

SIDEWALK VARIANCE APPLICATION PROCEDURES

Purpose: A sidewalk variance is an approval for the design of a sidewalk which differs from current City standards. A variance may be granted only if the variance will not adversely impact public use of the sidewalk and it is consistent with 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 providing 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.

Utility, trees, or govt. installations fronting the property or within 5 feet of the property frontage.

Widths of sidewalks, driveways, and driveway flares.

Installation details and specifications for nonstandard finishes.

Owner's name, tax map key, address, and scale on the sketch or plan.

Attach a sample or photographs of nonstandard finish or other items which will 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.

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

Submit applications 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. 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.

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 523-4968.