

**CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PLANNING AND PERMITTING (DPP)**

Special District Permit (Minor)

Application Instructions

This document is intended to assist you in preparing a complete application, and should be read in conjunction with the Land Use Ordinance (LUO).

I. Overview.

- A. Applicability. This permit covers projects in the special districts which have been classified under the LUO as a minor project.
- B. Standard of Review. Compliance with the adopted objectives and design standards, as well as the published guidelines, for the respective special district.
- C. Time Frame. The time frame for processing this permit is 45 days from acceptance of the completed application. This time frame may be extended under certain circumstances. If the DPP fails to process this permit within the required time frame, the permit shall be deemed approved.

II. Application Requirements.

- A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.
- B. Fee. Tree removal - Submit a non-refundable fee of \$100 per tree. Fees should be made payable to the City and County of Honolulu.

Minor (other than tree removal) - \$600 processing fee. There is an **application review fee** of \$200 (non-refundable) which shall be applied to the \$600 processing fee upon acceptance. Please **submit two separate checks** (and/or money orders), one in the amount of \$200 for the application review fee and another check for the remaining portion of \$400 (which will be returned if the application is not accepted). All fees should be payable to the City and County of Honolulu. Checks or money orders which are not properly authorized or that are more than 3 months (90 days) old will not be accepted; and, applications submitted without the proper fees will not be further processed.

Note: There is no fee for City agencies.

*Note: When an Applicant applies for a special district permit after being cited for taking action without having obtained necessary approvals, the application fee set forth above **shall be doubled and the application review fee is based on the total application fee after it is doubled.** The payment of the fee required by this section shall not relieve the Applicant from compliance with the LUO or from penalties imposed there under.*

- C. Written Statement. Your application package must include two copies of the following material. If you are submitting a multi-permit application, please submit two copies for each permit.

The written statement must address the following issues:

1. Background. Identify the special district and describe the project site, including abutting uses and relevant history of the uses of the site, up to the present.
 2. Project Description. Describe the proposed project, including the following if applicable:
 - a. Details on existing and proposed uses and activities, such as hours of operation, number of clients and staff on the site, and use and number of structures;
 - b. Details on existing and proposed structures, building and site alterations, including parking areas, grading and landscaping. Provide information on building heights, setbacks and buffering from adjoining parcels;
 - c. If the application is for the demolition of a historic structure, provide a description of the interim and future uses of the project site; and
 - d. If the application is only for the removal of trees over 6-inches in diameter, provide only item (b) above, justification for tree removal, and the name and location of displaced or new trees.
 3. Justification. Explain how the proposed project will meet the respective special district objectives and standards.
- D. Drawings/Plans. Submit two (2) sets of the following fully dimensioned drawings and/or plans applicable to the project. All drawings/plans must be black line prints, drawn to scale and prepared by a draftsman, architect, engineer, or similar professional. For document imaging purposes, one (1) set of drawings shall be a maximum size of 11" x 17"

and the second should not exceed 24" x 36". DPP staff may request additional copies after acceptance of the application.

1. Preliminary Site Plan. An appropriately scaled site plan, which must show:
 - a. Property lines and all existing and proposed easements with dimensions, lot area and purpose of easements;
 - b. Location of all existing and proposed improvements and all ground level open areas. Indicate if existing structures are to remain, altered or removed;
 - c. Building dimensions and all setbacks from property lines;
 - d. Parking and loading stalls layout, and total number of stalls required and provided. Also, indicate existing streets, street names, and vehicular access to the site; and
 - e. Existing contours at vertical intervals of 5 feet where the slope is greater than 10 percent and not more than 2 feet where the slope is less than 10 percent. Proposed grading must be shown by contours, spot elevations or other means.
2. Preliminary Floor Plans and Floor Area Calculations. If applicable, provide detailed floor plans showing the location and dimensions of all existing and proposed uses. These should show all dimensions used in calculating the proposed floor area and building area. Indicate the elements used in the calculation of these areas for each floor and include the tabulation of total proposed floor area and total allowable floor area.
3. Exterior Building Elevations. Exterior elevation drawings and section drawings, showing existing/proposed finish grades, building heights and envelopes measured from both grades, setbacks from property lines, and distance between structures.
4. Project Specifications. Outline specifications or samples of exterior finish, texture, material and color for all exterior finishes.
5. Open Space Plan. Open space plans and area calculations, showing all dimensions and elements used in calculating these areas. Show the total proposed and total required open space. If bonus areas are used, provide calculations and show bonus areas on the plans.
6. Off-street Parking and Loading Plan. Parking and loading plans and calculations with dimensions of all stalls, aisles, driveways, and

setbacks from property lines and proposed structures. Provide the total number of required and proposed parking and loading stalls.

7. Landscape Plan. Preliminary landscaping and screening plans, which include:
 - a. Location, species, quantity, size and spacing of all landscaping, including proposed landscaping and all existing trees 6" or greater in trunk diameter and their proposed disposition;
 - b. Landscaping in relation to existing and proposed structures, fences, walls, driveways, parking lots, rock gardens, fountains, pools and other landscape features;
 - c. For Waikiki and Punchbowl Special Districts, provide plans showing landscape and/or architecture treatment for all flat roof areas; and
 - d. Details of the proposed permanent irrigation system.
8. If the application is only for the removal of trees over 6-inches in diameter, provide items 1 and 7 above only.

Note: All scaled plans and drawings must include a graphic ("bar") scale in addition to or in lieu of a numerical scale.

- E. Photos. Submit photographic documentation of the property taken from the adjoining streets (If possible, panoramic spliced photos of site).

(Note: all photos should be labeled and keyed to a general site map.)

- F. Environmental Assessment. If the project is subject to the requirements of Chapter 343, Hawaii Revised Statutes (HRS), the Environmental Impact Statement (EIS) law, then provide documentation of compliance.
 1. If the project involves an exempt class of action, pursuant to Section 11-200-8, Hawaii Administrative Rules (HAR), then provide written documentation of such exemption from the appropriate proposing and/or approving agency (for projects subject to HRS Chapter 343, only); or
 2. Submit two (2) copies of the Finding of No Significant Impact (FONSI) or EIS for the project.

*Note: If the project requires an Environmental Assessment (EA) or EIS, then this must be processed before the Special District Permit application will normally be accepted for processing. If the DPP is going to be the accepting agency for the EA or EIS, please note that there is now a \$600 and \$1,200 **processing fee**, respectively. Additionally, there is a non-refundable **application review fee** of \$200 and \$400, respectively, which shall be applied to the processing fee upon acceptance. **Submit two separate checks** (and/or money orders) for the two fees (\$400 processing fee and \$200 review fee for the EA; \$800 processing fee and \$400 review fee for the EIS). All fees should be made payable to the City and County of Honolulu. Checks or money orders which are not properly authorized or that are more than 3 months (90 days) old will not be accepted; and, applications submitted without the proper fees will not be further processed.*

3. If the project is not an exempt class of action, but is associated with a prior FONSI or EIS, then a determination must be made that a Supplemental EA or EIS is not necessary before the special district permit application will be accepted for processing. Therefore, provide detailed written justifications why the proposal does not require the preparation of a Supplemental EA or EIS.

Note: If the project has substantially changed in size, scope, intensity, use, location, timing, or other means since the time the FONSI was issued or the EIS was accepted, and the project will involve significant effects, then the Applicant must prepare a supplemental assessment prior to submitting the application for the special district permit. The supplemental assessment will be processed in the same manner as the EA or EIS (see Subchapter 10 of Chapter 200, Title 11, HAR, for details).

- III. Electronic Document Submittals. The submittal of electronic documents, either in whole or in part of this application, is encouraged; and, shall be at the sole discretion of the Applicant. Electronic document submittals shall adhere to the following specified formats: PDF (Adobe Reader 9 or earlier), JPEG, or Word (2003 or earlier). Electronic documents **must** be submitted on either CD or DVD. No individual electronic document shall exceed 15 megabytes in size; any electronic document involving a larger size **must** be broken down into smaller size files. ALL maps, drawings and /or plans **must** be drawn to an appropriate scale, and **must** include a graphic ("bar") scale accurately representing the applicable scale of the document.

For further assistance or information on how to complete the application, please call the DPP at 768-8028.