

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

Zoning Adjustment: Residential Height

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 building height envelope up to a maximum of 35 feet, only under the following conditions:
1. The lot and/or building "footprint" has a slope greater than 40%. Slope is defined as: the incline of grade across the buildable area of a zoning lot (or building footprint), expressed as a percentage. The slope shall be calculated using the following formula:

$$\frac{\text{Highest elevation point} - \text{Lowest elevation point}}{\text{Horizontal linear distance between highest and lowest points}} \times 100$$
 2. There is no reasonable development alternative without an increase in the height envelope.
 3. The lot shall be limited to dwelling 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 compliance with the LUO is not feasible. Include alternatives considered, and why they are not feasible. Examples of alternatives might include the following: moving the building to a less steep part of the lot, redesigning the roof, or stepping down the floor levels.
- D. Permits and Violation Notices. Provide copies of previous building permits and violation notices if they are relevant to the request.
- E. Photographic Documentation
 - 1. Panoramic (spliced) photographs, if possible, showing existing site conditions.
 - 2. Photographs showing conditions on abutting properties and the relationship of the proposed dwelling to neighboring structures.

All photographs should be dated and accompanied by a location map, showing the orientation/direction of the photographs.

- F. 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) Existing and proposed streets showing access to the project, and parking layout with dimensions.
 - (d) Shoreline, shoreline setback line, stream, road widening, and any other setback lines.
2. Topographical map showing existing and finish grade, proposed grading, and other features and conditions.
 3. Building elevation and section drawings, showing existing and finish grades, and critical spot elevations.
 4. Floor plans showing proposed and existing uses.

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.