemed necessary) of appropriate length and height to help contain dust and flying debris from neighboring properties prior to the start of any work. The fence(s) are to be of industry standard material and be placed within the construction property lines and are to be removed from the site prior to the Final Inspection. Dirt piles/mounds are to be kept securely covered and within the confines of the job site. The Owner is responsible for contacting the Administrator and setting up an appointment to meet at the job site to determine the best location and number of dust fences needed. (Rules, Pg.32, D)

Parking of construction vehicles must be confined to the job site, and if necessary to the road shoulder fronting the job site during working hours. Using a vacant lot without the prior written consent of the Owner of that lot and a permit from the CDC is an infringement of that Owner's property rights, and is considered trespassing, and any damage to the lot is considered destruction of private property. Contact the CDC for a parking permission form and help in obtaining written permission from the Owner of the vacant lot; if needed for parking. (Rules, Pg.35, E)

During construction, the Administrator and/or CDC Assistant will inspect the building site as necessary per the Construction Agreement. Any deviation from approved plans will not be permitted without the prior approval of the CDC. For additional information about construction regulations, the CDC Rules, Construction Rules and Hours and List of recognized Holidays are available at the PHCA/CDC offices.

Note: Monies withheld from the Refundable Construction and Compliance Deposit due to the lack of dust fence(s), violations of construction rules and/or parking violations will not under any circumstances be returned to the Owner.

III. FINAL INSPECTION PROCESS AND REFUNDABLE DEPOSIT

All earth and fill material under a concrete slab or under the footings for a raised wood floor is required to be chemically treated for subterranean termites by a licensed termite control company, and shall be warranted in writing by the licensed pest control company against subterranean termite infestation for a period of three (3) years. Prior to scheduling the Final Inspection, a copy of the warranty shall be submitted to the CDC. The Refundable Performance Deposit will not be returned without receipt of the written warranty.

Upon completion of the building construction and landscaping, a Final Inspection will be made by the Administrator and / or Assistant, at which time the completed construction and landscape will be examined in comparison to the approved plans. If construction, landscaping and the CDC Final Inspection are completed within the allotted fifteen (15) month construction time period or time period determined by the CDC based on the scope of work, the Refundable Performance Deposit (less any violation penalty fees, if incurred) will be returned to the Owner. It is the Owner's responsibility to schedule a Final Inspection with the Facilitator early enough to allow for the possibility that the inspection will identify items that need to be corrected and/or completed. Any additional work and the repeat Final Inspection must be completed during the fifteen (15) month period, unless a time-extension is granted by the CDC Administrator.

When construction and landscape is completed per approved plans, and the Final Inspection is done, the property will then be transferred from the CDC to the Princeville at Hanalei Community Association.

The undersigned Owner(s) has reviewed and hereby agrees to the foregoing information:

Owner(s) Signature

Date