



DESIGN REVIEW PROCESS

Submit one copy of all required documents and plans as stated in the attached **DESIGN APPROVAL CHECKLIST**. Application should be delivered or mailed to:

Mei Lee Wong
WK3 LLC
2005 Main Street
Wailuku, HI 96793
Phone (808) 244-1500

Architectural drawings must be approved and stamped by a licensed architect duly registered in the State of Hawaii.

After you receive the design approval letter from WK3 LLC, you must submit the approval letter and completed DHHL's **APPROVAL REQUEST FORM FOR IMPROVEMENT** to the following address:

Department of Hawaiian Home Lands
655 Kaumualii Street, STE 1
Wailuku, HI 96793

Please refer to the attached form **REQUEST FOR IMPROVEMENT PROCESS – DHHL** for further information and completion of this process.



DESIGN APPROVAL CHECKLIST

- DESIGN REVIEW APPLICATION FORM**
- SITE PLAN** must show existing and proposed site topography as well as site boundaries and any and all proposed site improvements, including drainage system
- ROOF PLAN AND FLOOR PLANS** must show roof and floor plans for each floor of each structure
- EXTERIOR ELEVATIONS** must show each exposed side of each proposed structure (including typical walls and fencing).
- COLOR/MATERIAL BOARD** must include roof sample and paint chips.
- PRELIMINARY LANDSCAPE PLAN** must show the plant materials, planting details indicating height of mature trees, garden walls, fences, irrigation, drainage, and any appurtenant exterior structures. If landscape plan is not submitted at time of final design approval, owner must submit the plan prior to commencing work.



DESIGN REVIEW APPLICATION FORM

DATE _____ LOT # _____

STREET ADDRESS _____

LESSEE NAME _____

MAILING ADDRESS _____

HOME PHONE _____ WORK PHONE _____

MOBILE _____ EMAIL: _____

ARCHITECT _____

ADDRESS _____

TELEPHONE _____ LICENSE # _____

CONTRACTOR _____

ADDRESS _____

TELEPHONE _____ LICENSE # _____

Lessee Signature _____ Date

Please contact Mei Lee Wong at 270-0523 with any questions.

Deliver or Mail to 2005 Main Street, Wailuku, HI 96793

FOR DESIGN REVIEW COMMITTEE USE

DESIGN REVIEW DATE _____ Approved By: _____

FINAL INSPECTION DATE _____ Approved By: _____

State of Hawaii
Department of Hawaiian Home Lands

APPROVAL REQUEST FORM FOR IMPROVEMENTS

Lessee Information please print or type

Name _____	
Last	First
Address _____	
Street/P.O. Box	

City	Zip
Phone: (H) _____ (B) _____	
Island/Area _____	
Lot No. _____ Lot Type (A/P/R) _____ TMK: _____	

I request permission from the Department of Hawaiian Home Lands to construct the following improvements: (description of improvement; house, walls, driveways, sidewalks, fences, sheds, patios, additions, etc.; **attach *real property tax clearance* (if applicable) & *plot plan showing improvement***.)

Builder, cost method of financing

Builder: Lessee Licensed Contractor (names) _____

Cost: \$ _____

Method of Financing- Own funds DHHL Other

I am I am not delinquent on any loan(s) encumbered by my lease.

Lessee Signature

Date .

DHHL USE ONLY: Comments

Staff Signature

Date

Phone _____ / Fax _____
274-3131/274-3133
586-3833/586-3835
560-6104/560-6665
760-5120/760-5122
974-4250/974-4255
887-6053/887-6056

Mail or deliver to:
Kauai District Office
Oahu District Office
Molokai District Office
Maui District Office
East Hawaii District Office
West Hawaii District Office

3060 Eiwa St, Rm 203
P.O. Box 1879
P.O. Box 2009
655 Kaunualii St. Suite 1
160 Baker Ave.
P.O. Box 125

Lihue, HI 96766
Honolulu, HI 96805
Kaunakakai, HI 96748
Wailuku, HI 96793
Hilo, HI 96720
Kamuela, HI 96743