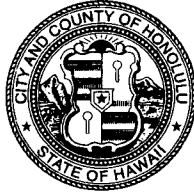


DEPARTMENT OF PLANNING AND PERMITTING  
**CITY AND COUNTY OF HONOLULU**

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**INSTRUCTIONS FOR APPLYING FOR REVISION OF THE  
PUBLIC INFRASTRUCTURE MAPS**

**1. WHO MAY SUBMIT A REQUEST FOR REVISION**

Any person may request the Director of Planning and Permitting or City Council to initiate a revision on their behalf. Revisions may be submitted for consideration by an interested party through the filing of a completed application with the Department of Planning and Permitting. Interested parties are defined as State departments or agencies, City departments or agencies, and any resident or organization with a property interest in the land.

Applicants should review this entire document and the attached application form and process diagram. Any questions or concerns may be directed to the Policy Planning Branch at 768-8041.

**2. GENERAL STATEMENT OF POLICY**

Each application for revision of the public infrastructure map shall be reviewed from the perspective of its contribution to the well-being of the people of Oahu and how it will support implementation of the applicable Development Plan and/or Sustainable Communities Plan. All phases of a project shall be considered when determining whether the project meets the public infrastructure map applicability criteria.

**3. GENERAL PROCEDURAL REQUIREMENTS**

- (a) The public infrastructure map is adopted by resolution of the City Council, and revised by resolution in accordance with Section 4-8.1, Revised Ordinances of Honolulu as amended, and with the procedures set forth in the Administrative Rules of the Department of Planning and Permitting.
- (b) The public infrastructure map shall include symbols showing the general locations of those major proposed municipal facilities included in the categories listed in subsection (c) below. In addition, certain listed public and private utility facilities shall also be shown on the public infrastructure map. Major proposed municipal facilities must first be placed on the public infrastructure map prior to the appropriation of land acquisition or construction funds.

(c) The following types of projects shall be shown on the public infrastructure map:

- (1) Corporation yard;
- (2) Desalination plant;
- (3) Drainage way (open channel);
- (4) Fire station;
- (5) Government building;
- (6) Golf course (municipal);
- (7) Park (includes: neighborhood, urban, community, district and regional parks, beach/shoreline parks, dog parks, nature parks and preserves, zoos and botanical gardens, and stream green belts);
- (8) Police station;
- (9) Parking facility;
- (10) Water reservoir;
- (11) Sewage treatment plant;
- (12) Solid waste facility;
- (13) Rapid transit corridor;
- (14) Transit station (includes: park and rides, bus transit centers, and rapid transit stations);
- (15) Major collector or arterial roadway;
- (16) Sewage pump station; and
- (17) Potable water well.

The alignment of linear facilities, and the location of project boundaries, shall be considered approximate and conceptual.

#### **4. APPLICABILITY CRITERIA**

"Public infrastructure" means any public improvement project in the categories listed in subsection (c) above which is funded by the City for land acquisition or construction and certain listed public and private utility facilities and which meets any one of the following criteria:

- (a) Has a significant impact on surrounding land uses or the natural environment;
- (b) Establishes a new facility;
- (c) Substantially changes the function of an existing facility;
- (d) Involves modification (replacement or renovation) of existing facilities which would permit significant new development or redevelopment.

#### **5. REQUIRED APPLICATION CONTENTS**

Applications for revisions of the public infrastructure map shall include:

- (a) A description of the project;
- (b) The project size and function;
- (c) General location of the project;
- (d) How the project implements and/or supports the applicable Development Plan and/or Sustainable Communities Plan;
- (e) Anticipated community and/or environmental impacts; and
- (f) The public issue, need or problem addressed by the proposed project.
- (g) The completed application must be submitted with payment of the required application fee of \$600 for private projects. The fee is waived for City agencies.

**6. REVIEW OF ACCEPTED APPLICATION**

Upon acceptance of a completed application, the Director of Planning and Permitting shall submit those proposed revisions to appropriate governmental and community organizations for review and comment.

**7. REQUIRED NOTIFICATIONS**

The applicant shall notify community organizations, including the neighborhood board(s) in the area and all owners, lessees, sub-lessees, and residents of the affected property and each abutting parcel and shall make presentations as requested. The applicant shall provide the Department of Planning and Permitting written evidence of such notification and presentation(s).

**8. REPORT AND DRAFT RESOLUTION**

Upon timely receipt of responses from governmental and community organizations, the Director of Planning and Permitting shall prepare a report and draft resolution, as appropriate, to be forwarded to the City Council within ninety (90) days of the acceptance of the application for processing.

**9. DELETION OF PUBLIC INFRASTRUCTURE MAP SYMBOLS**

Any public infrastructure map symbol for a completed project may be administratively deleted by the Department of Planning and Permitting. Once the improvement and/or land acquisition is completed, the applicant shall inform the Department of Planning and Permitting that the project has been completed. The Director of Planning and Permitting shall notify City Council of any such completed project the public infrastructure symbol for which is being considered for deletion.

Any public infrastructure map symbol may be deleted upon request of the original proponent of the symbol. Application for deletion of any symbol shall be as described above.

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Revised 11/07

DEPARTMENT OF PLANNING AND PERMITTING  
CITY & COUNTY OF HONOLULU  
PUBLIC INFRASTRUCTURE MAP REVISION APPLICATION

**I. APPLICANT INFORMATION:**

**A. Applicant:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**B. Authorized Agent:** \_\_\_\_\_  
 \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**II. PROJECT INFORMATION:**

A. Project title: \_\_\_\_\_

B. Type of PIM symbol requested (*check one*):

<input type="checkbox"/> Corporation yard	<input type="checkbox"/> Desalination plant
<input type="checkbox"/> Drainage way (open channel)	<input type="checkbox"/> Transit station
<input type="checkbox"/> Fire station	<input type="checkbox"/> Government building
<input type="checkbox"/> Golf course (municipal)	<input type="checkbox"/> Parking facility
<input type="checkbox"/> Park	<input type="checkbox"/> Sewage treatment plant
<input type="checkbox"/> Police station	<input type="checkbox"/> Rapid transit corridor
<input type="checkbox"/> Water reservoir	<input type="checkbox"/> Sewage pump station
<input type="checkbox"/> Solid waste facility	<input type="checkbox"/> Potable water well
<input type="checkbox"/> Major collector or arterial roadway	

C. General location of the project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(NOTE: Provide a map depicting the general location of the project.)*

D. Project size and function: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Description of the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Describe how the project implements and/or supports the applicable Development Plan and/or Sustainable Communities Plan:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Describe the public interest that will be addressed by this project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Will the proposed project have a significant impact on surrounding land uses or the natural environment?  
 Yes     No  
If yes, what significant impacts are anticipated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Will the proposed project establish a new facility?  
 Yes     No

J. Will the proposed project substantially change the function of an existing facility?  
 Yes     No

K. Will the proposed project involve modification (replacement or renovation) of existing facilities which would permit significant new development or redevelopment?  
 Yes     No

- L. Is this project one phase or portion of a larger project?  
 Yes     No

**III. PROJECT COSTS:** Provide individual project cost estimates/opinions (in thousands of dollars) for all project phases.

	<u>Within 6 years</u>	<u>Beyond 6 years</u>	<u>FY budgeted</u>
A. Land Acquisition:	_____	_____	_____
B. Planning & Engineering:	_____	_____	_____
C. Construction:	_____	_____	_____
D. Other (describe):	_____	_____	_____
	_____	_____	_____
E. TOTAL:	_____	_____	_____

**IV. ENVIRONMENTAL INFORMATION:**

- A. Indicate whether any environmental documents have been prepared and accepted, are in process, or are planned for the proposed project (check as applicable):

	<u>Prepared &amp; Accepted</u>	<u>In Process</u>	<u>Planned</u>
Environmental Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact Statement			
Preparation Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft Environmental Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Environmental Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Applicable <input type="checkbox"/>			

- B. Describe any anticipated community and/or environmental impacts.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. BACKGROUND INFORMATION:** List any existing background studies/reports or master plans related to the proposed project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

