

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PLANNING AND PERMITTING

**Zoning Adjustment: Off-street Parking and Loading Requirements
Upon Change in 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. If there is a change in use on a zoning lot which does not increase floor area, and does not require more than three parking spaces and/or one loading space, then the Director may:
1. Adjust the number of additional parking or loading spaces required; or
 2. Allow nonconforming parking and loading to continue without additional parking or loading spaces being provided.

The adjustment may only be granted under the following circumstances:

1. There are no reasonable means of providing the additional parking and/or loading spaces normally required, including but not limited to joint use of parking and off-site parking facilities; and
2. There was no previous change in use on the zoning lot to a use with higher parking or loading standards during the 5-year period immediately preceding the current change in use; and
3. There was no previous grant of an adjustment from parking and loading requirements on the zoning lot.

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. A list of all existing and/or proposed uses on the zoning lot, including floor area calculations.
 2. Calculations showing the minimum off-street parking and/or loading requirements for the lot, or the number of nonconforming parking and loading spaces; and calculate the number of parking and/or loading spaces required for the change in use.
 3. Documentation that there have been no changes in use on the zoning lot within the past 5 years to any use with higher off-street parking and/or loading requirements, other than the proposed change in use (e.g., lease agreements).
 4. Documentation that required off-street parking and/or loading cannot be provided on the premises, such as by tandem parking or through the joint use of parking facilities.
 5. A list of all properties located within 400 feet of the site by customary pedestrian routes, identified by tax map key and address. Documentation that the required off-street parking cannot be provided on any of these properties (e.g., letters from the property owners declining to provide off-site parking facilities, chronicle minimum or inadequate parking).

- 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 and loading areas; required yards and/or other setbacks; and the location, size, spacing, and dimensions of all buildings, structures and improvements.
 2. Parking lot layout with dimensions. For multi-level parking structures, provide layout of each parking floor (if not typical).
 3. Floor plan for the proposed change in use.
 4. Map, of practical scale, showing the location of other properties within a 400-foot distance of the site by customary pedestrian routes.

Photos. Submit photographs of the site showing the location of buildings, structures and other improvements on the site, and the parking area 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.*