

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

Plan Review Use (PRU)

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. City Council. Processing of this application by the Department of Planning and Permitting (DPP) and preparation of the Director's Report is only the first step in obtaining a PRU. The Director's Report and Recommendation must be processed and approved by the City Council. See Sec. 21-2.70 of the LUO for details.
- B. Time frame. The time frame for processing an application for a PRU by the DPP is 90 days from acceptance of the completed application. This time frame may be extended under certain circumstances.

II. Pre-Application Procedures

- A. Pre-Application Meeting. Prior to submitting the application, the applicant must meet with the DPP for an informal review of the project, unless such a meeting is determined to be unnecessary by the DPP. Please call 768-8014 to schedule a meeting.
- B. Presentation to Neighborhood Board. Prior to submitting the application, 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.

III. Application Requirements

- A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.
- B. Fees. Submit the appropriate fees calculated as follows: \$600 base fee, plus an additional \$300 per acre, or major fraction thereof, of the project site, up to a maximum of \$10,000. Fees should be made payable to the City and County of Honolulu and are non-refundable.
- C. Affidavit. Submit a notarized affidavit confirming that adjoining property owners were sent written notification of the required neighborhood board presentation.
- D. Written Statement. Your application package must include two copies of the following material. If the submittal is a multi-permit application, please submit two copies for each permit.

Upon completion of the DPP's initial review of the 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. Existing Facility. Describe the existing facility including the following:
 - a. Describe the project site, including topography, abutting uses and chronological history of the use of the land, including the present use of the property.

- b. Provide details on existing and proposed operations and activities, such as hours of operation, number of persons (clients/students and staff) on the site, number of hospital beds, occupancy of structures (use and number).
 - c. Provide details on existing and proposed structures and physical alterations to the project site, including parking areas, grading, landscaping, building heights, setbacks and buffering from adjoining parcels.
2. Master Plan. Submit a master plan of a minimum five (5) years covering future expansions, including new uses as well as physical development. The master plan should address the following:

(NOTE: Approval of a PRU by the City Council includes approval of this master plan. Therefore, the master plan must cover all lots for which the PRU is to be approved. No uses or structures, other than the uses and structures in the approved master plan, will be permitted on the lot or lots.)

- a. Information on future development shall include proposed heights, density, bulk concepts, land expansion, landscaping, setbacks, and buffering from adjoining parcels.
 - b. Parking and loading requirements shall be specified.
 - c. Master signage and exterior lighting plans must be included.
3. 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's Traffic Review Branch at 768-8077 and/or State Department of Transportation for details.

4. Neighborhood Board. 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.

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

(4) Schools

b. Physical Environment

(1) Natural land forms

(2) Public views

(3) Natural habitats

(4) Historic sites

(5) Flood hazard

c. Housing and Population

d. Employment

e. Parks and recreation

f. Day care

- g. Community Concerns
 - h. Other Impacts (i.e. noise, dust, lights, odors)
6. Justification. Justify any request to exceed the minimum development standards of the underlying zoning.
- E. Drawings/Plans. Submit the following drawings and/or plans applicable to the project. All drawings/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) sets of a site plan reflecting the proposed five-year master plan, showing existing and proposed structures, including fences and walls. The site plan should also:
 - a. Delineate the boundaries of the property covered by the master plan.
 - b. Identify existing structures to be removed and/or modified.
 - c. Show on-site traffic circulation patterns and access.
 - d. Provide details of parking areas including dimensions of parking stalls and maneuvering areas.
 - 2. Conceptual Plan. Conceptual plans for all new structures indicating 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. Plant material by typical name.

c. Details of irrigation system.

F. 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.)

PUBLIC NOTIFICATION. Within ten (10) working days of the DPP's application acceptance, the applicant must also comply with the notification requirements of Sec. 21-2.40-2(c)(3) of the LUO (Notification of owners of property within 300 feet).

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 768-8014.*

PLAN REVIEW USE (PRU)
APPLICATION CHECK LIST

1.	Pre-Application meeting with DPP	
2.	Neighborhood Board (NB) Presentation (letter or meeting minutes attached; or copy of applicant's request to NB if no presentation opportunity provided)	
3.	Master Application Form	
4.	Fees	
5.	Affidavit (confirming Notification of Adjoining Property Owners of NB Presentation, and list of those notified)	
6.	Written Statement (2 copies)	
7.	Drawings/Plans - 2 sets drawn to scale, 1 set max. 11" x 17" and 2 nd set max. 24" x 36"	
	Site Plans	
	Conceptual Plans	
	Landscape Plans	
8.	Photos (labeled and keyed to a general site map)	

*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.