

# Design Committee Application Form



**Mililani Town Association**  
 95-303 Kaloapau Street  
 Mililani Town, HI 96789  
 Phone (808) 623-7300

Legal Owner \_\_\_\_\_

Property Address \_\_\_\_\_ Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_

Mailing Address if Different from above \_\_\_\_\_

**Note:** Members of sub-associations, condominiums, townhouses, planned developments, etc **MUST** obtain written approval from their respective Board of Directors through the property management company and submit it with this completed application.

**Submit One (1) Application & One (1) Copy** each of the following, as applicable:

- A plot plan showing the location of the changes to be made including all easements and property lines.
- Finished elevations with detailed drawings, specifications, colors, and materials used.

**-Application and drawings may be submitted via email at [design@mililanitown.org](mailto:design@mililanitown.org). Physical copies of paint samples are required if not on MTA approved color board.**

\*Plot Plans are **NOT** required for items marked with an asterisk (\*). \*For Projects not listed below, please specify under **OTHER**.

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| <input type="checkbox"/> New Home<br><input type="checkbox"/> 1 Story Addition/Extension<br><input type="checkbox"/> 2nd Story Addition/Extension<br><input type="checkbox"/> Air Conditioning <input type="checkbox"/> Split System <input type="checkbox"/> Window/Thru Wall<br><input type="checkbox"/> Central<br><input type="checkbox"/> Awning <input type="checkbox"/> Metal <input type="checkbox"/> Retractable <input type="checkbox"/> Roll Up Blinds<br><input type="checkbox"/> Sunshade Retractable (Brochure Required ALL)<br><input type="checkbox"/> Balcony, Covered <input type="checkbox"/> Balcony, Enclosure<br><input type="checkbox"/> Brick/Stone Pavers (on sand bed)<br><input type="checkbox"/> Camera, Security (Brochure Required)<br><input type="checkbox"/> Carport Enclosure/Extension <input type="checkbox"/> Carport (New Constructed)<br><input type="checkbox"/> Concrete <input type="checkbox"/> Driveway/Extension <input type="checkbox"/> Sidewalk <input type="checkbox"/> Slab <input type="checkbox"/> Steps<br><input type="checkbox"/> Concrete, Replace Existing Asphalt Driveway<br><input type="checkbox"/> Concrete, Veneer/Stone Coverings (Brochure Required)<br><input type="checkbox"/> Deck <input type="checkbox"/> with Railings<br><input type="checkbox"/> Dog Kennel <input type="checkbox"/> Chain-Link <input type="checkbox"/> Constructed (above 30")<br><input type="checkbox"/> *Door _____ (Type) (Brochure Required)<br><input type="checkbox"/> Fence <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood (Color, See Paint)<br><input type="checkbox"/> Flagpole<br><input type="checkbox"/> Garage (New Constructed)<br><input type="checkbox"/> *Garage Door (Brochure Required)<br><input type="checkbox"/> Gates <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood (Color, See Paint)<br><input type="checkbox"/> Gutters with Downspouts<br><input type="checkbox"/> Lanai, Covered <input type="checkbox"/> Lanai, Enclosure<br><input type="checkbox"/> Light Fixtures (Exterior) <input type="checkbox"/> Decorative <input type="checkbox"/> Motion/Security<br><input type="checkbox"/> LPG (Liquid Petroleum Gas) Tank<br><input type="checkbox"/> *Paint Exterior: Semi-Gloss, Satin, Flat, Low Lustre, Soft Gloss finish only. Provide Color Samples (min. 2"x2" paper-type sample only) and fill in color name below:<br>Paint Scheme Number _____<br>House Wall Color _____<br>House Trim Color _____<br>House Accent Color _____<br>Garage Door Color _____ | <input type="checkbox"/> Play Equipment (Permanent) <input type="checkbox"/> Permanent Basketball Hoop<br><input type="checkbox"/> Pool, Swimming <input type="checkbox"/> In ground <input type="checkbox"/> Above ground<br><input type="checkbox"/> Roof Eave Extension<br><input type="checkbox"/> *Roofing, <b>FLAT</b> , Manufacturer _____<br>Type _____ Color _____<br><input type="checkbox"/> *Roofing, <b>PITCHED</b> , Manufacturer _____<br>Type _____ Color _____<br><input type="checkbox"/> Shed, Storage, Constructed<br><input type="checkbox"/> Shed, Storage, Prefabricated <input type="checkbox"/> Metal <input type="checkbox"/> Plastic Resin<br>Color _____<br><input type="checkbox"/> *Siding <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/> Shake (Provide Fill-In Form)<br><input type="checkbox"/> Skylight (Brochure Required)<br><input type="checkbox"/> Solar Devices: <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Attic Vent <input type="checkbox"/> Photovoltaic <input type="checkbox"/> Water Heater<br><input type="checkbox"/> Spa/Sauna <input type="checkbox"/> In Ground <input type="checkbox"/> Above Ground<br><input type="checkbox"/> Structures: <input type="checkbox"/> Greenhouse <input type="checkbox"/> Gazebo <input type="checkbox"/> Pergola/Trellis<br><input type="checkbox"/> Synthetic (Artificial) Turf<br><input type="checkbox"/> Vents, Appliance, Gable, Non-Solar Attic (Brochure Required)<br><input type="checkbox"/> Walkway, Covered<br><input type="checkbox"/> Walls <input type="checkbox"/> CMU Hollow Tile <input type="checkbox"/> CRM Moss Rock <input type="checkbox"/> Retaining<br>Other _____<br><input type="checkbox"/> Walls (Existing), Veneer/Stone Coverings (Brochure Required)<br><input type="checkbox"/> Water Feature <input type="checkbox"/> Koi Pond <input type="checkbox"/> Fountain<br><input type="checkbox"/> Window Grilles<br><input type="checkbox"/> Window Replacement <input type="checkbox"/> *All New <input type="checkbox"/> Partial (Plot Plan Required)<br><input type="checkbox"/> *Window Tinting (Manufacturer's Specifications and Sample Required)<br><b>Other</b> _____<br>Property Wall Color _____<br>Property Fence Color _____<br>Property Gate(s) Color _____<br>Property Concrete Color _____<br>*Concrete color must follow specific guidelines under "Concrete" on Page 2. |
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**Approval of this application is required before commencing with any construction.** Failure to obtain approval violates the MTA DCC&R and may result in the removal of non-conforming improvements/modifications at the Owner's expense. Approval of this application does not reflect opinion or ratification of quality or soundness of the plans by MTA, its Board of Directors, employees, agent's assignees or members of the Design Committee. All required City and County Building Permits are the responsibility of the owner. **ANY PROJECT THAT IS STARTED OR COMPLETED PRIOR TO APPROVAL FROM THE DESIGN COMMITTEE WILL BE CONSIDERED AFTER THE FACT. PROJECT REVIEW MAY TAKE UP TO THIRTY (30) DAYS.**

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If you wish to have someone else pick up the processed application, please authorize by indicating their name and phone number below.

**Name of authorized person** \_\_\_\_\_ **Phone #** \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

**Date Submitted** \_\_\_\_\_ **Mail** \_\_\_\_\_ **Pick-Up** \_\_\_\_\_ **Rec'd By** \_\_\_\_\_ \*LARGE PLANS WILL NOT BE MAILED, PICK-UP REQUIRED\*

Project Reference # \_\_\_\_\_ Special Provisions: CPR PDH ZLL SA CL PL

APPROVED: Expiration Date: \_\_\_\_\_ ATF \_\_\_\_\_

DISAPPROVED: Please see the letter provided for explanation.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Type of Improvement	Provide ONE SET OF PLANS with additional information as noted below. Please refer to Design Committee Rules for guidance.
New Home	Provide a full set of architectural drawings. Include on application form paint colors, roofing materials, concrete work, vents, and any additional improvements. <b>Please refer to the Design Committee Rules for complete instructions on requirements for submission.</b>
<u>Addition, Extension, or Structure**</u>	On plot plans indicate location and distance from property lines. Provide a full set of architectural drawings, to include finished elevation drawings (all sides, front, & back with building envelope & setback distances) showing what the project looks like completed; cross-section drawings of project; framing drawings with pitch of roof; direction of siding (if different from existing, provide explanation). Select all applicable improvement(s), including <b>NEW</b> paint colors & <b>NEW</b> roofing materials on application form. **For example, Types of Addition or Extension: 1-Story Single/Multiple Room, 2 <sup>nd</sup> Story/Extension, Accessory Structure, Balcony-Covered/Enclosed, Carport Enclosure/ Extension, Carport (New-Constructed), Constructed Shed, Covered Walkway, Deck, Equipment Enclosure, Garage (New-Constructed), Gazebo, Greenhouse, Lanai-Covered/Enclosed, Roof Eave Extension, Trellis. <b>Please refer to the Design Committee Rules for complete instructions on requirements for submission.</b>
Air Conditioning	Select type on application form. On plot plans indicate location.
Awning/Blinds/Sunshade	Select type on application form. On plot plans indicate location. Provide manufacturer brochures showing type, style, dimensions, and color.
Brick/Stone Pavers on Sand Bed	On plot plans, indicate location, dimensions, & material used on plot plans. Provide manufacturer brochures with color(s) and design. Developments have limitations. Provide landscape calculations to show compliance with Design Committee Rule #7.0.
Camera, Security	On plot plans, indicate location. Provide manufacturer brochures showing design, color, and specifications. For cameras with lights, the lights will need to be positioned downward and inward toward the structure to ensure no light illuminates beyond the property boundaries.
Concrete - Different Types - Replace Existing Driveway - Stone/Veneer Coverings	<b>Different Types:</b> Select Type on application form. On plot plans indicate location & dimensions. Provide calculations to meet Greenscape requirement. <b>Replace Existing Asphalt Driveway:</b> Indicate location of existing driveway on plot plans. <b>Stone/Veneer Coverings over Existing Concrete Paint:</b> Indicate location on plot plans. Provide colored manufacturer brochures of color/design, <b>MUST BE CONCRETE PAINT AND THE CONCRETE FINISH MUST BE FLAT IN NATURE WITH NO GLOSSY SEAL.</b> Colors must blend with overall color scheme of property and match MTA Color Board. Provide landscape calculations to show compliance with Design Committee Rule #7.0.
Dog Kennel or Doghouse	<b>Dog Kennel:</b> On plot plans indicate location, dimensions, color, & material used. (A dog kennel is required to be shielded from view with a wall/fence/hedge.) <b>Doghouse:</b> On plot plans, indicate location, dimensions, color, & material used. For roofing provide manufacturer name and color of materials to be used. Refer to the MTA Roofing Materials List on the website.
Door	<b>NO PLOT PLANS REQUIRED.</b> Provide manufacturer brochures showing design, color, and dimensions. If door is located other than over the front door, then indicate location (left side, right side, or rear area).
Fence/Wall Veneer/Stone Coverings	Select type on application form. On plot plans indicate location and dimensions. On separate drawings, indicate on the plans the location, heights, and types of material of any existing walls and/or fences on adjacent properties, provide finished elevation drawings of what the project will look like when completed; cross-section drawings showing footings, and existing and finished grades on both sides; material used, stucco/painted (sample required); Castle & Cooke Fence & Wall Guidelines; and anything special about the lot (sightlines for corner houses, zero lot line, house in development under sub-association/CPR (condominium property rules), PDH, etc.). <b>Stone/Veneer Coverings:</b> Indicate location on plot plans. Provide colored brochures of color/design to blend with color scheme of property & match MTA Color Board. Please note that the wall coating must be a concrete paint and the finish must be flat in nature with no glossy seal.
Flagpole	On plot plans indicate location, setback distances to each side, rear, and front property lines; dimensions, color, and material used. Provide manufacturer specifications showing how anchored in ground and design.
Garage Door	<b>NO PLOT PLANS REQUIRED.</b> Provide manufacturer brochures showing type, model, window style, dimensions, and color. Please note that the garage door color must match the color scheme (body or trim color) of the property.
Gate	On plot plans, indicate location, dimensions, material used, and color, along with all existing conditions and heights. Provide drawings of design, and whether the gate post(s) are stand alone or attached to a wall/fence. If wall/fence is owned by neighbor, include Letter of Agreement.
Gutters with Downspouts	On plot plans, indicate location of downspouts. <b>Note: Color must match the surface that it is mounted on.</b>
Light Fixtures, exterior	Select type on application form. On plot plans indicate location along with manufacturer brochure showing design and type. Exterior light fixtures located on the garage and entrance areas may only be 'carriage style' fixtures with the light source concealed using smoked or obscure glass. Exterior light fixtures shall be mounted under the roof eaves unless otherwise approved by the Design Committee. Please note that the lights will need to be positioned downward and inward toward the structure to ensure no light illuminates beyond the property boundaries.
Liquid Petroleum Gas (LPG) Tank	On plot plans indicate location on concrete slab, number of tanks, and solid walls surrounding location. If slab and walls do not exist, then check off these improvements in addition to tank and follow directions above for Fences/Walls.
Paint	<b>NO PLOT PLANS REQUIRED.</b> Verify compatibility of color samples with MTA Approved Color Board located at some Recreation Centers and MTA Admin. Office. Indicate color scheme number and/or color names on application form and provide color samples with a minimum size of 2" x 2". Only paper-type samples will be accepted. Wood, vinyl, metal, or computer-generated samples will not be accepted. For the garage door color must match the color scheme (body or trim color) of the property.
Play Equipment/Permanent Basketball Hoop	On plot plans indicate location, dimensions and distance from front, rear, side property lines. Include manufacturer brochures showing design, dimensions, color and how the equipment is anchored to the ground. For the mounted basketball hoop, provide a plot plan showing the location of the basketball hoop.
Roofing: Pitched or Flat Roof Coating (Flat only)	<b>NO PLOT PLANS REQUIRED.</b> Review MTA Approved Roofing Materials List on website or Admin. Office. On application indicate type of material (flat or pitched), manufacturer name, and color. If material is not on list, submit sample of roofing material and manufacturer brochure for review. <b>Metal roofing will require a letter from the manufacturer stating the roofing color has been muted with no gloss finish.</b>
Shed, Storage (Prefabricated)	On plot plans indicate location & distance from property lines. Provide drawing or picture showing design, material, dimensions, and color. <b>For CONSTRUCTED STORAGE SHED, please see Addition, Extension, or Structure for documents needed.</b>
Siding Replacement	<b>NO PLOT PLANS REQUIRED.</b> Select Type on application form, and provide the Siding Fill In Form, found on the website or available at the Admin. Office. Provide finished elevation drawings for facades, i.e., partial application of siding, mix of directional siding, adding a different siding style or veneers, showing how the project will look when complete. Trim colors in conjunction with siding and/or veneer shall also be submitted for approval. Material samples or brochures indicating specifications shall accompany all applications for approval of sidings and veneers.
Skylight	On plot plans indicate location. Provide manufacturer brochures showing dimensions, materials, design, and height on roof.
Solar: Water Heater, Photovoltaic, Air Conditioner	On plot plans indicate the location of the devices/systems and include the manufacturer's brochures and technical specifications for all devices proposed for the installation. In addition to a plot plan, elevation plans to scale shall be included for all exterior mounted devices showing dimensions for each device of the system.
Synthetic (Artificial) Turf	On plot plan indicate location of where turf will be installed. Include the manufacturer brochure that includes the installation process and a sample of the turf. If the turf is on the approved list, no sample is required.
Swimming Pool/Spa/Sauna/ Jacuzzi + Equipment Enclosure (filter & pump sys.)	Select type on application form. On plot plans indicate location and distance to property lines. On cross section drawings indicate the depth and dimensions. Indicate on plans all walls/fences which are required and must be at least 4-1/2 feet high. Gates are required, be at least 4-1/2 feet high, and be self-locking. <b>Equipment Enclosure:</b> follow directions as indicated under 'Addition, Extension or Structure' above.
Vent: Appliance, Gable, Solar/Non-Solar Attic	On plot plans indicate location. Provide manufacturer brochures showing dimensions, design, & height on roof or depth on side of house.
Water Feature	Select type on application form. On plot plans indicate location & distance from property lines. Provide manufacturer brochures showing dimensions, side/cross section drawing showing depths of water, height, and design of structure.
Window, Grille	On plot plans indicate location, dimensions, design, and color.
Window Replacement	<b>All Windows: NO PLOT PLANS REQUIRED.</b> On separate page(s) indicate dimensions, design, and type. <b>Partial Number of Windows:</b> On plot plans show location of new windows. On separate page(s) indicate dimensions, design, and type.
Window Replacement with Colored Glass	Follow requirements for Window Replacement above. In addition, provide manufacturer specifications of solar value for Exterior Visible Light Reflectance.
Window Tinting	<b>NO PLOT PLANS REQUIRED.</b> Provide manufacturer specifications and sample indicating solar values by percentage: solar absorbance, exterior visible light reflectance, and shading coefficient.

**\*\*Please note: Not all requirements can be listed on this form. Please refer to the Design Committee Rules for complete guidance.**

Revised: 08/01/2024