

City and County of Honolulu
Department of Planning and Permitting
**Instructions for Filing a
SUBDIVISION APPLICATION**
(Includes consolidation, designation and cancellation of easements)

With your completed application form, please submit:

1. Drawings/Plans

- a. Twenty (20) copies of the required preliminary or final map prepared in accordance with Sections 2 and 3 of the Subdivision Rules and Regulations.
- b. Slope maps clearly designating areas with slopes 40% or greater by shading, coloring or other means, before and after any proposed grading. The application documents shall clearly state where there is no proposed grading work and if there are no areas within the subdivision with slopes 40% or greater.

2. Fee

\$250.00 plus \$50.00 per lot (exclude roadway lots, cemetery lots, and easements). No fees are required for subdivision by a public agency. Checks are to be made payable to City and County of Honolulu. Fees are non-refundable.

3. Additional Info.

- a. RECORDED FEE OWNER is the person(s) or corporate entity that owns the land in fee simple.

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

AUTHORIZED AGENT is the person who is processing the permit(s). This is whom the Department will contact for additional information. He/she may be the recorded fee owner, applicant, project architect, engineer, surveyor or contractor. For government agencies, the authorized agent is the contact person for the project.

NOTE: All recorded fee owners must either 1) sign the application under "Recorded Fee Owner" or 2) attach a separate letter to the application signed by all recorded fee owners authorizing both the action proposed and their agent's authority to act on their behalf.

- b. To avoid errors or delays, supply all required information. Fill in all blanks clearly, concisely, and completely and sign the application.
- c. For additional information or the general requirements and procedures involved in the processing of subdivision/consolidation applications, please refer to "Guidelines on Processing a Subdivision Application" contained on this Web page. For more specific requirements and procedures, refer to the Subdivision Rules and Regulations which may be purchased at the Library, Records Management & Bookstore at 558 South King Street.
- d. For information on how to complete your application, please call the Subdivision Branch at 768-8099.