

ARCHITECTURAL APPLICATION FORM #2 – FOR NON-APPROVED MATERIALS ONLY – UPDATED JUNE 8, 2021

NECA Property Address: _____
 () Newtown () Royal Summit () Chateau Newtown () Harbor Terrace () Hillside Terrace # ____ () Ke Kumulani () Newtown Meadows () Newtown Villa # ____

Legal Owner: _____ **Phone:** _____ **Email:** _____

Legal Owner: _____ **Phone:** _____ **Email:** _____

E-mail Address: _____

Mailing Address (if different than above): _____
 _____ Street Address _____ Unit Number _____ City / State / Zip Code _____

**INSTRUCTIONS
and
NOTABLE
REMINERS
FOR
PROPERTY
OWNERS:**

- 1) A Sub-Association property owner **MUST** first obtain a written approval from its Board of Directors before submitting an application to NECA.
- 2) Applications will be considered complete upon receipt of **1) application, 2) required supplemental materials, and 3) applicable processing fee**. All **incomplete** applications will be **delayed or disapproved**.
- 3) Applications submitted **AFTER** the first (1st) Saturday of the month will be reviewed the following month.
- 4) **ALLOW** up to thirty (30) days for a response from the Architectural Department regarding the status of your application.
- 5) A property owner will be notified by email and/or by phone when a permit is ready for pick-up. A property owner will be assessed a **\$10 per-week holding fee** if the permit is not picked up within seven (7) days of being notified.
- 6) A property owners will be assessed a **\$100 penalty fee** if the approved project is completed prior to picking up the permit.
- 7) All permits **MUST** be posted in plain view on the property **BEFORE and DURING** modifications.

1) Check type of improvement, 2) circle specific item(s), and 3) submit any additional documentation/information/payment

- | | |
|--|---|
| 1. ___ New Home / Newly Rebuild: \$1,500 | 20. ___ Pool: In-Ground / Above Ground: \$100 |
| 2. ___ Addition: Single Room / Enclosure / Renovation: \$100 -see Checklist | 21. ___ Recreational Equipment: \$25
Type: _____ |
| 3. ___ Addition: Multiple Rooms / Enclosure / Renovation: \$200 -Checklist | 22. ___ Satellite Dish: 1 meter (39.7") / 1.2 meter (47.24"): \$25
Type: _____ Provider: _____ |
| 4. ___ Air Conditioning: Split System / Window or Thru Wall: \$25 -Checklist | 23. ___ Shed/Storage: Constructed: \$100 -Checklist |
| 5. ___ Awning: Metal / Retractable / Roll-Up Blinds: \$25 | 24. ___ Shed/Storage: Pre-Fabricated: Metal / Plastic Resin: \$50
Color: _____ |
| 6. ___ Camera: Security: \$25 -Checklist | 25. ___ Siding: Horizontal / Vertical: (no fee)
Color: _____ |
| 7. ___ Carport Enclosure / Carport (New Constructed): \$100 -Checklist | 26. ___ Skylight: \$25 |
| 8. ___ Concrete: Driveway / Slab / Steps: \$50 -Checklist | 27. ___ Solar Unit: New / Replacement: NO FEE -Checklist
Type: Water Heater / Photovoltaic / Ventilator Fan |
| 9. ___ Concrete: Veneer / Stone Covering: \$50 -Checklist | 28. ___ Spa/Sauna: In-Ground / Above Ground: \$50 |
| 10. ___ Deck: \$100 -Checklist | 29. ___ Structures: Greenhouse / Gazebo / Trellis: \$100 -Checklist |
| 11. ___ Dog Kennel / Dog House: Chain-Link / Constructed: \$50 -Checklist | 30. ___ Sunshades: \$25 |
| 12. ___ Door: All Entry, Side, and Back Doors: \$25
Color: _____ | 31. ___ Vents: Gable / Non Solar Attic: \$25 |
| 13. ___ Fence: Metal / Vinyl / Wood / Chain-Link (Back area only): \$100 -Checklist | 32. ___ Walls: CMU Hollow Tile / Moss Rock / Retaining: \$100 -Checklist |
| 14. ___ Garage (New Constructed): \$100 -Checklist | 33. ___ Walls (Existing): Veneer / Stone Covering: \$100 |
| 15. ___ Garage Door: (no fee)
Color: _____ Manufacturer: _____ | 34. ___ Window: Grilles: \$50 -Checklist |
| 16. ___ Gates: Metal / Vinyl / Wood: \$50 -Checklist
Color: _____ | 35. ___ Window: Replacement: \$50 -Checklist |
| 17. ___ Gutters: (no fee)
Color: _____ | 36. ___ Window: Tinting: \$25 -Checklist
Type: _____ (see pre-approved list) |
| 18. ___ Landscaping: \$25
Type: Lawn / Ground Cover / Plant / Tree | 37. ___ Other: _____ |
| 19. ___ Light Fixtures (Exterior): Decorative / Motion / Security: \$25 -Checklist | |

IMPORTANT: Approval of this application by the Architectural Committee is required before any construction is permitted under the NECA Master Declaration of Covenants, Conditions, and Restrictions (MDCCR) [Section 3:03 (h)]. Failure to obtain approval for construction violates the Covenants and can result in removal of non-conforming construction of improvements at the Owner(s)' expense. The Owner is responsible for obtaining required City & County Building Permit in addition to Newtown Permit. Approval of this application is for aesthetic purposes only and does not in any way indicate any opinion or ratification of structural quality or soundness of the plan by Newtown Estates Community Association, its Board of Directors, employees, agents, assignees and members of the Architectural Committee. Substantial construction must begin within ninety (90) days of approval by the Architectural Committee or the permit will be void. PROJECTS STARTED OR COMPLETED PRIOR TO THE ARCHITECTURAL COMMITTEE'S APPROVAL WILL BE CONSIDERED AFTER THE FACT AND WILL BE SUBJECT TO NECA'S PENALTY FEE. ALSO, PROJECTS THAT ARE ALTERED AS APPROVED BY NECA WILL BE SUBJECT TO NECA'S PENALTY FEE AND MUST SUBMIT A REVISED PLAN AND APPLICATION.

Legal Owner's Signature: _____ **Date:** _____

Legal Owner's Signature: _____ **Date:** _____

SUB-ASSOCIATION OWNERS: PLEASE ATTACH THE APPROVAL LETTER FROM YOUR SUB-ASSOCIATION
FOR NECA USE ONLY:

PERMIT #: _____

CV #: _____

WORK MUST BEGIN PRIOR TO: _____

PERMIT EXPIRES: _____

() **APPROVED**, subject to the following modifications: _____

() **DISAPPROVED**, for the following reasons: _____

AUTHORIZED SIGNATURE: _____