

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

Conditional Use Permit (Minor)

(For all uses requiring a Conditional Use Permit (Minor)
except for Meeting Facilities, Day-Care Facilities and
Schools: Elementary, Intermediate and High)

Application Instructions

*This document is intended to assist you in preparing a complete
application and should be read in conjunction with the
Land Use Ordinance (LUO).*

I. Overview

- A. **Applicability.** This permit covers uses (including broadcasting antennas) that are considered appropriate in some zoning districts if certain standards and conditions are met.
- B. **Time frame.** The time frame for processing this permit is 45 days from acceptance of the completed application. This time frame may be extended under certain circumstances. If the DPP fails to process this permit within the required time frame, the permit shall be deemed approved.

II. Application Requirements

- A. **DPP Master Application.** Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.
- B. **Fee.** Submit a nonrefundable fee of \$300 payable to the City and County of Honolulu.
- C. **Written Statement.** Your application package must include two copies of the following material. If you are submitting a multi-permit application, please submit two copies for each permit.

Upon completion of the DPP's initial review of your submittal, you will be notified of the number of ADDITIONAL copies required for agency and community review and comment.

The written statement must address the following issues:

1. Site Description. Describe the project site, including topography, abutting uses, and a brief history of the uses of the site, up to the present.
2. Project Description. Describe the proposed project, including the following **if applicable**:
 - a. Details on existing and proposed uses and activities, such as hours of operation, number of clients and staff, and use and number of structures.
 - b. Details on existing and proposed structures, building and site alterations, including parking areas, grading and landscaping. Provide information on building heights, setbacks and buffering from adjoining parcels.
 - c. For Joint Development. Submit 3 copies of joint development agreement, including exhibits (legal lot descriptions). The copies need not be executed. See Sample Copy.
 - d. For Off-Site and/or Joint Use of Parking. Submit 3 copies of parking license agreement and parking calculations showing the parking facility has surplus parking for the principal use. See Sample Copy.
 - e. For Neighborhood Grocery Stores. Documentation, including copies of building permits or occupancy permits, leases, invoices or tax receipts, to establish that the business existed on the premises prior to October 22, 1986.
 - f. For Transmitting Antennas Only. Describe all issues or causes of concern relating to the project raised at the presentation to the neighborhood board or community association. Describe the measures, if any, taken to mitigate such issues or concerns. Note: See III. Pre-Application Procedures.

All applications involving transmitting antennas must include a completed "Certification of Categorical Exclusion for Antenna Installations" (copies available from the DPP).

3. Justification.
 - a. Explain how the project will comply with the following general requirements for conditional uses:

- (1) The proposed use is permitted as a conditional use in the underlying zoning district and conforms to the requirements of the LUO;
 - (2) The site is suitable for the proposed use considering size, shape, location, topography, infrastructure and natural features;
 - (3) The proposed use will not alter the character of the surrounding area in a manner substantially limiting, impairing or precluding the use of surrounding properties for the principal uses permitted in the underlying zoning district; and
 - (4) The use at its proposed location will provide a service or facility which will contribute to the general welfare of the community-at-large or surrounding neighborhood.
- b. Explain how the project will comply with the specific development standards for the applicable conditional use category (refer to LUO Article 5) and the district development standards for the applicable zoning district (refer to LUO Article 3).
4. Infrastructure. Describe infrastructure requirements for the project, including the following **if applicable** (preliminary checks with the appropriate agency are encouraged):
- a. Wastewater disposal

Contact DPP, Wastewater Branch at 768-8197 or State Department of Health at 586-4294.
 - b. Water facilities

Contact Board of Water Supply, Project Review Section at 748-5440.
 - c. Traffic and parking

A traffic impact analysis may be required. Contact DPP, Traffic Review Branch at 768-8077 and/or State Department of Transportation for details.

5. Other Impacts. Describe any other expected project impacts and proposed mitigative measures to address such impacts including the following, **if applicable**:

a. Public services

(1) Refuse collection

(2) Fire protection

(3) Police services

(4) Schools

b. Physical environment

(1) Natural landforms

(2) Public views

(3) Natural habitats

(4) Historic sites

(5) Flood hazard

c. Housing and Population

d. Employment

e. Parks and recreation

f. Community concerns

g. Other impacts (i.e. noise, lights, dust, odor)

D. Drawings/Plans. Submit the following drawings and/or plans applicable to the project. All plans must be black line prints, drawn to scale and prepared by a draftsman, architect, engineer, or similar professional. For document imaging purposes, one (1) set of drawings shall be a maximum size of 11" x 17" and the second should not exceed 24" x 36". DPP staff may request additional copies after acceptance of the application.

1. Site Plan. Two (2) copies of a site plan drawn to scale, showing existing and proposed structures, including fences and walls. In addition, the site plan should also indicate the following:

- a. Existing structures to be removed and/or modified.
 - b. On-site traffic circulation patterns and access.
 - c. Details of parking areas including dimensions of parking and loading stalls and maneuvering areas.
 - d. Distance from off-site parking facility by customary pedestrian route.
2. Building (or Antenna) Plans. Detailed plans for all new structures, including the following:
- a. Building elevations and section drawings which show finish and existing grades, and setbacks from property lines.
 - b. Floor plans, including the dimensions of rooms/habitable areas and activity areas.
3. Landscape Plans. Landscape plans indicating the following:
- a. Sizes, locations and quantities of existing and proposed landscaping, including plantings to be removed.
 - b. Type or kind of plant material by typical name.
 - c. Details of irrigation system.
- E. Photos. Submit photos of the project site showing the following:
- 1. Street access (ingress and egress) to the project site;
 - 2. Uses on adjoining properties; and
 - 3. Building setbacks from property lines, distances to neighboring buildings, parking areas, and other uses, on the site.

(Note: all photos should be labeled and keyed to a general site map.)

III. Pre-Application Procedures For Transmitting Antennas Only

Presentation to Neighborhood Board. Prior to submitting the application for a transmitting antenna, the applicant must also **present** the project to the neighborhood board of the district where the site is located, or if no such neighborhood board exists, then to an appropriate community association. The

applicant must provide written notice of the presentation to all adjoining property owners.

This requirement will be deemed to have been satisfied if either:

- The neighborhood board (or community association if applicable) fails to provide an opportunity to present the proposed project at a meeting held within 60 days of the date of the written request to make a presentation; **or**
- The neighborhood board (or community association if applicable) submits a letter confirming that a presentation was made and describing the position of the Board, or stating that such a presentation is not necessary.

In the event that the neighborhood board does not submit a letter, the applicant may submit a copy of the board's minutes which documents that the presentation was made.

Please contact the Neighborhood Commission at 768-3710 for information concerning the appropriate neighborhood board and contact person for the project.

Note: All applications involving transmitting antennas must include a completed "Certification of Categorical Exclusion for Antenna Installations" (copies available from the DPP).

Note: All scaled plans and drawings **must** include a graphic ("bar") scale in addition to or in lieu of a verbal scale.

Note: ELECTRONIC DOCUMENT SUBMITTALS: Electronic document submittals shall adhere to the following specified formats: PDF, JPEG, Word (preferred for text documents) or Wordperfect 8. Electronic documents **must** be submitted on either CD (preferred) or 3.5-inch floppy disk. ALL maps, drawings and/or plans **must** be drawn to an appropriate scale, and **must** include a graphic ("bar") scale accurately representing the applicable scale of the document.

For further assistance or information on how to complete the application, please call the DPP at 768-8021.

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 (For all uses requiring a Conditional Use Permit (Minor)
 except for Meeting Facilities, Day-Care Facilities and
 Schools: Elementary, Intermediate and High)

APPLICATION CHECK LIST

1.	Master Application Form	
2.	Fees	
3.	Written Statement (2 copies)	
4.	Drawings/Plans - 2 sets drawn to scale, 1 set max. 11" x 17" and 2 nd set max. 24" x 36"	
	Site Plans	
	Building (or Antenna) Plans	
	Landscape Plans	
5.	Photos (labeled and keyed to a general site map)	
6.	For joint development, off-site parking and/or joint use of parking applications, submit copies of the required document	
7.	For transmitting antennas only: Neighborhood Board (NB) Presentation (letter or meeting minutes attached; or copy of applicant's request to NB if no presentation opportunity provided)	
	Completed "Certification of Categorical Exclusion for Antenna Installations"	

*Note: This list is intended as a general reference for applicants. Please refer to the attached permit instruction sheets for **complete** application requirements.

The adequacy/completeness of application submittals for acceptance will be determined by the DPP within 10 working days of application submittal.