

- o The Design Modification folder contains guidelines and request forms for architectural modifications.
- o Homeowners are required to obtain approval from the Design Committee prior to making any exterior modifications or improvements to their home or lot. Failure to follow the Design Committee modification guidelines will be considered a violation of the governing documents and will be subject to fines and legal action at the owner's expense.
- o Please study policies relating to your specific type of modification in the bylaws, house rules, and the documents below prior to submitting your request. Be sure to submit all relevant forms and information requested. Delays in the approval process are generally caused by lack of sufficient detail, illustrations, and samples, or non-compliance with guidelines.
- o Materials submitted should show style, appearance, color, and materials being used. Brochures should be clearly marked to indicate specific item(s) to be used. Drawings must include detailed measurements and exact placement on the house or in relation to the house and lot boundaries. House addition floor plans must be superimposed over the site plan, which may be obtained from the Bureau of Conveyances.
- o Requests must be submitted to Associa Hawaii Management for Design Committee review. Approval must be obtained prior to commencement of any modification.
- o Building Codes & Permits:
Department of Planning and Permitting
650 S. King Street
ph. 527-6743
<http://honolulu.dpp.org>
- o Site Maps and Land Court documents:
Bureau of Conveyances
1151 Punchbowl Street, Rm. 123
ph. 587-0147
<http://dlnr.hawaii.gov/boc/contacts/>
- o Crowne site maps generally include several adjacent lots. See sample site plan in documents below. Your architectural drawing needs to include all boundaries of your lot and the original house footprint. Additions must be marked, accurately measured, and superimposed over the original site plan. Square footage of all additions (new plus prior modifications) to the original dwelling must be calculated and shown on drawings.