

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

**Zoning Adjustment: Ohana (Accessory) Dwelling  
Expansion**  
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).*

1. Overview

- A. Applicability. This permit covers expansions of ohana dwellings if certain standards and conditions are met.
1. The Declaration of Condominium Property Regime or Declaration of Horizontal Property Regime was filed with the Bureau of Conveyances of the State of Hawaii on or before December 31, 1988;
  2. The building permit was issued prior to April 28, 1988 (the effective date of Ordinance No. 88-48 which placed floor area restrictions on ohana dwellings); and
  3. The proposed expansion conforms to the yard requirements and other development standards for the applicable zoning district, including maximum building area. (If the maximum building area has already been reached or exceeded, no additional expansion shall be permitted.)
- 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 both condominium and/or dwelling owners, because the zoning adjustment will be for both dwellings.
  2. Documentation to show that the Declaration of Condominium Property Regime or the Declaration of Horizontal Property Regime was filed with the Bureau of Conveyances of the State of Hawaii on or before December 31, 1988; and that the building permit for the dwellings was issued prior to April 28, 1988.
  3. Building area calculations which show that the maximum building area for each dwelling unit on the zoning lot shall not exceed the ratio of that unit's proportionate share of the common interest to the total common interest of both units on the same zoning lot. The common interest shall be as specified in the applicable Condominium/Horizontal Property Regime documents. (Essentially, the maximum size of a dwelling unit shall be determined by multiplying the maximum building area of the zoning lot by the unit's percentage of common interest.)
- D. Drawings/Plans. Submit 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, land surveyor, or similar professional. For document imaging purposes, one 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. Two sets drawn to practical scale, showing:
    - (a) Property lines, lot dimensions and area; condominium property lines; easements, and stream, road-widening, and other setback lines, including shoreline and shoreline setback lines;

- (b) Location, size, and dimensions of all existing and proposed structures, and additions, and building setbacks from property lines; and, location of all off-street parking spaces.
- 2. Floor Plans. Floor plans must show the existing dwelling layout (rooms and use), and the exact size of the building area (lot coverage) and the proposed expansion.
- 3. Exterior Building Elevation Drawings. Elevation drawings showing the existing dwellings, proposed additions, and setbacks from the property lines.

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 768-8021.*