

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

Special District Permit (Minor)

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

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 non-refundable fee of \$100. Fees should be made 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.

The written statement must address the following issues:

- 1. Background. Identify the Special District and describe the project site, including abutting uses and relevant 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 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. Provide information on 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.
 - (d) If the application is only for the removal of trees over 6-inches in diameter, provide only item (b) above, justification for tree removal, and the name and location of displaced or new trees.
3. Justification. Explain how the proposed project will meet the Special District objectives and standards.
- D. 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, altered or 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 Floor 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 elevation drawings and section drawings, showing existing/proposed finish grades, building heights and envelopes measured from both grades, setbacks from property lines, and distance 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. Show the total proposed and total required open space. If bonus areas are used, provide calculations and show bonus 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. Provide the total number of required and proposed parking and loading stalls.
7. Preliminary Landscape Plans, which include:
 - (a) Location, species, 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, provide plans showing landscape and/or architecture treatment for all flat roof areas.
8. If the application is only for the removal of trees over 6-inches in diameter, provide items 1 and 7 above only.

- E. 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.)

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.*