

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

Zoning Adjustment: Receive - Only Antenna

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. Receive - only antennas may exceed the governing district height limit under the following conditions:
1. The zoning lot is not located in a residential district where utility lines are predominantly located underground; and
 2. Either:
 - (a) Both
 - (1) The applicant shall provide evidence to the Director that adequate reception by the antenna, for the purposes for which the antenna is designed, cannot be provided anywhere on the zoning lot at or below the zoning district height limit; and
 - (2) The antenna shall not extend above a height greater than is shown by evidence provided to the Director to be necessary to provide adequate reception, and in no case shall extend more than 10 feet above the governing height limit.

(b) Or

- (1) A receive - only antenna may be placed on top of an existing structure where the height of the structure is nonconforming, provided the antenna shall not extend above the height of the structure by more than 10 feet.

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 how the request meets the standard of review.
- D. 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) Topographic information showing existing features and conditions and proposed grading.

- (d) Existing and proposed streets showing access to the project, and parking layout with dimensions.
 - (e) Shoreline, shoreline setback line, stream, road widening, and any other setback lines.
2. Building elevation and section drawings which show existing and finish grades, and setback from property lines.
 3. Floor plans showing proposed and existing uses.
- E. Photos. Submit photographic documentation of the property taken from the adjoining streets (If possible, panoramic spliced photos of site).

(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.*