

**WAIKOLOA VILLAGE ASSOCIATION**  
**P.O. BOX 383910 WAIKOLOA, HAWAII 96738**  
**ENVIRONMENTAL CONTROL COMMITTEE (ECC): 808-883-8888**  
**WEBSITE: WWW.WAIKOLOA.ORG**

FILE \_\_\_\_\_

EACH WAIKOLOA VILLAGE ASSOCIATION PROPERTY OWNER IS RESPONSIBLE FOR COMPLYING WITH WAIKOLOA VILLAGE ASSOCIATION CC&R's. NO IMPROVEMENT MAY BE CONSTRUCTED WITHOUT PRIOR WRITTEN APPROVAL OF THE COMMITTEE.

- NEW CONSTRUCTION -- \$250.00 FILING FEE AND \$2500.00 REFUNDABLE SECURITY DEPOSIT**       **MODIFICATION TO EXISTING STRUCTURE (NO FEE)**  
 **EXTENSION**     **RE-PAINT**     **FENCING/WALLS**

Application Date: \_\_\_\_\_ SPECIAL NOTES: \_\_\_\_\_  
 Lot Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 \_\_\_\_\_

ECC Use:	Permit Number _____
	Single/Two Story Designation _____
	Fee Received _____
	Deposit Received _____

Total Sq Ft. (include Lanai & Garage) \_\_\_\_\_  
 Living Area Sq Ft \_\_\_\_\_

*Please Note: **ALL** information must be completed, and fees received (if applicable), before the ECC can make a decision.*

<b>OWNER:</b>		<b>CONTRACTOR:</b>	<b>LIC. NO:</b>
	⇐ Address ⇐		
	⇐ Phone ⇐		
<i>I have read and understand the Declaration of Protective Covenants, and the requirements of the Building Application Permit Form (reverse side). I understand that occupancy may not begin until the final ECC occupancy inspection is completed. I also understand that representatives of the ECC may periodically inspect the worksite to ensure compliance with the plans submitted to secure this permit (both Owner and Contractor must sign).</i>			
	⇐ Signature ⇐		

**EXTERIOR MATERIALS AND COLORS**

(Attach color samples for paint and roofing material)

	Foundation	Walls	Trim	Roof	Driveway*	Windows
Color	[Hatched]				[Hatched]	
Type Material	CEMENT				CEMENT	

Initial \_\_\_\_\_ (\*Driveway must extend to pavement)

----- DO NOT WRITE BELOW THIS LINE ----- READ & SIGN THE BACK PAGE -----

Preliminary Approval (Date)		Final Construction Approval (Date)	Final Pre-Occupancy Inspection (Date)
<input type="checkbox"/>	Preliminary Plans with elevations from Grade		<input type="checkbox"/>
<input type="checkbox"/>	Plot Plan with Setbacks shown		<input type="checkbox"/>
<input type="checkbox"/>	Paint and Roofing Color Samples		<input type="checkbox"/>
<input type="checkbox"/>	Landscape Plan (include type, qty. and location of plants)		<input type="checkbox"/>
<input type="checkbox"/>	Grading Plan		<input type="checkbox"/>
	Final County-Approved Plans	<input type="checkbox"/>	<input type="checkbox"/>
	Final County Building Department Sign-off		<input type="checkbox"/>
	⇐ ECC Approval Signatures ⇐		

*Each Waikoloa Village Association property owner is responsible for complying with the Declaration of Protective Covenants and all Association rules and regulations.*

## WAIKOLOA VILLAGE BUILDING & LANDSCAPE REQUIREMENTS FOR NEW & EXISTING STRUCTURES

- A. Please read your copy of the Waikoloa Village Declaration of Protective Covenants and **Both Sides** of this form.
- B. **FEES: (No fees for modifications, painting or fencing/walls)**
1. A \$250 filing fee must accompany this application, unless plans are just "preliminary" sketches
  2. A \$2,500 refundable security deposit must be received before beginning construction to receive permit
    - a. The \$2,500 security deposit will be returned after satisfactory completion of construction, landscaping & Pre-Occupancy Inspection. Any delinquent assessments or charges shall be deducted from the deposit, and the balance (if any) shall be refunded. Please call 883-8888 when the WVA pre-inspection is needed.
  3. Failure to complete all required final construction stages within the 9 months allotment **REQUIRES AN EXTENSION REQUEST, WHICH NEEDS TO BE IN WRITING AND APPROVED BY THE ECC OFFICE. OCCUPANCY prior to inspection will be grounds for forfeiture of your security deposit. Signature: X \_\_\_\_\_**
- C. **BUILDING PROCEDURES CHECKLIST: (Failure to submit all plans required WILL delay the permitting process)**  
Submit your building application (this form) along with the construction plans, the above fees and the following documents:
1. \_\_\_\_\_ Plot Plan. (A plan indicating setbacks, wall or fences (not to exceed 6 ft. high))
  2. \_\_\_\_\_ Topography Plan. (A plan showing elevations on all four sides, with site topography line marked, using street level as reference point)
  3. \_\_\_\_\_ Grading Plan. (Showing existing lot) Work to be done showing finish height of structure and floor level elevations relative to street grade and adjoining lots)
  4. \_\_\_\_\_ Roof and wall texture.
  5. \_\_\_\_\_ Paint color samples for exterior walls and trim
  6. \_\_\_\_\_ Landscaping Plan. (See Item F. Below)
- The ECC committee reviews and permits building applications. THEY ONLY MEET the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month. All inquiries and completed applications must be submitted by noon the prior Wednesday, Attention: ECC.
- D. **GRADING: (Violation fines are \$500 per time) Signature: X \_\_\_\_\_**
1. **NO EQUIPMENT ON LOTS OR GRADING IS ALLOWED TO COMMENCE PRIOR TO ECC APPROVAL**
  2. A Building Permit is required and must be posted throughout entire building process
  3. Sunday grading is NOT permitted
  4. Lot must be watered forty-eight (48) hours before grading and continuously during machine site preparation
  5. Specific written approval must be received prior to importing any additional fill not originally on the property
  6. Property owner is responsible for locating all underground utilities before grading
- E. **CONSTRUCTION: (Violation fines are \$500 per incident - except #1) Signature: X \_\_\_\_\_**
1. Must be completed within nine (9) months after issuance of WVA Building Permit. You **MUST** request an extension, in writing, for any time beyond the nine month period or you will automatically forfeit your security deposit. **Signature X \_\_\_\_\_**
  2. Work cannot begin before 7:00 AM nor continue after 6:00 PM.
  3. No exterior work on Sunday. No other Sunday work allowed which creates noise.
  4. Dust control must be maintained during all construction
  5. All radios and noise to be kept at the lowest possible levels
  6. The WVA & County Permit must be posted at the building site or job may be halted until confirmation is done
  7. A portable toilet facility must be on site during construction
- F. **LANDSCAPING:**
1. Must be started at time of Pre-Occupancy Inspection
  2. Gravel or cinders may comprise not more than 50% of total yard area
  3. It is suggested you use trees and other foliage that will not mature above twenty (20) feet.
  4. Landscape plan must include types, quantities, and location of plants.
- G. **INSPECTION:**
1. ECC representatives will periodically inspect the work site to ensure compliance with plans as submitted
  2. **UPON CONSTRUCTION COMPLETION: a) DO NOT OCCUPY. You will automatically forfeit your security deposit if you occupy your home prior to ECC inspection. Signature: X \_\_\_\_\_**  
**b) Bring in County clearance b) Notify ECC for final inspection c) Once cleared, deposit will be refunded.**

*We have read and agree to abide by the construction conditions stated above. We understand that violations of these procedures can result in fines and/or delay of construction. My initials confirm I have received a copy of this agreement. INITIALS: X \_\_\_\_\_*

\_\_\_\_\_ Date \_\_\_\_\_

**Owner Signature**

\_\_\_\_\_ Date \_\_\_\_\_

**Contractor Signature**