

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

**Zoning Adjustment: Retaining Walls**

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 maximum height of a retaining wall on a finding that additional height is necessary because of safety, topography, subdivision design or lot arrangement and the aesthetic impact of the wall would not be adverse to the neighborhood and community as viewed from any street.

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. Submit a written statement explaining why compliance with the LUO yard requirements is not feasible.

Any other information which you feel will support your request, such as letter(s) from abutting neighbors indicating that they have seen plans for the proposed retaining wall, and have no objections to the proposal.

- D. Permits and Violation Notices. Provide copies of previous building permits and violation notices if they are relevant to the request.
- E. Other Information. Provide any other information which supports the request for a zoning adjustment, such as dated photographs of the site.
- F. 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 an 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) Street 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. Elevation drawings (along the exposed face of the wall) and cross-sections, showing existing and finished grades, elevations of the top and bottom of the proposed wall, and type of construction.
  4. Landscape plans showing existing and proposed landscaping, including open spaces, planting areas and trees.

- G. Photo. 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.*