

Princeville Community Association's Community Design Committee [CDC]

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SF - CONCEPTUAL REVIEW INFORMATION AND APPLICATION

1. Introduction

Pursuant to the Protective Covenants, Article IV, Section 5, the CDC may adopt, amend and repeal by majority vote, rules and regulations known as the Community Design Committee Rules. Effective February 06, 2002, the CDC has amended and adopted rules and regulations regarding plan submittals to the CDC as follows:

- ✍ Prior to submitting Preliminary Plans for a project, the Owner is to submit a Conceptual Review Information Form, Checklist and the required drawings and other requirements as listed.
- ✍ The CDC will review the submittal based on compliance with the Protective Covenants and the CDC Rules.

2. Application Process

The CDC endeavors to meet every second and fourth Tuesday of the month; meeting cancellations will be posted.

By noon on Monday of the week prior to the meeting (**7 business days prior to the meeting**) the Owner's architect is to submit all the necessary materials and should schedule a time for his/her presentation at the Committee meeting.

Without exception, submittals received after the noon deadline will be held for review until the meeting following the next scheduled meeting.

The following enclosed information form and checklist must be completed per the instructions and returned to the CDC with the drawings packet.

Submittals not containing the information form, checklist, along with all the other items listed will be deemed incomplete and not ready for review. Review will not begin until the submittal packet is determined by the CDC or its representative to be complete.

3. Conceptual Review Procedure

The CDC will review the plans with the architect for compliance with the Restrictive Covenants and CDC Rules, including but not limited to the following:

- ✍ Siting and orientation of house structure
- ✍ Setback lines and height restriction
- ✍ Building shape and style
- ✍ Roofline and form
- ✍ Architectural design and style, including general type of exterior materials and colors
- ✍ Garage, driveway and entry arrangement
- ✍ Potential drainage and grading effects

SF - CONCEPTUAL REVIEW INFORMATION and CHECKLIST FORMS

Date: _____

Unit: _____, Increment _____, Lot _____

TMK: _____

Building Site Street Address: _____

Owner: _____

Mailing Address: _____

E-mail Address: _____

Phone and Cell Numbers: _____

Architect: _____

Mailing Address: _____

E-mail Address: _____

Phone and Cell Numbers: _____

Fax Number: _____

BUILDING PLAN SUMMARY *(Complete all applicable sections)*

Existing Grade: _____ Finish Floor Elevation: _____

Architectural Style: _____

Single-story Two-story Other *(Please specify)*

Proposed Max. Building Height *(Measured from natural grade at entry)*: _____

Lot Size: _____

Approximate Percentage of Building/Lot Coverage: _____

Approximate Square Footage of:

First Floor Living Area: _____

First Floor Lanais Under Roof: _____

Other First Floor Lanais: _____

Second Floor Living Area: _____

Second Floor Lanais Under Roof: _____

Other Second Floor Lanais: _____

Second to First Floor Percentage Ratio: _____
(Not to exceed 70% of the First Floor Living Area)

Garage: _____

Other: *(Please specify)* _____

Roof Pitches: _____

Proposed Roof Material & Color: _____

Other Description and/or Information: *(If necessary, please attach another page.)*

The following information is not required but if you have some ideas of what might be used please include the following:

Proposed Exterior Wall Surfaces: _____

Proposed Color of: Ext. Walls: _____ Trim: _____

Other: *(Please specify)* _____

SF - CONCEPTUAL REVIEW CHECKLIST

All items listed below are to be part of the Conceptual review submittal packet. Please go through the list and make certain to check each item. If there is not to be any pool, spa, water feature, AC unit, fences, etc., mark "NA" (Not Applicable) in the space.

This checklist is to be included as part of the submittal.

Packets not containing all the listed items will be deemed incomplete and not ready for review.

Conceptual Review shall consist of, but shall not be limited to the following:

1. The Owner's architect (who must be licensed by the State of Hawai'i) or their associate is to make a presentation to the CDC.

_____ Schedule presentation time with the CDC Facilitator or Assistant

2. Required form to be submitted for Conceptual Review:

_____ Conceptual Review Information Form

_____ Conceptual Review Check List

3. Required drawings to be submitted with the application form include:

Vicinity Map:

_____ Per County Guidelines

Lot Size and Coverage:

_____ Lot dimensions and square footage breakdown of all improvements

Site Plan:

- _____ Site Plan: Minimum Scale of 1/8" = 1'-0" or 1" = 10'
- _____ Site plan must also show the adjacent properties and their existing buildings
- _____ All lots having a grade differential of 3'-0" or greater within the actual building site must have site plans prepared by a licensed engineer or surveyor and show contours at 3'-0" intervals
- _____ North arrow
- _____ Setback dimensions
- _____ Structure(s)
- _____ All proposed improvements and changes to the site
- _____ Potential drainage and grading effects
- _____ Prominent site features
- _____ Fences or garden walls
- _____ Pool, spa and/or water features, along with enclosures or fences
- _____ Pool, spa and/or water feature equipment and enclosures
- _____ Propane tanks and enclosures
- _____ Trash enclosure
- _____ AC units, all other mechanical equipment and enclosures
- _____ Paved areas
- _____ Walkways
- _____ All roofed areas and overhangs
- _____ Principal existing trees or existing landscaping, if any

Floor Plans:

- _____ Minimum scale of 1/4" = 1'.
- _____ Floor plan to show the overall exterior dimensions only
- _____ Rooms are to be labeled and floor elevations indicated
- _____ Include all windows and doors
- _____ Roof plan is **not** to be part of the floor plan

Roof Plan:

- _____ Minimum scale of 1/4" = 1'.
- _____ Roof plan to show exterior building walls in a lighter line weight

Elevation Drawings:

- _____ Minimum scale of 1/4" = 1'
- _____ Shows proposed architectural design and style
- _____ Provide front, side and rear elevations
- _____ Include notes stating general type of exterior materials for body and roof
- _____ Show changes in grade
- _____ Provide dimensions

Perspective Drawings:

- _____ In the case of unusual designs or sloping lots, the Committee may require additional sections or perspective drawings to clarify details of the design, critical elevations or relationship of lot to building and adjoining structures.

4. Other Necessary Submittals:

_____ Photographs: Site, adjacent lots, neighborhood, and other significant features or areas of concern

_____ Two (2) sets of all the aforementioned drawings are to be submitted at the minimum scale indicated

_____ Nine (9) individual ledger (11" X 17") or larger size packets of the aforementioned materials (reduced but must be clearly legible)

5. Notes:

After such review the Committee will advise the Owner in writing whether he/she is authorized to proceed for Preliminary Review. A comment letter indicating approval or denial will be sent to the Owner within thirty (30) days.

In the event that Conceptual Approval is denied, the objections shall be outlined and explained in the aforementioned letter. The Owner and/or his/her architect should call the Facilitator if there are any questions regarding the denial.

In cases where approval of the Conceptual drawings is contingent upon conformance with certain recommendations, requirements or corrections, a revised set of Conceptual Plans must be submitted to the CDC for approval prior to proceeding with Preliminary Plans.