

**NAPILI VILLAS AOA  
ARCHITECTURAL SUBMISSION / APPLICATION FORM**

Owner (Applicant): \_\_\_\_\_ Phone # \_\_\_\_\_

Property Address: \_\_\_\_\_ E mail Address \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Contractor Name: \_\_\_\_\_ License # \_\_\_\_\_ **Attach Insurance Info**

Contractor Phone: \_\_\_\_\_ Contractor Email \_\_\_\_\_

Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Project End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MODIFICATION OR ADDITION REQUESTING:**

- Detached Structure / Building     Solar Screens     Shed     Fence     Exterior Modifications
- New Construction     Landscaping     Paint     Ornamentation     Play Equipment
- Patio / Arbor / Deck     Retaining Wall     Pool / Spa     Satellite Dish     Roof     AC Installation
- Storm Drain     Other: \_\_\_\_\_

**Description of and Reason for Request:** \_\_\_\_\_

Is this request in response to a violation letter we sent you?                       Yes     No

Please make sure you have attached / included all the following information:

- A completed Submission Form (**including signature below the Owner Acknowledgement notice on the next page**).
- A description of the project, including height, width and depth, roofing materials, colors, etc.
- A completed materials list of the project, including paint sample and / or stain color.
- A picture or drawing of the intended / existing project (sketches, clippings, catalog, illustrations and other data).
- A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures).

**Please send your request to:**

**Quam Properties Hawaii  
5095 Napilihau Street Suite #  
202 Lahaina, HI 96761  
Attention: Jim Cribben  
[Jim@QuamProperties.com](mailto:Jim@QuamProperties.com)**

**Phone 808-665-1315  
Fax: 808-665-1319**

**For Office Use Only:**

Date Submission Received: \_\_\_\_\_

APPROVED     APPROVED WITH STIPULATIONS     DENIED     DENIED-INSUFFICIENT DATA

Stipulations / Comments / Suggestions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNERS ACKNOWLEDGEMENT:

I understand:

That no work on this request shall commence until I have received approval of the Design Review Committee (DRC). Any construction or alteration to the subject property prior to the approval of the Design Review Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE.

If I refuse to do so and the AOA/HOA incurs any legal fees related to my construction and/ or application, I will reimburse the AOA/HOA for all such legal expenses incurred.

That any approval is contingent upon construction or alterations being completed in a neat and orderly manner. That there are architectural requirements covered by the Covenants and the board review process established by the Board of Directors.

All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge. That any variation from the original application must be resubmitted for approval. That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions, and Restrictions for the AOA/HOA.

This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.

*The Builder / Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee review, comments, and /or approvals do not relieve the Builder / Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder / Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.*

*It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the DR Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee. The Design Review Committee has permission to enter the property to make inspections, as they deem necessary.

**Owner / Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Owner / Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Informational Addendum**

**REVIEW PROCESS** – Your association governing documents stipulate the amount of time the DRC may take to render a decision. However, the DRC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the DRC may request additional information to help clarify your proposal.

**APPLICATION** – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the DRC, Property owners must sign the application. Contractor’s signatures for property owners will not be accepted. **Modifications are not permitted to commence until the modification has been reviewed and approved by the DRC.**

**NOTIFICATION** – All owners will be notified in writing by mail (USPS) once the request has been approved or denied.

**APPEALS** – If your association allows appeals of the DRC decision, Requests must be based on the association documents and timeframes stated by the documents.