

## **APPLICATION PROCEDURES FOR A DRIVEWAY VARIANCE**

**(REVISED JULY 2009)**

**Purpose:** A driveway variance is an approval for the design of a driveway that differs from current City standards. A variance may be granted only if it will provide a substantial benefit or avoid undue hardship for the affected parties without adversely impacting public use of the sidewalk or roadway. A variance will not be granted to relieve the applicant from the design provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG-28 CFR Part 36, Appendix A).

**Submit:** Submit a letter addressed to the Director with the following information:

- Applicant's name/title, return address, phone number, owner's name, tax map key, and zoning.
- Address of the property, description of the request, and reason for the request.

Attach a scaled sketch or plan showing:

- Property lines, dimensions, and street names.
- Existing and proposed building structures, parking spaces, and proposed driveways with dimensions.
- Utilities, trees, or government installations fronting the property or within 5 feet of the property frontage.
- Distances from the proposed driveway to any structure, driveway, and installation within 5 feet.
- Widths of sidewalks, driveways, and driveway flares.
- Detailed drawings of the proposed driveway prepared by a licensed professional, if appropriate.
- Owner's name, tax map key, address, and scale of drawing.

Attach photographs or other items to support your request. DO NOT attach the original Building Permit Application form. Items submitted with the application may be kept for our records and will not be returned to the applicant.

When a proposed driveway is within the reserved 15-foot utility strip, a Joint Pole Committee Variance is required. Contact the Joint Pole Coordinator at 543-5655 for further information.

If a variance is granted, the Building Permit Application form will be signed by the Site Development Division, located on the first floor of the Fasi Municipal Building, on behalf of the Department of Planning and Permitting (DPP).

**Submit to:** Director  
Department of Planning and Permitting  
City & County of Honolulu  
650 South King Street  
Honolulu, Hawaii 96813

**Filing Fee:** \$100.00 fee required for each application. All fees are nonrefundable. Application will not be processed without fee payment. Make checks payable to: City and County of Honolulu.

**Response:** The Director will respond to the applicant in writing. All responses will be mailed to the return address provided by the applicant. Normal processing time for a request is 30 calendar days, but may be longer.

*If you have any further questions regarding Department of Planning and Permitting driveway variances, please call the Civil Engineering Branch of the Site Development Division at 768-8106.*