

KONA PARADISE PROPERTY OWNERS ASSOCIATION (KPPOA)

ARCHITECTURAL REVIEW COMMITTEE (ARC)

NEW BUILD-REMODEL PACKET INDEX

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update/rev 02102024

KPPOA ARC New Build/ Remodel Agreement

☐ I have received a copy of policy: **HEAVY EQUIPMENT USE ON KONA PARADISE PROPERTY OWNER ASSOCIATION'S ROADWAYS** and agree to abide by the policy. understand, I am responsible for road damage caused by the construction or alteration of my house/property. (See Heavy Equipment Policy page 4).

☐ I will note the allowed hours of construction activities paying particular attention to the allowed days and times of heavy equipment delivery and use per the CC&Rs.

☐ I will note the allowed hours of construction activities paying particular attention to the allowed days and times of heavy equipment delivery and use per the CC&Rs. Further, I understand if I or anyone working on my behalf operates outside the allowed hours, I may be subject to a fine per ARTICLE XVII SECTION 7, sub-paragraph e. Failure to do so and I may be subject to a fine.

ARTICLE XVII SECTION 7, sub-paragraph e. "Nuisances. No loud or unusual noises shall be permitted in the subdivision. Machinery, power tools, construction activities, which include delivery of materials, within the subdivision are permitted only during the hours of 7:00am to 6:00 pm from Monday through Friday and from 8:00am to 5:00pm on Saturdays, Sundays, and federal holidays; provided however, movement or operation of heavy equipment, including but not limited to backhoes, hammer hoes, bulldozers, dump trucks, earth-moving equipment, and similar machinery, shall not be permitted at any time on Sundays and such legal holidays."

☐ I understand the County of Hawaii guidelines for length of permit, Owner builder 5 yrs and Contractor build 2 yrs, for completion of work. As well as the need to request from the ARC an annual build extension from the start date of construction per Article XVII Section 5. House construction will be completed within one year from the date of pouring of foundation or setting of footings as the case may be. Written requests for extension may be made to the Architectural Review Committee.

☐ I understand **No grading whatsoever, including fill, is allowed** until the home plans have been approved by the ARC in step 4; and that all construction activity is to be confined to the parcel for which the approval is granted.

☐ I understand, as owner, I am responsible for ensuring the covenants are observed by persons associated with my project per Article XVII, Section 2. Any animals brought to my property will be confined to my property and not allowed to run loose within the subdivision per Section 7, sub paragraph a.

SECTION 7, sub-paragraph a: No dog shall be allowed on the roads and the streets of the subdivision or on any lot that is not the land of the owner of the lot unless the dog is controlled by a suitable leash...

Submit this signed form to ARC with initial preliminary plan review

Signature: _____ Date_____

Printed Name: _____

KPPOA Plan Submission Procedure and Process for New Home Construction and Remodeling/Renovation

1. Contact the ARC via Buildium or kppoabod@gmail.com to arrange for their receipt of two sets of Preliminary Plans. These plans will be reviewed, marked as appropriate to indicate that which is necessary for inclusion for eventual ARC approval, and one set will be returned so that the necessary additions can be made to the original plans to ensure that all subsequent sets of plans indicate KPPOA requirements.

2. Make sure that all KPPOA requirements as stipulated in the KPPOA CC&R's are indicated on the original plans. Below is a brief checklist of the major items:

___ **a.** Minimum house square footage on **one** level of 1200 SF excluding lanai and garage

___ **b.** Garages and carports not having entrances facing the street shall have the side facing the street walled. All storage facilities opening from a garage or carport shall have their own enclosing doors. Every residence shall have a minimum of a 2-car off-street parking area, one of which shall be roofed (carport or garage), with a minimum storage area of 100 cubic ft.

___ **c.** A Topo (topographic map) is required. This is due to the CC&R regarding the maximum height of structure may be not more than 18 feet from the highest point of natural elevation within the perimeter of the structure. This must be indicated and dimensioned on the plane in the preliminary plan.

___ **d.** Appliances must be within the walls of the house, garage or carport so as not to be in open view.

___ **e.** Water catchment tank must be at least 10,000 gallons with tank roofed and skirted.

___ **f.** All sub floor framing must be skirted.

___ **g.** Metal roofs must be painted

___ **h. No grading whatsoever, including fill, is allowed** until the home plans have been approved by the ARC in step 4; and that all construction activity is to be confined to the parcel for which the approval is granted.

___ i. Every effort should be made to construct a driveway such that its elevation at the parcel's roadway property line interface is the same as the pavement elevation at that juncture. In areas of extreme property elevation change, either up-slope or downslope, the ARC may approve an intrusion into the KPPOA roadway area of up to seven feet from the owner/KPPOA property line for purposes of starting a driveway ramp either upward or downward as necessary. Please keep in mind that this remains to be KPPOA property for whatever usage it may deem necessary in the future. **All driveways must be site approved by the ARC before the final driveway surface is installed.**

3. After original plans have been updated to indicate compliance to KPPOA CC&R'S, submit application for County of Hawaii Building Permit.

4. Submit **two** complete sets of the approved and stamped plans along with a check for $300.00 the ARC for New Home plans approval. No fee is required for Remodeling/Renovation. The check should be made payable to **Kona Paradise Property Owners Association.** Both sets of plans will be stamped and signed with one set being returned to the property owner. The second set will remain on file with the KPPOA ARC. House construction will be completed within one year from the date of pouring of foundation or setting of footings as the case may be. Written requests for extension may be made to the Architectural Review Committee.

HEAVY EQUIPMENT USE ON KONA PARADISE PROPERTY OWNER ASSOCIATION'S ROADWAYS

Purpose: To clarify for Kona Paradise Property Owner Association (KPPOA) owners the community policy on delivering, moving, driving, loading, unloading, as it pertains to trucks, dump trucks, backhoes, excavators, graders, caterpillars and all other heavy construction equipment on KPPOA roadways.

Policy: No track driven equipment is allowed on any KPPOA roadways to include Kaohe Road, and all lateral roadways. If equipment must be unloaded and driven on the road a protective barrier between the tracks and asphalt must be used such as laying down plywood or rubber tires or mats. If the equipment has a rubber asphalt protector attached to the tracks then barrier material is not needed.

Responsibility: It is the responsibility of the lot owner to ensure this policy is adhered to, and to communicate policy to Contractors or Equipment Operators. The lot owner will be held financially liable for road damage and repair. The lot owner will make all arrangements to repair the roadways to original condition. If the road damage is not repaired in a reasonable time frame, the KPPOA and/or KPPOA's attorney will make arrangements to complete repairs and invoice the lot owner. Payment must be received within 30 days of invoice date.

https://www.dpw.hawaiicounty.gov/divisions/electronic-processing-and-information-center-epic-system

County of Hawaii Permitting process is through a Electronic Processing and Information Center (EPIC) System

New Online Permit System

The County of Hawai'i's Planning and Public Works Department has implemented a new Electronic Processing and Inspection Center (EPIC) powered by EnerGov to better serve the public.

The new system will help:

- Track and manage plan applications and requests, Building and Engineering permit applications received by both departments.
- Allow our community members to submit a number of plan applications, engineering grading, grubbing, and stockpiling permit applications, as well as building permit applications online.
- Accept electronic plans for approval which will allow for multiple approving agencies to review the plans concurrently. And once a building permit is issued, contractors will be able to request inspections and view the results of the inspections online.
- Improve transparency, our customers will be able to track the application's progress as it is going through the approval process online. Support credit card and electronic check payments online
- Gradually working to support our customers so that they will no longer need to come to our offices to perform business with our departments.
- **Register for our new permitting system at:** https://hawaiicountyhi-energovpub.tylerhost.net/Apps/SelfService#/home

County of Hawaii building codes may be found at

https://www.dpw.hawaiicounty:gov/divisions/building

KPPOA ARC Worksheet/ checklist of major items:

☐ **A**. Minimum house square footage on one level of 1200 square feet excluding lanai and garage

☐ **B**. Garages and carports not having entrances facing the street shall have the side facing the street walled. All storage facilities opening from a garage or carport shall have their own enclosing doors. Every residence shall have a minimum of a 2-car off-street parking area, one of which shall be roofed (carport or garage), with a minimum storage area of 100 cubic ft.

☐ **C**. A Topo (topographic map) is required. This is due to CC&R regarding the maximum height of structure may be not more than 18 feet from the highest point of natural
elevation within the perimeter of the structure. This must be indicated and dimensioned on the plane.

☐ **D.** Appliances must be installed within the walls of the house, garage or carport so as not to be in open view.

☐ **E**. Water catchment tank capacity must be at least 10,000 gallons with tanks roofed and skirted

☐ **F**. All sub-floor framing must be skirted

☐ **G.** Metal roofs must be painted.

☐ **H**. Note that no grading whatsoever, including fill. is allowed until the home plans have been approved by the ARC in step 4; and that all construction activity is confined to the parcel for which the approval is granted.

☐ **I.** Every effort should be made to construct a driveway such that its elevation at the parcel's roadway property line interface is the same as the pavement elevation at that juncture. In areas of extreme property elevation change, either up-slope or downslope, the ARC may approve an intrusion into the KPPOA roadway area of up to 7 feet from the owner/KPPOA property line for the purpose of starting driveway ramp either upward or downward as necessary. Please keep in mind that this remains to be KPPOA property for whatever usage it may deem necessary in the future. All driveways must be site approved by the ARC before the final driveway surface is installed.