

DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU

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MUFI HANNEMANN
MAYOR

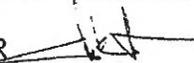


DAVID K. TANOUE
DIRECTOR
ROBERT M. SUMITOMO
DEPUTY DIRECTOR

March 19, 2009

ENGINEERING AND POLICY MEMORANDUM NO. CEB 2-09

TO: ENGINEERS, DEVELOPERS, AND OTHER INTERESTED PARTIES

FROM: DAVID K. TANOUE, DIRECTOR 
DEPARTMENT OF PLANNING AND PERMITTING

SUBJECT: ELECTRONIC FILE SUBMITTAL FOR NEWLY APPROVED
DRAINAGE SYSTEMS

Effective immediately, after the construction plans for new drainage systems have been approved by our department, the designer will be required to submit an electronic file of the drawings in "tiff" format on a CD or DVD.

The electronic file submittal will facilitate the incorporation of the drainage systems into our Geographic Information System ("GIS") database which we are required to maintain under the City's National Pollutant Discharge Elimination System ("NPDES") permit. These files are a supplemental requirement, and do not replace the need to provide approved hard copy plans.

The sheets that will need to be submitted in electronic format will be identified on our Civil Engineering Branch's print reminder slip (see attachment). Failure to submit an electronic file may result in delays to permit approval.

Should there be any questions, or if you will encounter difficulty in submitting an electronic file, please call our Site Development Division at 768-8096.

DKT:ky
Attachment

REMINDER SLIP

* New request as of 08/28/2008

Please provide the necessary number of print sets/electronic files along with this slip to the appropriate addresses below within 10 days of the Director of DPP's approval. Electronic files to be .tiff format on CD or DVD labeled with relevant information (i.e. date of submittal, log number, and project name).

Date: ___ / ___ / ___

Log No.: _____

Project: _____

Provider: _____ T.M.K.: _____

Prints: _____

(SHEET NUMBERS)

No. of sets: _____

Electronic _____ (SHEET NUMBERS)

Files: _____

(SHEET NUMBERS)

 **Prints:** Dept. of Planning & Permitting
deliver to - **Civil Engineering Branch**
650 South King Street, 8th Floor
Honolulu, Hawaii 96813

 ***Electronic Files:** Dept. of Planning & Permitting
deliver to - **Honolulu Land Information System**
650 South King Street, 8th Floor
Honolulu, Hawaii 96813

Contact: **Steven Young: syoung1@honolulu.gov**

Contact: **John Nolan: jnolan@honolulu.gov**