

## APPLICATION PROCEDURES FOR AUTHORIZATION OF SURFACE ENCROACHMENT

**Purpose:** Authorization of surface encroachment allows for a proposed or existing object or structure to be installed or remain within the sidewalk area of a City street. Authorization may be conditionally granted only if the encroachment does not unduly interfere with the public use of the sidewalk area for utilities and pedestrian traffic. An existing encroachment related to an application that is denied must be removed.

**Submit:** A letter addressed to the Director providing the following information: applicant's name and title, return address, phone number, owner's name, tax map key and address of the property, description of the encroachment, and reason for the request.

A map or plan of the area. The map or plan shall be prepared, stamped and signed by a Hawaii licensed surveyor if the encroachment is a fence, wall, or other structure. Include the length and width of the encroachment, owner's name, tax map key, and address on the map or plan.

Attach photographs or other items which will support your request. Items submitted with the application will be kept for our records and will not be returned to the applicant.

**Submit to:** Director  
Department of Planning and Permitting  
City & County of Honolulu  
650 South King Street, 7th Floor  
Honolulu, Hawaii 96813

**Filing Fee:** \$100.00 fee required for each application. All fees are non-refundable. Application will not be processed without fee payment. Checks shall be 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. The normal processing time for a request is 30 calendar days but may be longer when other City agencies and/or utility companies are involved.

*For questions, please call the Permitting and Inspection Section of our Civil Engineering Branch at 768-8217.*