

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

**Zoning Variance**

Application Instructions

*This document is intended as a guide to assist you in  
preparing a complete application.*

I. Overview

- A. Authority. Petitions for varying the application of the provisions of the LUO to a specific parcel of land shall be determined pursuant to Section 6-1517 of the City Charter, including the application of the provisions relating to signs.
- B. Standard of Review. Section 6-1517 of the City Charter specifies that the Director of Planning and Permitting may grant a variance upon the grounds of unnecessary hardship if the record shows that:
1. The applicant would be deprived of the reasonable use of the land or building if the provisions of the zoning code were strictly applied;
  2. The request of the applicant is due to unique circumstances and not the general conditions in the neighborhood, so that the reasonableness of the neighborhood zoning is not drawn into question; and
  3. The request, if approved, will not alter the essential character of the locality nor be contrary to the intent and purpose of the zoning code.
- C. Public Hearing. Zoning variances require a public hearing.
- D. Restriction on Filing. If an application is rejected as incomplete twice within a one-year period, the same application shall not be filed again within a year of the second rejection of incompleteness.

## 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 DPP Land Use Permits Master Application Form, and submit separate plans or other application materials, including filing fees, as necessary.

B. Fees. \$600. Submit the appropriate fee payable to the City and County of Honolulu.

Fees are non-refundable.

(Note: When an applicant applies for a zoning variance after being cited for taking action without having obtained necessary approvals, the application fee set forth above shall be doubled. The payment of the fee required by this section shall not relieve the applicant from compliance with the Land Use Ordinance or from penalties imposed thereunder.)

C. Written Statement. Submit a written statement explaining why compliance with the LUO is not feasible and how the conditions of hardship identified in Section I.B above are met.

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 variance, such as dated photographs of the site or structure as it relates to the variance request.

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 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.

(Note: For **after-the-fact variance applications** involving yard and/or other setback encroachments, the site plan must be certified by a licensed land surveyor.)

- 2. Floor area, off-street parking, and loading calculations, if relevant to the variance request.
- 3. Building elevation and section drawings; and floor plans showing proposed and existing uses.
- 4. Landscape plans showing open spaces, planting areas and trees.

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 information or assistance on how to complete the application, please call the DPP at 768-8022.*

**ZONING VARIANCE  
APPLICATION CHECK LIST**

1.	Pre-Application Meeting w/DPP	
2.	Master Application Form	
3.	Fees	
4.	Written Statement	
5.	Permits and Violation Notices (if relevant)	
6.	Other Supportive Information (i.e., photos of site or structure)	
7.	Drawings/Plans - 2 sets drawn to scale, 1 set max. 11" x 17" and 2 <sup>nd</sup> set max. 24" x 36"	

\*Note: This list is intended as a general reference for applicants. Please refer to the attached permit instruction sheets for complete application requirements.

The adequacy/completeness of application submittals for acceptance will be determined by the DPP within 10 working days of submittal.