

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PLANNING AND PERMITTING

Zoning Adjustment: Grade Irregularities

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. Where unusual natural deviations occur in grade, the Director may adjust the building height envelope to permit reasonable building design. An adjustment shall be made only in accordance with the intent of the pertinent district regulations.

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:
 - (a) Property and easement lines, including lot dimensions and area.
 - (b) Location, size, spacing, and dimensions of all existing and proposed buildings, structures and improvements, and building setbacks from property lines.
 - (c) Exterior elevation drawings showing the proposed building height and the unusual grade deviation.
 - (d) Shoreline, shoreline setback line, stream, road widening, and any other setback lines.
2. Topographic map showing existing and finish grade, proposed grading, and other features and conditions.
3. Building elevation and cross section drawings, with spot elevations or contours of existing and finish grades, including the area of unusual grade deviation.
4. Landscape plans showing existing and proposed landscaping, including open spaces, planting areas and trees.

F. Photos. Submit photographs of the site showing the grade irregularities.

(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 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.*