

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

**Special Management Area Use Permit - Minor
Application Instructions**

This document is intended to assist you in preparing a complete application, and should be read in conjunction with Chapter 25, Revised Ordinances of Honolulu.

A. Overview

Applicability. Approval of a Special Management Area Use permit - Minor is determined by the Director when development has a valuation which is not in excess of \$125,000 and which has no substantial adverse environmental or ecological effect, taking into account potential cumulative effects.

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. Project Description.

1. Written explanation detailing the extent of development.
2. Estimated cost of the project.

D. Drawings/Plans. Submit one set of scaled drawings including a location plan, site plan and building plans. Building plans shall include floor plans and exterior elevations which indicate the extent of the project. All drawings/plans must be black line prints, drawn and prepared by a draftsman, architect, engineer, or similar professional. For document imaging purposes, a maximum size of 11" x 17" is preferred, but in no case should plans exceed 24" x 36". Departmental staff may request additional copies after acceptance of the application.

E. Supplemental Information . Additional information which may be required to be successfully processed by 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 information on how to complete the application,
please call DPP at 768-8014.*