

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

Zoning Adjustment: Loading Requirements (Low-rise Multi-family Dwellings)

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 or waive the loading requirement for low-rise multi-family dwellings provided:
1. The project consists of more than one building; and
 2. The buildings do not exceed three stories; and
 3. There is sufficient uncovered parking and aisle or turnaround space to accommodate occasional use for loading.

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. Provide any other information which supports the request.
- 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; parking lot layout with dimensions; required yards and/or other setbacks; and the location, size, spacing, and dimensions of all existing and proposed buildings, structures and improvements.
 - 2. Exterior elevation drawings of all buildings showing existing and/or proposed building heights and number of floors.
- 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.*