HO‘OPILI COMMUNITY GARDEN
PERMIT APPLICATION
(The Urb Community Garden)

Date:_____

Application Fee: $21.00 (non-refundable; due with the Application, whether submitted on Reservation Day or thereafter)

Deposit: $120.00 (refundable as provided in the Rules; due after HUAA offers or reserves a Garden Plot, subject to HUAA’s verification of Eligible Resident status, by the date specified by HUAA)

The Application Fee, Annual Membership Fee, and Water Fee are non-refundable once paid. The Deposit is refundable as provided in the Rules. The Deposit is due after HUAA offers or reserves a Garden Plot, subject to HUAA’s verification of the applicant’s Eligible Resident status, by the date specified by HUAA. After a Permit is issued, the Deposit, less permitted deductions, will be refunded approximately thirty (30) days after the end of the Term or termination of the Permit, as provided in the Rules.

Garden Plot Requested (check one):

_____ Small Garden Plot (6ft x 8ft)
_____ Large Garden Plot (12ft x 8ft)
_____ ADA Garden Plot (4ft x 8ft)

Annual Fees (beginning 2027)

Garden Plot Type	Annual Membership Fee	Annual Water Fee	Annual Total	Semi-Annual Installment	Number of Plots
Small	$252.00	$84.00	$336.00	$168.00	25
Large	$503.00	$168.00	$671.00	$335.50	28
ADA	$168.00	$63.00	$231.00	$115.50	4

How Payment Works
• **Application Fee:** $21.00 is due with the Application. All fees include Hawaii general excise tax, except the Deposit.
• **Reservation Day:** A Garden Plot is offered and reserved on Thursday, November 19, 2026, 6:00–8:00 p.m., at SoHo Community Center, subject to HUAA’s verification of the applicant’s Eligible Resident status. After Reservation Day, HUAA may offer an available Garden Plot, also subject to that verification.
• **After verification:** By approximately November 24, 2026, HUAA will notify each Reservation Day applicant of eligibility confirmation and the Deposit and first installment amounts due. The Deposit ($120.00) and first installment of the Annual Membership Fee and Water Fee (50% of the applicable fees) are due by Permit Pickup Day, Monday, November 30, 2026, 4:00–6:00 p.m., at SoHo Community Center. Total due by November 30: Small Garden Plot $288.00; Large Garden Plot $455.50; ADA Garden Plot $235.50. The second installment (Small $168.00; Large $335.50; ADA $115.50) is due July 1, 2027. Applicants offered a Garden Plot after Reservation Day pay the Deposit and first installment (prorated if applicable) by the date specified by HUAA.
• **Permit effectiveness:** The Permit issues only after HUAA receives the Deposit and first installment and confirms the Application and, for post-Reservation Day applicants, upon pickup or delivery by HUAA; HUAA may email the Permit. A Garden Plot not paid for by November 30, 2026 (or, for later applicants, by the date specified by HUAA) may be offered to the next applicant on the waitlist. Permits picked up after November 30, 2026 begin upon issuance. HUAA does not guarantee a processing time or a December 1, 2026 start.
• **Credits and proration:** December 2026 fees, and January 2027 fees for January Permits, are courtesy of D.R. Horton Hawaii LLC. Fees for Permits that become effective after January 2027 are prorated in monthly increments, including the full month in which the Permit becomes effective. Except as stated for

Permits issued in 2026 and 2027, the Annual Membership Fee and Water Fee are paid in two installments due on January 1 and July 1; for Permits effective from February through June 2027, the second installment is due on July 1, 2027.

• **Details and access:** See the HUAA FCFS Instructions and the Ho‘opili Community Garden Rules for additional payment and process details. The Primary Gardener and each Co-Gardener must bring their HCA FOB to the HCA office at the SoHo Community Center for verification; verified FOBs will be programmed for garden access when the Permit becomes effective.

Capitalized terms used in this Application without definition shall have the meanings assigned to such terms in the Ho‘opili Community Garden Rules.

Payment Method: Applicants shall pay all fees required by this Application and the Ho‘opili Community Garden Rules by check and/or money order, or by other payment methods as approved by the HCA Board. **NO CASH is accepted.**

All payments shall be addressed to the following address:
PO Box 700489, Kapolei, HI 96709.

All payments shall be made payable to:
Ho‘opili Urban Agriculture Association or HUAA.

Questions may be directed to HUAA at admin@huaahawaii.org.

Assignment of ADA Garden Plot: ADA Garden Plots are reserved for persons with a disability requiring such accommodation. An ADA Garden Plot is intended to offer the shortest and most accessible route from the Community Garden entrance to the assigned Garden Plot. Each ADA Garden Plot features raised garden beds and concrete borders around the Garden Plot for improved accessibility and ease of use. If an applicant's disability or disability-related need for an ADA Garden Plot is not readily apparent or already known to HUAA, HUAA may ask the applicant to provide additional confirmation (e.g., disability parking placard).

Assignment of Garden Plots: HUAA shall initially grant Permits for use of Garden Plots on a first come, first served basis, with a limit of one Garden Plot per registered address with the HCA. Garden Plots are numbered sequentially (e.g. L0001, L0002, or S0001, S0002, etc.), as reflected on the Garden Maps, and will be assigned and reserved in that order. Please review the Ho‘opili Community Garden Rules for more details regarding the assignment of Garden Plots.

By submitting this Application, I confirm that I have received, read, understood and agree to abide by and be subject to the Ho‘opili Community Garden Rules. I understand that only the non-refundable Application Fee is submitted with this Application. A Garden Plot is offered and reserved on Reservation Day, or offered after Reservation Day, subject to HUAA’s verification of my Eligible Resident status. After verification, the Deposit and first installment of the Annual Membership Fee and Water Fee are payable by the date specified by HUAA, and the Permit will be issued only after those payments are received.

1. PRIMARY GARDENER NAME:_____
**As the Primary Permit Holder, I declare that I have not been revoked from this program before.*

Family Member(s):_____ **Same Home Address*
Relationship:_____

Home Address:_____ **City:**_____

Zip Code:_____ **Community Name**_____ **Unit No.**_____
**If this address is different from the address you have on file with the Ho‘opili Community Association, you may receive official notices about your Garden Plot by providing mailing address.*

**Applicants for a Garden Plot at Hoʻopili must be Residents (own and occupy a home at Hoʻopili). Please provide the community name and unit number for your home at Hoʻopili.*

Mailing Address: (if different than Home Address)

_____**City:**_____

Zip Code:_____ **Community Name**_____ **Unit No.**_____

Cell Phone Number(s) 1:_____**2:**_____

Email:_____

*Email will be used for Hoʻopili Community Garden notices at this address.

**For Hoʻopili Community Garden Communication purposes, the Primary Gardener must have verifiable contact information.*

2. CO-GARDENER NAME:_____

**Must sign the Application form. A Co-Gardener does not have any rights to the Garden Plot should the Primary Gardener relinquish their Garden Plot or have their Garden Plot revoked. Co-Gardeners for a Garden Plot at Hoʻopili must also be Residents (own and occupy a home at Hoʻopili). Please provide the community name and unit number for your home at Hoʻopili.*

Home Address:_____ **City:**_____

Zip Code:_____ **Community Name**_____ **Unit No.**_____

Cell Phone Number(s) 1:_____**2:**_____

Email:_____

*Email will be used for Hoʻopili Community Garden notices at this address.

3. CO-GARDENER NAME:_____

**Must sign the Application form. A Co-Gardener does not have any rights to the Garden Plot should the Primary Gardener relinquish their Garden Plot or have their Garden Plot revoked. Co-Gardeners for a Garden Plot at Hoʻopili must also be Residents (own and occupy a home at Hoʻopili). Please provide the community name and unit number for your home at Hoʻopili.*

Home Address:_____ **City:**_____

Zip Code:_____ **Community Name**_____ **Unit No.**_____

Cell Phone Number(s) 1:_____**2:**_____

Email:_____

*Email will be used for Hoʻopili Community Garden notices at this address.

4. EMERGENCY CONTACT INFORMATION

NAME:_____

Phone Number: _____

Email: _____

For ADA Garden Plots: Primary Gardeners and all Co-Gardeners, please provide a description in the box below of the disability for which the ADA Garden Plot is being requested and specify whether the disability is temporary or permanent. Please attach an additional sheet of paper if additional space is needed.

Disclosure: All notices given by HUAA/GCC and the HCA Board may be given solely to the Primary Gardener. The Primary Gardener is responsible for providing such notices to all Co-Gardeners, if any.

HUAA USE ONLY

A. Application and Reservation

Date Application received:_____ **Received by:**_____
Application complete: ☐ **Yes** ☐ **No**
Application Fee received: $_____ **Date:**_____ **Check/MO No.:**_____
Garden Plot type: ☐ Small ☐ Large ☐ ADA
Garden Plot reserved: ☐ **Yes** – Plot No.: _____ ☐ **No** – waitlist (☐ Multi-Family ☐ Non-Multi-Family ☐ ADA), position: ____

B. Eligible Resident Verification

Eligible Resident status verified (Primary Gardener and all Co-Gardeners):
☐ Yes ☐ No (reservation cancelled) **ADA need confirmed:** ☐ Yes ☐ N/A
Verified by:_____ **Date:**_____

C. Amounts Due Before Permit Issuance

Due date (initial round: November 30, 2026):_____
Deposit: $_____
First installment – Annual Membership Fee (50% of annual fee, prorated if applicable): $_____
First installment – Water Fee (50% of annual fee, prorated if applicable): $_____
Less D.R. Horton Hawaii LLC credit (December 2026 / January 2027 Permits only, based on the month the Permit becomes effective): ($_____**)**
Total due before Permit issuance: $_____

D. Payment Received

Amount: $_____ **Date:**_____ **Check/MO No.:**_____ **Received by:**_____
☐ **Not paid by due date – reservation cancelled; Garden Plot reoffered on** _____

E. HCA FOB Verification Primary Gardener ☐ Co-Gardener(s) ☐ 1 ☐ 2 ☐ N/A

PERMIT

Garden Plot No.:_____ **Permit No.:**_____
Permit effective date:_____ **Approved by:**_____
Issue date:_____
Permit delivered to Gardener(s): ☐ Picked up ☐ Emailed **Date:**_____

HOʻOPILI COMMUNITY GARDEN AGREEMENT

*All applicants must sign and return this Hoʻopili Community Garden Agreement ("**Agreement**") acknowledging review and acceptance of the Hoʻopili Community Garden Rules. Capitalized terms used in this Agreement without definition shall have the meanings assigned to such terms in the Hoʻopili Community Garden Rules. It is the responsibility of the Primary Gardener to notify family members and Co-Gardeners about current garden updates, requirements, rules and regulations.*

Community Garden Location: The Urb

Date:_____

Purpose

This Agreement is a shared commitment to mālama ʻāina and grow food, friendship, and community resilience together. Our mission is to cultivate a healthy, inclusive and joyful space for all gardeners in our community.

ADA Applicant Requirement

Upon submission of an Application for an ADA Garden Plot, applicant may be asked to provide additional confirmation verifying the need for this accommodation in order to be assigned an ADA Garden Plot.

Gardener Responsibilities

I will use my plot to grow food, herbs and flowers using practices permitted under the Hoʻopili Community Garden Rules, including Section G and Exhibits E and F. I will show up to meetings and participate in organized garden cleanups per the rules and regulations. I will water wisely, care for my garden area and keep shared areas neat.

Community Expectations

Attend at least 2 garden events annually (which shall include at a minimum, the annual meeting and one organized garden cleanup). Be kind and respect other's properties including asking before cleaning or harvesting from other's plots.

Submit a Flex Request Form notifying plot coverage if temporarily unable to maintain the plot. Absences over 30 days without notice may result in reassignment of plot and garden privileges suspended.

Everyone's help is appreciated in keeping the community garden growing strong. Failure to follow the Hoʻopili Community Garden Rules and observance of posted notices and regulations may result in a loss of garden privileges.

Primary Gardener and Co-Gardener Assurances

I hereby voluntarily certify that the following are true:

1. *I am an owner of a dwelling unit in the Hoʻopili Community;*

2. *I live in the dwelling unit as my principal residence, and the dwelling unit is not rented or leased to anyone else (renters are not eligible); and*

3. *I am in good standing and have no outstanding fees, fines, assessments, or other amounts owed to the association of unit owners or community association governing my dwelling unit and Hoʻopili Community Association. HUAA and HCA will rely on this certification and do not independently verify my standing with the condominium association/AOUO governing my dwelling unit. A false certification is grounds to cancel my Garden Plot reservation or terminate my Permit.*

4. *I understand and agree that the Liability Waiver includes claims arising from water outages or interruptions, closures of the Community Gardens (in whole or in part), and any loss of or damage to plants*

or crops resulting from any such outage, interruption, or closure.

5. *I accept the assigned Garden Plot and all Community Garden areas, including areas outside the assigned Garden Plot, in their 'as is' condition, and agree not to alter any area outside the assigned Garden Plot.*

6. *I authorize HCA and its managing agent to confirm to HUAA my ownership, occupancy, and account standing with HCA for purposes of this Application.*

Initials for Items 1–6:

_____ _____ _____

Primary Gardener *Co-Gardener* *Co-Gardener*

Liability Waiver

*I hereby agree on behalf of myself, any of my family members, guests, and/or invitees participating in the community garden program, pursuant to a Permit issued by Hoʻopili Urban Agriculture Association ("**HUAA**"), to all of the above, and to voluntarily release, remise and forever discharge HUAA (including any GCC), Hoʻopili Community Association ("**HCA**") and the HCA Board ("**HCA Board**"), AG Management, Ltd., as managing agent for HUAA, and any successor managing agent for HUAA, Hawaiiana Management Company, Ltd., as managing agent for HCA, and any successor managing agent for HCA, D.R. Horton Hawaii LLC, D.R. Horton, Inc., and their respective parent companies, subsidiaries and affiliates, and their respective members, managers, officers, directors, agents and employees, except to the extent caused by the gross negligence or willful misconduct of a released party, from and on account of any and all past, present, and future potential claims, actions, causes of action, liabilities, costs, expenses and damages of any kind which I or any of my family members, guests, and/or invitees may have arising out of or relating to my or their participation in the community garden program in the Hoʻopili Community, including claims arising from or relating to any water outage or interruption; closure of the Community Gardens, in whole or in part; or any loss of or damage to plants or crops resulting from any such outage, interruption, or closure.*

Notification

All applicants/Gardeners submitting an Application may consent to receive text by providing prior written consent to receive text messages from HUAA/GCC. If an applicant/Gardener does not consent to text messaging, the applicant/Gardener must provide an email address to receive notifications from HUAA/GCC regarding the following: (i) Application status, including updates, approval, denial, and other Application-related communications; and (ii) Community Gardens communication, including but not limited to Community Gardens closures due to weather conditions, adjusted Community Gardens access hours, maintenance notices, operational updates, and any and all other related Community Gardens notifications. HUAA/GCC and the HCA Board shall not be responsible for any consequences arising from an applicant's/Gardener's failure to receive or review such notifications. HUAA/GCC and the HCA Board are not responsible for any fees or costs applicants/Gardeners may incur from receiving text notifications.

☐ **Check this box if you consent to receive text messages from HUAA/GCC. Text messages will be limited to informational and operational notifications related to the Community Gardens and/or your Garden Plot, as described in the above paragraph. You will not receive advertising or telemarketing text messages from HUAA.**

Agreement

By submitting this Agreement, I confirm that I have received, read, understood and agree to abide by and be subject to the Hoʻopili Community Garden Rules. *I understand that only the non-refundable Application Fee is submitted with the Application. A Garden Plot is offered and reserved on Reservation*

Day, or offered after Reservation Day, subject to HUAA's verification of my Eligible Resident status. After verification, the Deposit and first installment of the Annual Membership Fee and Water Fee are payable by the date specified by HUAA, and the Permit will be issued only after those payments are received. I agree on behalf of myself, any of my family members, guests and/or invitees participating in the Community Garden program, pursuant to a Permit issued by HUAA, to be bound by and to abide by all the rules and regulations and procedures contained in the Ho'opili Community Garden Rules. If I fail to obey the rules, or to comply with the terms of this approved Application, I grant HUAA or its designee and any of their officers, agents and employees the power to deduct any amount required to remedy my violations from my deposit, to file a claim against me to recover damages from me.

I have read and understand the Application, including the payment timing and Permit issuance conditions stated above, and accept these rules, terms, and conditions stated above for the participation with Ho'opili Community Gardens:

*Primary Gardener Signature:*_____*Date:* _____
Print Name: _____

*Co-Gardener Signature:*_____*Date:*_____
Print Name: _____

*Co-Gardener Signature:*_____*Date:*_____
Print Name: _____