



# DESIGN REQUEST FORM

## TO BE COMPLETED BY APARTMENT OWNER

Apartment Number: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## DESCRIPTION OF IMPROVEMENT, ALTERATION, MODIFICATION, REPAIR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preliminary Drawings, Architectural Plans, Supporting Documents attached: YES / NO

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

License Number: \_\_\_\_\_

### OWNERS ARE RESPONSIBLE FOR UNDERSTANDING THE FOLLOWING:

- 1. Submit proof of HO-6 Insurance with this Application. To prevent delays, submit all completed documentation, as required by the Association’s Governing Documents and/or applicable law, at the same time.
- 2. The Owners and Contractors are responsible to ensure that all Hawaii State/City & County of Honolulu Building Codes, Fire Codes, Permitting Procedures, and any other pertinent laws are followed for their renovations.
- 3. All Contractors and sub-contractors shall be Licensed in the State of Hawaii and carry the appropriate Workmen’s Comp. and Liability Insurance while working at Crosspointe.
- 4. Upstairs flooring material choice: Building Codes specify a minimum standard of not less than 50 STC (Sound Transmission Class) for air-borne sound and not less than 50 IIC (Impact Insulation Class) for structure-borne sound.
  - o Owner & Contractor are responsible to maintain the 1-hour fire barrier (3/4” of

- gypsum concrete) on upstairs units as per the Hawaii State Fire Code 2018 NFPA 1.
- If the Association receives a verified nuisance/noise complaint, Owners hereby agree to mitigate any nuisance/noise issues that arise from their choice of flooring and method of installation at their sole expense.
- 5. Owners shall comply with all Crosspointe Governing Documents (i.e., Declaration, By-Laws, House Rules), Crosspointe Community Association’s CC & R’s, HRS Chapter 514B, Hawaii State/City & County of Honolulu Fire Regulations, other applicable laws, and any amendments thereto.
- 6. The Board shall issue an Approval or Denial Letter regarding your request within 45 days from receipt of your submission of all required documentation.
- 7. Building Materials, construction debris and personal property shall not be stored in the common area.
- 8. Unit Owners and Contractors are responsible for all construction debris. This debris shall NOT be disposed of in our regular dumpsters. (See Management for bulky item disposal = 20 items/month)
- 9. ALL RENOVATIONS AND FLOOR REPLACEMENTS SUBJECT TO FINAL INSPECTION.
- 10. Photo Voltaic and Split A/C Installation shall require a separate application.
- 11. *All improvements must ensure that drainage will occur as planned. All additional materials and color visible from the exterior must be painted to match the portion it is attached too. Any changes or adjustments to your original application are required to be resubmitted for approval. The maintenance of any modification becomes the responsibility of the owner(s) and any subsequent owner(s). Damage to your lot, any other lot or common element resulting from these improvements or construction of these improvements, is your responsibility. The Board of Directors, Management, and the Association reserve the right to have any improvements removed, repaired, or maintained properly. Should you sell this modified lot in the future, you are responsible to remove the addition/modification &/or for ensuring full disclosure and the responsibilities are passed on to the new owners. A copy of this letter should be placed in your permanent home file and provided to future owners.*

By signing, the applicant(s) understands and agrees to all terms and conditions stated above.

|                 |            |       |
|-----------------|------------|-------|
| _____           | _____      | _____ |
| Owner Signature | Print Name | Date  |
| _____           | _____      | _____ |
| Owner Signature | Print Name | Date  |



**FOR CROSSPOINTE AOA MANAGEMENT USE ONLY**

- Request Approved
- Request Denied
- Resubmit request with revisions/information as noted below

---

---

---

---

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL INSPECTION TO BE SIGNED OFF BY MANAGEMENT UPON COMPLETION**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_