

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

Special District Permit (Major)

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 projects in the special districts which have been classified under the LUO as a major project.
- B. Time Frame. The time frame for processing this permit is 90 days from acceptance of the completed application. This time frame may be extended under certain circumstances. If the DPP fails to process the permit within the required time frame, the permit shall be deemed approved.

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 768-8028 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:

- 1. 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**

2. 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 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. Background. Identify the Special District affected and describe the project site, including abutting uses and relevant chronological history of the uses of the site, up to the present.
2. Project Description. Describe the proposed project, including the following as applicable:

- a. Details on existing and proposed uses and activities, such as hours of operation, number of clients and staff on the site, and use and number of structures.
 - b. Details on existing and proposed structures, building and site alterations, including parking areas, grading and landscaping, building heights, setbacks and buffering from adjoining parcels.
 - c. If the application is for the demolition of a historic structure, provide a description of the interim and future uses of the project site.
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, 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 services
- (4) Schools

b. Physical environment

- (1) Natural land forms
- (2) Public views
- (3) Natural habitats
- (4) Historic sites
- (5) Exceptional trees
- (6) Parks and recreation

6. Justification. Explain how the proposed project will satisfy the affected Special District's objectives and standards.

E. Drawings/Plans. Submit two (2) sets of 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. Preliminary Site Plan, which includes the following:

- a. Property lines and all existing and proposed easements with dimensions, lot area and purpose of easements.
- b. Location of all existing and proposed improvements and all ground level open areas. (Indicate if existing structures are to remain, be altered or be removed.)
- c. Building dimensions and all setbacks from property lines.

- d. Parking and loading stalls layout, and total number of stalls required and provided. (Also, indicate existing streets, street names, and vehicular access to the site.)
 - e. Existing contours at vertical intervals of 5 feet where the slope is greater than 10 percent and not more than 2 feet where the slope is less than 10 percent. (Proposed grading must be shown by contours, spot elevations or other means.)
2. Preliminary Floor Plans and Area Calculations, showing all dimensions used in calculating proposed floor area and building area. (Indicate the elements used in the calculation of these areas for each floor and include the tabulation of total proposed floor area and total allowable floor area.)
 3. Exterior Elevations and Sections with dimensions and existing/proposed finish grades, including all building heights and envelopes measured from these grades, all setbacks from property lines as well as any dimensions between structures.
 4. Outline Specifications or Samples of exterior finish, texture, material and color for all exterior finishes.
 5. Open Space Plans and Area calculations, showing all dimensions and elements used in calculating these areas and including the total proposed and total required open space. (If bonus areas are used, provide calculations and indicate the applicable areas on the plans.)
 6. Parking and Loading Plans and Calculations with dimensions of all stalls, aisles, driveways and setbacks from property lines and proposed structures, showing the total number of required and proposed parking and loading stalls.
 7. Sketches or perspectives to illustrate the building design and appearance (for major projects only).
 8. Other studies or plans that may be required by the LUO, such as traffic studies, parking management plans, and wind or sun path studies for high-rise developments.

9. Preliminary Landscape Plans, which include:
- a. Location, specie, quantity, size and spacing of all landscaping, including proposed landscaping and all existing trees 6" or greater in trunk diameter and their proposed disposition.
 - b. Landscaping in relation to existing and proposed structures, fences, walls, driveways, parking lots, rock gardens, fountains, pools and other landscape features.
 - c. For Waikiki and Punchbowl Special Districts, plans showing landscape and/or architecture treatment for all flat roof areas.

F. Photos. Submit photographic documentation of the property taken from the adjoining streets (If possible, panoramic spliced photos of site).

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

PUBLIC NOTIFICATION AND PUBLIC HEARINGS. Within ten (10) working days of the DPP's acceptance of the application, the applicant must also comply with the notification requirements of LUO Sec. 21-2.40-2(c)(2) (Notice of Pending Permit Sign) and Sec. 21-2.40-2(c)(3) (Notification of owners of property within 300 feet). The processing procedure for this permit includes a mandatory public hearing.

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 768-8028.

SPECIAL DISTRICT PERMIT (MAJOR)

APPLICATION CHECK LIST

1.	Pre-Application meeting w/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 2nd set max. 24" x 36".	
8.	Photos - 1 set (labeled and keyed to general site map; include, if possible, panoramic spliced photos of site)	

*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.