

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

Zoning Adjustment: Loading Requirements (Joint Use)

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. Time Frame. The time frame for processing this permit is 45 days from acceptance of a completed application. However, the time limit 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.
- B. Standard of Review. The Director may adjust the number of loading spaces to 50 percent of the required number when such spaces will be jointly used by two or more uses on the same zoning lot, provided:
1. Each use on the zoning lot has access to the loading zone without crossing driveways, public streets or sidewalks; and
 2. All joint loading spaces are in reasonable proximity to the uses they serve, and can be jointly used without disrupting other activities on the lot; and
 3. The adjustment shall not be used to reduce the loading available for any single use below the minimum required for that use.

II. Application Requirements

- A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information. If your project proposal requires other DPP permits, indicate which additional permits are being applied for on the Master Application Form, and submit separate plans or other application materials, including filing fees, as necessary.

- B. Fee. Submit a non-refundable fee of \$300 payable to the City and County of Honolulu.
- C. Written Statement. Submit a written statement explaining why the site conditions justify the zoning adjustment.
- D. Other Information. In addition to the following, provide any other information which supports the request
1. List of all existing and/or proposed uses on the zoning lot, including floor area calculations.
 2. Calculation of minimum loading requirements for the lot, and recalculation based on joint use of loading.
 3. Explanation of how each use will have access to joint loading spaces, and how they will serve the various uses on the zoning lot without disrupting other activities.
- E. Drawings/Plans. Submit two (2) copies 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. Site plan drawn to practical scale, showing property and easement lines; existing and/or proposed streets and sidewalks; parking and loading areas; required yards and/or other setbacks; and the location, size, spacing, and dimensions of all existing and proposed buildings, structures and improvements.
 2. Parking lot layout, including loading zones, with dimensions. For multi-level parking structures, provide layout of each parking floor (if not typical).
- F. Photos. Submit photographs of the site showing building elevations and parking lot layout.

(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 768-8022.*