

DISCOVERY HARBOUR COMMUNITY ASSOCIATION RULES GOVERNING PROCEDURES OF THE ARCHITECTURAL/ENVIRONMENTAL CONTROL COMMITTEE

I. Purpose

The Environmental Control Committee is a standing committee authorized by the Discovery Harbour Community Association (DHCA) Declaration of Protective Covenants Article V, and as reaffirmed per DHCA Bylaws Article III, Section 3(b), as the Architectural/Environmental Control Committee (A&E Committee) by Resolution #2010-R1. Per the DHCA Bylaws Article III, Section 3(b), “[A&E Committee] to the extent provided in said DHCA resolution or resolutions or in other provisions of the DHCA Bylaws, shall have and may exercise the powers of the Board of Directors (BoD) in the management of the business and affairs of the Association.” Per the DHCA Bylaws Article III, Section 3 (d), the “A&E Committee shall develop and maintain [this] procedures manual, which shall be reviewed annually” and updated as deemed appropriate and which shall be approved by the BoD. The DHCA rules governing the procedures of the A&E Committee as stated below establish the duties exercised by the A&E Committee on behalf of the BoD. The A&E Committee may also ask the BoD Secretary to make editorial corrections to the procedures manual at any time without Board approval and may propose procedural changes to the BoD for approval at any time during the year when an issue arises that is deemed pertinent to bring to the BoD’s attention.

II. Responsibilities

The A&E Committee is directed by the BoD to perform the following functions per the DHCA Declaration of Protective Covenants (CC&Rs) (1972 Declaration):

- A.** Protect and preserve the environment as defined by the DHCA CC&Rs Articles II, III, IV, V, and VI.
- B.** Review and approve/disapprove submitted architectural plan applications and consider granting variances, as appropriate, for proposed new structures and additions/modifications to lots and other land use in Discovery Harbour per DHCA CC&Rs Article V;
- C.** Prepare (modify when necessary) and recommend to the BoD a permit fee structure/schedule for the architectural plan application filing per DHCA CC&Rs Article V.1(d);
- D.** Observe, report, and cite non-compliance with applicable DHCA CC&Rs by members per DHCA CC&Rs Articles II, III, IV and VI, and recommend to the BoD procedures for assessing members for non-compliance with those CC&Rs; and

E. After giving appropriate notice to the owner(s) of a specific lot or lots that are in non-compliance with the DHCA CC&Rs, recommend that the BoD take actions including, but not limited to, contacting an appropriate local, county or private agency to determine steps that may be taken to bring such lot/lots into compliance with the DHCA CC&Rs.

III. Committee Membership

A. Composition: Per the DHCA CC&R's Article V, Section 2 (1972 Declaration), "the Committee shall be composed of three (3) members." Per these rules of procedure, the three(3) committee members shall be in addition to the A&E Committee Chair. The Chair only votes in case of a tie.

B. Qualifications: The volunteer A&E Committee members shall be in good standing and it is recommended that they be qualified in reviewing plans and/or general environmental concerns/knowledge, preferably with experience in construction, engineering, or related fields, and have working knowledge of the current CC&Rs and Bylaws.

C. Impartiality: All A&E Committee members shall act in an impartial manner and uniformly apply the DHCA CC&Rs.

D. All Committee members will be required to sign a confidentiality agreement.

IV. Committee Officer(s)

Per the DHCA Bylaws Article III, section 3(c), "after the annual meeting and the first BoD meeting, the members of the BoD, except the President, Secretary, and Treasurer, will organize themselves so that [one] is a Chair of the [Committee] and serving until next annual Board of Directors meeting." Another BoD Director, excluding the President, Secretary, and Treasurer, shall fill any vacancy resulting from the resignation of the A&E Committee Chair.

V. Meetings

The A&E Committee shall make every effort to meet once a month as scheduled and published.

VI. Procedures:

A. Environmental Control Procedures

All lots and parcels located within the DHCA are subject to the standards found in Article II, Section 3 through 18 of the CC&Rs. Environmental control has been established by the CC&R's for the purpose of enhancing and protecting the value, desirability and attractiveness of the Development as a whole. To facilitate the enforcement of Article II, Section 5 of the CC&Rs, for both aesthetic and fire prevention purposes, vegetation that is "unsightly, unsanitary, or a hazard to health" is defined as follows: All grasses and weeds which have grown to be a least twenty-four inches (24") in height. Specifically included, but not limited to, grasses such as guinea, kikuyu, and buffel, which are considered to be high intensity burning fuels. The above is not intended to be an exclusive list but

rather is intended to be indicative of those types of plants which are considered a detriment to the residents' health and safety. Excluded from this definition are trees, ornamental shrubbery, flowers and garden vegetables.

1. All complaints shall be submitted in writing on a Complaint Form. Complaint Form templates shall be approved by the BoD (See Exhibit A).
2. Any and all lot owners may submit complaint Forms. All complaints will be kept confidential/anonymous. Names will only be available to the BoD and DHCA office staff.
3. Upon receipt of a Complaint Form by the DHCA office, a copy of the form will be forwarded to the A&E Committee Chair with the original maintained in the appropriate office file. The Chair will assign a committee member to verify the complaint. This committee member will verify all Complaint Forms in person within seven days of receipt, taking pictures if necessary, for the file.
4. After the assigned committee member has verified the Complaint Form, the CC&R Section in violation shall be noted and the Form returned to the Office for preparation of a primary violation notice letter. Primary violation letters are to be prepared utilizing the template approved by the BoD (Exhibit B). The A&E Committee will provide the Office with specific details of the violation for inclusion in the violation letter. The Office staff will prepare the primary violation notice letter within seven (7) days. ~~After review by the A&E Committee Chair, one (1) member and~~ **The** Chairperson will sign each violation letter. The violation letter will be mailed to the property owner of record by regular mail, with a copy sent by regular mail to the tenant (if possible) if the property is a rental. The violation letter may also be sent by email to expedite receipt by the owner. The entire committee at the next A&E Committee meeting will review violation complaints. All violation letters will be available for BoD review, but approval is not required for processing these letters.
5. The DHCA office staff shall maintain the master Architectural tracking spreadsheet(s) and the Violation tracking spreadsheet and appropriate hard copy files. The A&E Committee will provide the office staff with all updates to the master spreadsheets no later than three (3) days before the next scheduled BoD meeting.
6. Primary violations will be given thirty (30) days to comply from the postal date of the notice letter. A shorter time may be imposed if the A&E Committee determines that the violation will cause an imminent health or safety hazard, or if clearing, grading, or construction commencement occurred without A&E Committee approval. Any violation not corrected or appealed by the property owner of record, within the 30-day compliance period, will be reviewed at the next Committee meeting. The Committee may extend the time for compliance and send a follow-up violation letter by certified mail or may refer the matter to the BoD at the next BoD meeting. The BoD will vote to approve or dismiss the special assessment of no less than ~~\$60~~ **\$75** monthly, until compliance is achieved. The

A&E Committee Chair shall provide notification to fellow Board members whenever a special assessment is approved.

This special assessment against an owner will be the result of the owner's acts or failure or refusal to act or otherwise to comply with the Declarations of Protective Covenants, Corporate Charter or Bylaws, in an amount equal to the monies expended from the Associations' operating fund in performing its duties to enforce the provisions of the Declaration of Protective Covenants, Corporate Charter or Bylaws.

Such assessment shall be in the amount as expended and shall be due and payable to the Association when levied. Monies so expended shall include, without limitation, secretarial, clerical, engineers, architects, attorneys and accountants fees and costs where reasonably incurred by the Association to enforce the Associations' Declaration of Protective Covenants, Corporate Charter and Bylaws.

The Committee shall periodically inspect all properties paying this assessment. If the violation still exists six months after the initial assessment start date, the Committee may recommend to the Board that the case be referred to the Association attorney for the legal action.

7. Any property owner may appeal the Violation Notice within thirty (30) days from the postal date of the notice letter. Upon receipt of an appeal request, the A&E Committee Chair will put the appeal on the agenda for discussion during the next A&E Committee meeting. Should the A&E Committee deny the appeal, the property owner may appeal the A&E Committee's decision to the BoD. A request for appeal to the BoD of the A&E Committee's decision must be filed in writing at the Office within thirty (30) days of the A&E Committee's denial. Any violation in an appeal status will not be charged for the monthly special assessment.

8. All violations brought into CC&R compliance will be verified and signed off by the A&E Committee. The Office shall prepare a thank you letter, to be reviewed by the A&E Committee Chair, and then mailed to the property owner of record by regular mail, with a copy sent by regular mail to the tenant (if possible) if the property is a rental.

9. Properties with a recurrence of a violation shall be construed as special circumstances and the 30-day compliance period will not apply. The Violation may be immediately turned over to the BoD for action. However, the A&E Committee may decide to send a second- notice letter by certified mail affording the property owner an additional 30 days to correct the problem.

B. Architectural Procedures

All lots and parcels within the DHCA are subject to the standards for construction of improvements established in Article V, Section 1 of the CC&Rs. No improvements may be constructed without prior written approval of the A&E Committee. The A&E Committee may disapprove any application which does not comply with the CC&R's. All dwellings must also have an accessory

thereof, a carport, garage or parking space. To keep the neighborhood harmonious, a two-car garage is recommended. If the applicant ops for a parking space, the space shall be paved as approved by the Committee. Approvals issued by the A&E Committee shall expire and become null and void ~~five~~ **three** years after original approval by the Committee. Any plans that were approved more than ~~five~~ **three** years prior to planned construction must be resubmitted for review for compliance with current Architectural Guidelines before commencing construction.

1. All clearing, grading and construction plans, along with the ‘Architectural Plan Review Form’ (see attached forms), and remittance of the plan check fee, must be submitted to the Office for approval by the A&E Committee prior to commencement of any such work. The Discovery Harbour Grading Plan (see Exhibit D) is required for any change to the property even if no construction is planned. The A&E Committee will promptly notify any property owner who begins construction of improvements, prior to obtaining approval from the A&E Committee, to cease construction. The A&E Committee may initiate a complaint against the owner per the procedural process established in this document under the Environmental Control Procedures and shall be subject to any action as authorized in the CC&Rs. The Discovery Harbour Clearing application (Exhibit E) is required for cutting and removal of existing vegetation.

2. All requests for construction of improvements shall be submitted on a Plan Review Application Form. Plan Review Application Form templates will be approved by the BoD (See Exhibit C).

3. Plans for new construction or additions of any building, and/or outbuilding, fence or retaining wall, along with applicable fees, if required, must be submitted to the DHCA Office and approved by the A&E Committee prior to submitting plans to the County Building Department for permit. Any such new construction or addition whether or not requiring a County permit must also be approved prior to commencement of work. A County stamped set of plans must be returned to the DHCA office (to copy County stamp) prior to commencement of construction.

4. The A&E Committee shall meet once monthly to review all submitted plans. Plan approval or disapproval requires the majority vote of the A&E Committee members. All A&E Committee decisions shall be transmitted to the applicant in writing. Any disapproval shall specify the disapproval specifics with suggested corrective actions.

5. All correspondence shall be reviewed and approved by the A&E Committee Chair prior to mailing.

6. The A&E Committee may allow reasonable variances if literal application of the provisions of the CC&R’s result in unnecessary hardship, if such variance is in conformity with the general intent of the CC&R’s. Variances that may be detrimental to owners of other lots will be taken into

consideration by the Committee. The approval/disapproval shall be in writing and will become part of the file for the property.

7. Any property owner shall have the right to appeal any adverse decision of the A&E Committee to the BoD by filing a written request within thirty (30) days of the date of the notice being appealed.

8. A&E policies and procedures shall be updated and adjusted annually by the BoD according to the changes in the community, or as needed.

9. See Exhibit F for special procedures applicable to the lots owned by the Department of Hawaiian Homelands.

VII. Budget:

The total A&E Committee budget will be approved annually. In most cases these funds will be spent cutting grasses and maintaining neglected lots that have been determined to be detrimental to the health and/or safety of DHCA community members. No money will be spent until every aforementioned effort has been taken to achieve compliance. Any A&E Committee individual expenditure exceeding the budget must receive BoD approval prior to commitment of the funds.

These Rules supersede all previous Procedures.

~~Approved by the Discovery Harbour Board of Directors at the Regular Board Meeting held on the 10th day of June 2023.~~ **Approved by the Discovery Harbour Board of Directors at the regular Board meeting held on the ____th day of _____, 2024.**

Sue Bartlow
Chair
Architectural/Environmental Control Committee

Exhibit A

DHCA CC&Rs Complaint Form



**Discovery Harbour
Community Association**

P.O. Box 651 Naalehu, Hawaii 96772-0651
E-Mail: dhca@discoveryharbour.net
www.DiscoveryHarbour.net
(808) 929-9576

DHCA CC&Rs Complaint Form

NAME: _____ PHONE NUMBER: _____ Please Keep my name anonymous

DATE: _____ TIME: _____

LOT NUMBER AND DESCRIPTION: _____

BRIEFLY DESCRIBE THE VIOLATION AND HOW/FROM WHERE THE VIOLATION WAS NOTED:



FOR OFFICIAL USE ONLY NAME: _____ TMK# 9-4- _____

Verification Date/Time: _____

Architectural/Environmental Control Committee member: _____

NOTES: _____

PHOTOS: (with date and initials, please) YES e-file print NO

CC&R VIOLATION (CHECK ALL THAT APPLY; PLEASE SEE CC&R'S FOR DETAILED DESCRIPTIONS):

Article II:

- Section 2. Accessory Outbuildings (no garage/shed shall be constructed prior to built dwelling)
- Section 3. Completion of Construction (dwelling shall be completed within 9 months of start)
- Section 4. Prohibition Against Used Buildings (no used buildings shall be placed on lot)
- Section 5. Maintenance of Lots (lot shall not be unsightly, unsanitary, or hazardous)
- Section 7. Nuisances (no noxious/offensive nuisances shall be conducted on lot)
- Section 8. Signs (only professionally prepared signs, less than 5 sq. ft. may be displayed on lot)
- Section 9. Animals (only usual, reasonably confined household pets shall be kept on lot)
- Section 10. Vehicle Parking (no boat, truck or camper trailer shall be habitually parked on street/lot)
- Section 11. Garbage Disposal (no garbage/junked vehicles shall be accumulated or burned on lot)
- Section 12. Fuel Tanks/Trash Concealment (fuel tanks/trash on lot shall be screened from view)
- Section 13. Temporary Structure Restrictions (no travel trailer/tent shall be placed on lot)
- Section 14. Television/Radio Antennae & Laundry (antennae/laundry shall be screened from view)
- Section 15. Drainage Ditches/Swales (drainage ditches/swales on lot shall be unobstructed)
- Section 16. Other _____

ARTICLE V:

- Section 1a. Power of Approval (no improvements may be constructed without prior written approval of the Committee)

DUPLICATE VIOLATION(S) ALREADY IN PROCESS: YES NO DATES: _____

LETTER SENT: _____ FOLLOW-UP DATE: _____

VERIFICATION DATE/TIME: _____ **COMPLIED? YES** **NO**

A/E CONTROL COMMITTEE MEMBER: _____

LOT OWNER CALLED: DATE: _____ TIME: _____ BY: _____

COMMENTS: _____

Exhibit B

Primary Violation Notice Letter Template



**Discovery Harbour
Community Association**

P.O. Box 651 Naalehu, Hawaii 96772-0651
E-Mail: dhca@discoveryharbour.net
www.DiscoveryHarbour.net
(808) 929-9576

Date

Mr. John Doe
POB 000
Any Town, USA

Dear Mr.

Re: Violation of the CC&Rs

A complaint has been filed with the Architectural/Environmental (A/E) Committee regarding your property known as Lot #___, TMK 9-4-_____ for _____. It is, therefore, in violation of the following section of the Declaration of Protective Covenants and this letter shall serve as notice of the violation:

Article II: General Application Single-Family Residential,

Section, which reads:

“We are requesting that you, as the owner, remedy this situation regarding your lot. (If overgrown vegetation is the issue, we can add: “we have two (2) licensed and bonded companies who regularly mow properties in the DHCA community. If you would like their contact information, please let us know.”)

You have thirty (30) days from the date of this letter to correct the violation or to appeal this notice. You may appeal to the A&E Committee in writing via email or U.S. postal service or mail, or you may physically drop off your written appeal at the DHCA office on Monday, Wednesday, or Friday from 8:00 am. - 12:00 noon HST. Failure to either remedy the situation or file an appeal may result in the A&E Committee initiating one of the following actions:

1. Clearing the lot and billing the lot owner
2. A \$75 monthly special assessment may be imposed until the matter is resolved
3. Being referred to the Association Attorney for legal action. The property owner shall be billed for all Attorneys’ fees.

Please inform the office upon compliance; we appreciate your prompt response on this issue.

DHCA Environmental/Architectural Committee

Committee Chair

Exhibit C

DHCA Architectural Requirements/Environmental Control Committee Architectural PLAN REVIEW APPLICATION



Discovery Harbour Community Association

P.O. Box 651 Naalehu, Hawaii 96772-0651
E-Mail: dhca@discoveryharbour.net
www.DiscoveryHarbour.net
(808) 929-9576

Lot # _____

DHCA Architectural and Environmental Control Committee Architectural PLAN REVIEW APPLICATION

Submit to DHCA office:

- ~~1~~ **2** sets of 24"x36" **printed** plans, stamped by a State of Hawaii licensed architect. **We also request (One 24"x 36" and one 11"x 17" for office files.)**
- Plot plan (including location of house and septic on lot and finished ground elevation).
- 1 set completed DHCA Grading Plans (if not previously submitted).
- \$150 fee (check, money order or cash only; effective 4/1/18)
- Signed letter of agency for contractor (if applicable)

Application Received
/ /

****Plans become the property of Discovery Harbour Community Association and will not be loaned out to lot owners after approval.*

~~DHCA WILL RETURN THE 24"X36" SET IF THE PLANS TO THE REQUESTOR FOR SUBMISSION TO THE COUNTY AND KEEP THE 11"X 17" PLANS IN THE OFFICE. A COUNTY STAMPED SET MUST BE RETURNED TO THE DHCA OFFICE (to copy county stamp) PRIOR TO COMMENCEMENT OF CONSTRUCTION.~~

After review and approval by the A&E Committee, we will return the 24"x 36" set of the plans to the applicant for submission to the County and keep the 11"x 17" plans in the office. Do not submit plans to the County until they have been approved by the A&E Committee. **A COUNTY STAMPED SET MUST BE RETURNED TO THE DHCA OFFICE (to copy county stamp) PRIOR TO COMMENCEMENT OF CONSTRUCTION.**

County stamped plans Received
/ /

Summary of Architectural requirements for Plan Review Application

(Please initial after reading each box)

- Each new dwelling shall be harmonious with the dwellings in the Discovery Harbour Community [Article V, section 1(b)(iii) written rules governing procedures]. The minimum legal requirement for a dwelling in Discovery Harbour is 750 square feet (Article II (a), 1972 Declaration). All dwellings must also have an accessory thereof, a carport, garage or parking space.
- Each dwelling shall be single-story [Article II, Section 1(b)]. Split-level or two-story construction shall be approved by the Committee on a case by case basis.
- Each dwelling shall be at least 25 feet from the front lot line [Article II, Section 1(c)].
- No garage or shed shall be built before a dwelling is built on a lot [Article II, Section 2].
- The dwelling shall be completed within nine (9) months from commencement [Article II, Section 3].
- No used buildings shall be placed on any lot [Article II, Section 4].
- All plumbing fixtures shall be connected to a septic tank, cesspool, or other sewage system [Article II, Section 6].
- All fuel storage tanks shall be either buried below ground or screened from view [Article II, Section 12].
- No travel trailer or tent shall be erected on any lot, nor shall any overnight camping be permitted [Article II, Section 13].
- Each Owner shall keep drainage ditches and swales located on their lot unobstructed [Article II, Section 15].
- The location of each dwelling on the lot shall be subject to the prior approval of the Committee, so as to protect as much as reasonably possible the view from each other lot [Article II, Section 18].
- All changes require approval and shall be submitted in writing to the Committee or shall be deemed in violation.

After Completion of construction and before occupancy, you must provide the DHCA Office with the Final Inspection Notice or Occupancy Permit from the County of Hawaii.

You have the right to appeal any decision made by the A&E Committee to the BoD within 30 days of the giving of notice of disapproval. Any and all variances must be submitted in writing, and all responses, denials or approvals will be returned in writing.

Please make sure the DHCA office has your current information.

Owner/Builder Licensed Contractor (license # _____)

Lot Number: _____ Lot Owner: _____ Date: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact (phone/phone/cell/email): _____

Owner's Signature: _____

EXHIBIT D

Discovery Harbour Grading Plan



**Discovery Harbour
Community Association**

P.O. Box 651 Naalehu, Hawaii 96772-0651
E-Mail: dhca@discoveryharbour.net
www.DiscoveryHarbour.net
(808) 929-9576

Discovery Harbour Grading Plan

NAME _____

LOT# _____ DATE _____

Section V.1 (a) of the Discovery Harbour CC&Rs states ‘without the prior written approval of the Environmental Committee, no then-existing grade shall be altered on any Lot or any portion thereof’. This requirement includes clearing of the lot with no construction planned. Section II.18 of the CC&Rs addresses the issue of view protection and states that dwellings and other structures are to be approved by the A&E Committee so as to protect, as much as is reasonably possible, the view for other lots.

Will you be performing “grubbing only” on the lot? Yes No

Since the purchase of your lot under consideration for dwelling approval, has a bulldozer been on the parcel and altered the topography of the lot? Yes No

Do you plan to use a bulldozer or other earth moving equipment to move dirt and rocks on your lot to create a building pad prior to construction? Yes No

Do you plan to haul dirt onto the lot Yes No

Do you plan to change the existing topography plus or minus 3 feet (except for the installation of septic system)? Yes No

If you are changing the existing topography, please provide an explanation and a drawing showing the planned final profile:

You must submit photos to the office showing the condition of the lot before grading. The Committee will not approve this plan if photos are not submitted.

NO GRADING CAN BE DONE UNTIL THIS PERMIT IS REVIEWED AND APPROVED BY THE A&E COMMITTEE.

EXHIBIT E

Land Clearing only Permit Application



**Discovery Harbour
Community Association**

P.O. Box 651 Naalehu, Hawaii 96772-0651
E-Mail: dhca@discoveryharbour.net
www.DiscoveryHarbour.net
(808) 929-9576

Land Clearing Permit Application

(to be used only for removal of existing vegetation and if no grading is being done)

Lot #: _____ Date: _____

SECTION I – Application and Property Information

1. Owner Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: (____) _____ Alternate/Cellphone: (____) _____ Fax #: (____) _____

2. Application/Authorized Agent: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: (____) _____ Alternate/Cellphone: (____) _____ Fax #: (____) _____

3. Property/Activity Location:

Site Address: _____ Tax Parcel No: _____

Section: _____ Township: _____ Range: _____ Allotment No: _____

4. Describe the current use of the property and vegetation cover:

5. Describe the proposed clearing activities. Describe plans for slash disposal, erosion control. Please attach additional sheets as necessary.	
6. Proposed Starting Date: _____ Estimated duration of activity: _____ Will the project be phased? YES / NO	
7. Are any areas with a slope of 30 degrees or greater proposed for clearing? YES / NO If yes, what is the area of such slopes proposed for clearing?	
_____	_____
Signature of Applicant or Authorized Agent (Required)	Date

NOTE: IF GRADING OF THE LOT IS ALSO BEING DONE, THEN THE DISCOVERY HARBOUR GRADING PLAN MUST BE SUBMITTED PRIOR TO COMMENCEMENT OF WORK.

Please submit photos of the property as it exists prior to clearing. NO CLEARING OR GRADING CAN BE DONE UNTIL THIS PERMIT IS REVIEWED AND APPROVED BY THE A&E COMMITTEE.

EXHIBIT F

Procedures Applicable to the Lots Owned by DHHL



**Discovery Harbour
Community Association**

P.O. Box 651 Naalehu, Hawaii 96772-0651

E-Mail: dhca@discoveryharbour.net

www.DiscoveryHarbour.net

(808) 929-9576

**Procedures Applicable to the Lots Owned by
Department of Hawaiian Homelands**

Due to the nature of the lots owned by the Department of Hawaiian Homelands (DHHL) in Discovery Harbour, special guidelines were created. These guidelines were approved in a meeting in July 2022 with Paula Aila and Kaila Macaraeg representing DHHL, and Nels Eklund, President of the Discovery Harbour Board of Directors.

1. At the time of signing of a Lot Reservation Agreement between DHHL and their client, DHHL will provide a copy to Discovery Harbour Community Association (DHCA). DHCA will send a welcome letter to the lessees with all of the required forms for building.
2. DHHL requested that DHCA allow preliminary plans in 11”x 17” format be submitted for review by the A&E Committee (Committee). These plans must be approved by the Committee prior to being submitted to DHHL Architecture Committee and to the County building department for permit.
3. The \$150 plan review fee will be submitted with the final 24”x 36” set of plans.
4. Anyone planning to build on a lot owned by DHHL must follow the DHCA Rules Governing Procedures of the A/E Control Committee, including submittal of Clearing, Grading, and Plan Review application forms prior to commencing work.