

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

**Zoning Adjustment: Lanais**

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. Applicability. Lanais which are part of buildings that have reached the maximum permitted floor area may be enclosed, if they meet all of the following criteria:
1. The enclosure meets a **unified design scheme** approved by either the condominium association or the building owner, whichever is applicable;
  2. Other lanais in the building have been similarly enclosed; and
  3. At least one lanai, which has already been enclosed, was done so legally.
- B. 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.

II. Application Requirements

- A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.
- B. Fee. Submit a non-refundable fee of \$300 payable to the City and County of Honolulu.

C. Written Statement.

1. Authorization from the condominium association and/or building owner for the proposed lanai enclosure, including approval of a standard design, i.e., the **unified design scheme**.
2. Documentation (e.g., copy of building permit) to show that at least one lanai which has been enclosed was done so legally.

D. Drawings/Plans. Submit two (2) sets 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 lines, lot dimensions and area; easements, and building, stream, and other setback lines, including shoreline and shoreline setback lines; and
  - (b) Location, size, and dimensions of all existing and proposed structures, and building setbacks from property lines;
2. Exterior Building Elevation Drawings. Exterior building elevation drawings, showing the number of floors, and the unit/apartment numbers with previously enclosed lanais indicated.
3. Detailed Floor Plans, Elevations, and Sections. These plans should show each type/variation of lanai enclosure proposed, including selection of materials and colors.

Please note that the Zoning Adjustment is granted for the entire building, not just for individual apartment units. For this reason, the plans must show other lanais and reflect a uniform design that will be used for all lanai enclosures.

All plans submitted with the application must be prepared by or under the supervision of a LICENSED ARCHITECT and certified (stamped, signed and dated) by the licensed professional.

*(Note: Applications which do not include plans certified by a licensed architect will be rejected.)*

- E. Photographic Documentation. Photographs of the apartment building and existing enclosed lanais, and any other information you feel supports your request. All photographs should be dated, labeled and keyed to a location map which shows the direction the photographs were taken.

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.*