Kukui'ula
SOUTH SHORE, KAUA'I

DESIGN REVIEW PROCESS INFORMATION

At Close of Escrow, the Member typically receives the Welcome Letter, Design Review Process Graphic, Design Guidelines, Charter, and project specific Kukui`ula plot plan.

The Kukui'ula Design Review Process is comprised of five milestones, indicated below. Throughout the sequence, the Design Review Committee will provide the documents identified below for the Member to complete and return at the associated milestone and go over the items that must be completed in order to advance the project.

1) Orientation
   a) Design Review Process (this document)
   b) Design Review Process Flowchart
   c) Fee Schedule
   d) Calendar
2) Concept Review
   a) Concept Application
   b) Concept Checklist
3) Preliminary Review
   a) Preliminary/Final Application
   b) Architectural Checklist
   c) Landscape Checklist
   d) Product Submittal Worksheet
   e) Building and Site Area Worksheet
4) Final Review
   a) Preliminary/Final Application
   b) Architectural Checklist
   c) Landscape Checklist
   d) Product Submittal Worksheet
   e) Building and Site Area Worksheet
   f) Details Reference List
5) Charter of Compliance (Authorization to Construct)
   a) Full set of construction documents (responsibility of Member to provide)

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KEY NOTES

- It is critical that a submittal be complete, accurate, and coordinated to be internally consistent. If the DRC is unable to fully assess the submittal, it will be rejected, and the process will begin anew.

- In order to submit for review, an in-take meeting is required; please email the request to meet at least 5 business days in advance. Submittal meetings are scheduled Monday to Friday between 9 am and 2 pm HST, in person or via videoconference, and typically take about 30 minutes.

- Once a submittal is accepted, the durations noted on the Kukui`ula Design Review Meeting Schedule available from the DRC representative will determine the date of the review meeting.

- The Concept Review is a mandatory step in order to provide feedback and guidance on a design prior to progressing to Preliminary Review.

- A portion of the new home design review fee is required at the Concept Review, with the balance due at the Preliminary Review.

- When the Charter of Compliance is issued, the DRC will provide the pre-construction process and requirements. The Construction Deposit and Impact Fee are due in advance of the pre-construction meeting.

- Once the Preliminary Submittal has been reviewed and the DRC has determined the submittal is fundamentally in alignment with the Design Guidelines and the community, the Member's design team may proceed, at their own risk, to concurrently continue in plan preparation and revisions for Final Submittal as well as to prepare for the County of Kaua'i plan check review. Note, it is encouraged not to commence structural engineering prior to the DRC determining that the Preliminary Submittal is on-track and may progress to the Final Review stage.