

***Instructions for Filing a Park Dedication Application***  
Chapter 22, Article 7 of the Revised Ordinances of Honolulu

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**Guidelines**

Adequate parks and recreational facilities positively affect the quality of our lives and neighborhoods, and we depend on the Park Dedication program to realize this goal. The program requires developers to provide parks and playgrounds as a condition to approval of a development. Standards and requirements for implementation and administration of the Park Dedication Ordinance can be found in the Park Dedication Rules and Regulations (PDRR) available from our department.

As part of an application for a subdivision or multifamily development (including Cluster or Planned Development Housing), the applicant shall state whether he/she wishes to dedicate land, provide private parkland in perpetuity, pay a fee, receive credit for a previously provided park, or a combination of the above to satisfy the park and playground requirements. Exceptions to the applicability of these requirements can be found in Rule 7.2 of the PDRR. Approval of a Park Dedication Application is necessary to obtain final subdivision or building permit approval (in the case of multifamily development).

Processing time will vary depending on the complexity of the case: whether complete information has been provided to the department, how quickly the applicant complies with conditions for approval, and whether additional permits are required. If the project is in a Flood Hazard Area, Special District, Special Management Area, or affects a site listed or eligible for listing on the State or National Register of Historic Places, additional approvals and permits may be required prior to the application's approval.

Minor modifications to an approved Park Dedication application may be requested in writing from the Director of Planning and Permitting.

**Additional Notes**

To avoid errors or delays, all required information must be provided. Fill out all blanks on the application form clearly, concisely, and completely. If you are filing as an agent, submit a letter of authorization. Multiple fee owners must submit an attachment with signatures of all owners as "Recorded Fee Owner" along with a separate letter signed by all recorded fee owners authorizing the agent to act on their behalf.

If your project proposal requests multiple DPP permits (e.g., Cluster-Housing Development and Special Management Area Use Permit), call 768-8012 for information regarding sequencing of the permits. For information on how to complete your Park Dedication application, please call the Subdivision Branch at 768-8100.

**Definitions**

APPLICANT is the person or entity proposing the action. It may be the recorded fee owner or lessee.

AUTHORIZED AGENT is the person processing the permit(s). This person will be contacted by the DPP for additional information and notification of approval. It may be the recorded fee owner or applicant.

RECORDED FEE OWNER is the person or corporate entity that owns the land in fee simple.

## ***Park Dedication Application Checklist***

In conjunction with any park dedication application (using the Site Development Division Master Application Form), the applicant shall specify the proposed method of compliance with Park Dedication and submit 2 copies of the following information:

- ❑ For projects within residential and country districts – show both the actual and potential number of lots and the actual and potential number of dwelling or lodging units. This number shall include existing, proposed and potentially developable units (except “ohana” dwelling units) and shall be considered the *number of potential units*. If the applicant cannot determine the potential number of lots, the DPP will divide that lot’s area by the smallest lot size available for that zoning district.
- ❑ For projects within apartment, resort, mixed-use or special districts, or planned development housing projects – the number of proposed dwelling or lodging units and 10% of the *maximum permitted floor area* for each subdivided lot. The maximum permitted floor area is determined by multiplying the maximum Floor Area Ratio (FAR) by the lot area. For Waikiki, ½ the area of the abutting rights-of-way may be added to the lot area.
- ❑ The *land area* required to be dedicated or provided in perpetuity is determined as follows:
  1. For projects within apartment, resort, mixed-use districts, or planned development housing projects - multiply the number of potential units by 110 square feet per unit or 10% of the *maximum permitted floor area*, whichever is less; or
  2. For projects within a special district – multiply the number of potential units (for multifamily developments) by 110 square feet per unit or 10% of the *maximum permitted floor area*, whichever is less, or (for single-family, two-family or duplex developments) multiply the number of potential units by 350 square feet per unit; or
  3. For projects located within residential or country districts – multiply the *number of potential units* by 350, 300, 200, 100, or 50 square feet per unit. The factor to be used per unit is determined as follows:

350 sf. for nine or more lots	300 sf. for seven or eight lots
200 sf. for six lots	100 sf. for five lots
50 sf. for 3 or 4 lots	

The term “lots” as used above means both actual and *potential* lots.

- ❑ For projects providing parkland area – a description and location map of the site to be dedicated or provided in perpetuity. This information shall include the tax map key or address, lot area, boundaries, existing conditions, proposed grassing, grading, and improvements to be done. For private parks, in addition to the above, plans must indicate landscaping and physical facilities to be provided. Estimates must also be provided for the cost of constructing the physical facilities to be provided.
- ❑ For projects paying a fee in lieu of providing parkland – provide the area of land that will not be dedicated or provided in perpetuity. The fee to be paid will be determined by multiplying this area by the *fair market value* of the land. The fair market value of the land will be determined by the Department of Design and Construction, Land Survey Division. It is the per-square-foot value of the land at the time of subdivision, cluster housing, planned development or multifamily application processing.
- ❑ For projects using credit for parklands previously dedicated or provided – provide the tax map key and a location map of the site from which land credits will be derived.
- ❑ For projects providing private parks or restricting the number of potential units – provide a draft *Declaration of Restrictive Covenants* (in accordance with samples available at DPP) agreeing to either maintain the private park in perpetuity or to limit certain lots to one dwelling unit each.
- ❑ For projects providing a private park – provide an *estimate* for the cost of constructing the proposed private park improvements.