

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

Special Management Area Use Permit (SMP)

Application Instructions

*This document is intended as a guide to preparing an application.
Please refer to Chapter 25, ROH, for more information concerning
SMP application requirements and procedures.*

I. Overview

- A. Applicability. This permit covers any development, structure, or activity within the special management area as defined by Chapter 25, Revised Ordinances of Honolulu (ROH).
- B. Application Processing. Processing of this application by the DPP is generally a two-phase procedure. The first phase involves preparation of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) (as determined by the DPP) for the proposed project. The second phase involves acceptance and processing of the permit application which includes a mandatory public hearing to be held in the area in which the project is proposed. After the close of the public hearing, the DPP submits a report and recommendation to the City Council.

At the discretion of the Director of DPP, a Chapter 25, ROH, EA or EIS may be allowed to be processed concurrently, with the processing of the SMP application.

- C. City Council. The Director's Report and proposed resolution must be reviewed and approved by the City Council before an SMP will be issued. See Sec. 25-3.2(a), (b), (c) of Chapter 25, Revised Ordinances of Honolulu for details.
- D. Time Frame. The DPP must hold a public hearing no later than 60 days after acceptance of the completed application, and transmit its findings to the City Council within ten (10) working days after the conclusion of the public hearing. If the Chapter 25, EA or EIS and the SMP application are processed concurrently, the findings and recommendation must be transmitted within ten working days after the issuance of a FONSI or acceptance of the EIS, or the close of the public hearing, whichever occurs later. The City Council must take action on the application within sixty (60) days after the close of the public hearing, unless the applicant agrees to an extension of time.

II. Pre-Application Meeting. You are encouraged to review this guide and schedule a preliminary meeting with DPP staff to discuss the application and processing requirements. Please call 768-8014 to schedule a meeting.

III. Application Requirements

A. Assessment.¹ In the first phase of the application procedure, the DPP will assess the proposed project to determine future actions that will be necessary in order for the applicant to proceed with the project. Submit the following:

1. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.
2. Environmental Assessment. Twenty (20) copies of an Environmental Assessment for the project including all necessary exhibits, drawings and description of the technical, economic, social and environmental characteristics of the project. The Environmental Assessment must be prepared in accordance with the attached Content Guide.
3. Drawings/Plans. Submit one (1) set of the following:
 - a. Accurate site plan showing the parcel(s) and adjacent land affected by the proposal, showing, when pertinent, easements, slope, streets, property lines, uses, off-street parking areas, yards (front, side and rear), all existing and proposed locations of structures, and landscape areas. Also show the Special Management Area (SMA) boundary if the property is not entirely within the SMA. If applicable, show Flood Hazard District boundaries.²
 - b. Building elevations and sections with dimensions and heights meeting appropriate district height requirements.

¹ This step may be waived if the applicant presents an acceptable Finding of No Significant Impact (FONSI) or an Environmental Impact Statement (EIS) for the project prepared under NEPA or Chapter 343, Hawaii Revised Statutes, regulations. In the event of a waiver, submit the DPP Master Application and proceed to step III.B.

² Any structure proposed to be built in a Flood Hazard area, as delineated on Federal Flood Insurance Rate Maps, must comply with the requirements of Section 9.10-10 of the Land Use Ordinance.

- c. If the property fronts the shoreline, the shoreline and shoreline setback lines prepared and certified by a registered land surveyor and certified by the State Surveyor and Director of Land and Natural Resources within one year of the application date.
 - d. When applicable, grading plans showing existing and finish grade conditions by contours, spot elevations or other means. Elevations should be marked on the site plan.
4. Additional Information. Additional information as may be required by the DPP.

(Note: Upon acceptance of the Environmental Assessment, the DPP will assess the project's impact on the SMA, and determine whether an Environmental Impact Statement (EIS) is required or issue a Finding of No Significant Impact (FONSI). The assessment is made using significant criteria of the objectives, policies and guidelines of Chapter 205A, HRS. You will be notified in writing when the environmental determination is completed.)

The DPP will then process the permit upon receipt of the application fee, unless:

- a. An EIS has been required, in which case, processing of the SMP will not begin until acceptance of the EIS;
 - b. The FONSI indicates that additional information is required prior to the processing of the SMP;
 - c. The applicant indicates that he/she is not ready to proceed with the SMP procedure; or
 - d. Plans have substantially changed indicating the need for a new assessment.
- B. Permit. The second phase of the SMP application procedure is the processing of the application by the DPP.
1. Written Information. Submit the following information as applicable:
- a. A copy of the FONSI or EIS upon which waiver of the assessment procedure is based.
 - b. A copy of the EIS required by the DPP.

2. Drawings/Plans. Submit amendments to any drawings/plans previously submitted in the assessment phase.
3. Supplemental Information. Submit the following supplemental information:
 - a. Documentation of compliance with Section 9.10 of the Land Use Ordinance's "Flood Hazard Districts".
 - b. Additional information may be required by the DPP as necessary.

C. Fees. Submit the appropriate fees:

1. For agriculture, aquaculture or outdoor recreation developments \$300
2. For all other developments \$600, plus an additional \$300 per acre or major fraction thereof, up to a maximum of \$10,000.

Fees should be payable to the City and County of Honolulu and are not refundable.

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.

**CONTENT GUIDE for Preparing an ENVIRONMENTAL ASSESSMENT Required
With an Application for a Special Management Area Use Permit (SMP)
Chapter 25, Revised Ordinances of Honolulu, as Amended**

This document is provided only as a guide for preparation of an Environmental Assessment. For procedural requirements, see Administrative Rules of the Department of Health, Chapter 200 of Title 11, "Environmental Impact Statement Rules," Sections 10, 11 and 12.

I. GENERAL INFORMATION

- A. Applicant: Name; Mailing Address; Phone Number.
- B. Recorded Fee Owner: Name; Mailing Address; Phone Number.
- C. Agent (if any): Name; Mailing Address; Phone Number.
- D. Tax Map Key: Zone, Section, Plat, and Parcel(s).
- E. Lot Area: Acreage or square footage.
- F. Agencies Consulted in Making Assessment: Indicate Federal, State, and/or County agencies consulted. Attach a copy of correspondence(s).

II. DESCRIPTION OF THE PROPOSED ACTION

A. **General Description:**

- 1. Brief narrative description of proposed project;
- 2. Relation of parcel to Special Management Area (i.e., entirely within, partially);
- 3. Location map (1" = 1000' scale preferred); and
- 4. Land use approvals granted and/or approvals required.

B. **Technical Characteristics:**

- 1. Use characteristics;
- 2. Physical characteristics - layout drawing showing property lines, lot size, elevations, existing structures;
- 3. Construction characteristics including demolition, removal, or modification of existing structures, clearing, grubbing, grading, filling, new structure height and design;
- 4. Utility requirements (water, electricity, gas, etc.);
- 5. Liquid waste disposal (municipal sewer system, septic tanks, or injection wells);
- 6. Solid waste disposal (includes refuse);
- 7. Access to site, and
- 8. Other pertinent information.

C. **Economic and Social Characteristics:**

1. Estimated cost and time phasing of construction; and (2) Other pertinent information.

D. **Environmental Characteristics:**

1. Soils;
2. Topography (indicate relationship to major topographic features such as mountains, headlands, valleys, streams, channels, springs, marshes, etc.);
3. Surface runoff, drainage, and erosion hazard;
4. Federal FIRM Zone, LUO Flood Hazard District, other geological hazards; and
5. Other information pertinent to the Special Management Area.

III. AFFECTED ENVIRONMENT

- A. A brief description of subject site in relation to surrounding area and the description of surrounding area. (Include considerations and information on existing land uses; General Plan and Development Plan land use designations; zoning; and unique features.)
- B. Project site in relation to publicly owned or used beaches, parks and recreation areas; rare, threatened, or endangered species and their habitats; wildlife and wildlife preserves; wetlands, lagoons, tidal lands and submerged lands; fisheries and fishing grounds; other coastal/natural resources.
- C. Relation to historic, cultural, and archaeological resources.
- D. Coastal views from surrounding public viewpoints and from the nearest coastal highway across the site to the ocean or to coastal landform.
- E. Quality of receiving waters and ground water (including potable water) resources. Describe effects on the groundwater recharge cycle within the groundwater control area, show existing and proposed well locations with pumping estimates. Describe effects on receiving waters--streams and ocean waters.
- F. Include suitable and adequate location and site maps. For document imaging purposes, a maximum size of 11" x 17" is preferred, but in no case should plans exceed 24" x 36". (Dated aerial, low-oblique, or ground-level photographs should be used whenever location and site maps are not sufficient to adequately describe the project).

IV. PROJECT IMPACTS

Identify impacts of the project relative to the Coastal Zone Management objectives and policies (Section 205A-2, HRS) and the Special Management Area guidelines (Section 25-3.2, ROH).

V. MITIGATION MEASURES

Indicate proposed mitigation measures, if any.

SPECIAL MANAGEMENT AREA USE PERMIT

APPLICATION CHECK LIST

1.	Pre-Application meeting w/DPP (optional)	
2.	Written Information (see Content Guide)	
3.	Master Application Form	
4.	Drawings/plans	
	Easements	
	Slope	
	Property lines	
	Streets	
	Off-street parking areas	
	Yards (front, rear, and side)	
	Location of existing structures	
	SMA boundary (if not entirely in SMA)	
	Food hazard boundaries (if applicable)	
	New building/structure elevations and sections	
	Grading plan with existing and finished contours/spot elevations	
5.	Certified Shoreline Survey (if applicable)	
6.	Fees	
7.	Utilities - Water, wastewater disposal	

*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 submittal.