INSTRUCTIONS FOR APPLYING FOR REVISION OF THE PUBLIC INFRASTRUCTURE MAPS

1. WHO MAY SUBMIT A REQUEST FOR REVISION

Any person may request the Director of Planning and Permitting or City Council to initiate a revision on their behalf. Revisions may be submitted for consideration by an interested party through the filing of a completed application with the Department of Planning and Permitting. Interested parties are defined as State departments or agencies, City departments or agencies, and any resident or organization with a property interest in the land.

Applicants should review this entire document and the attached application form and process diagram. Any questions or concerns may be directed to the Policy Planning Branch at 768-8041.

2. GENERAL STATEMENT OF POLICY

Each application for revision of the public infrastructure map shall be reviewed from the perspective of its contribution to the well-being of the people of Oahu and how it will support implementation of the applicable Development Plan and/or Sustainable Communities Plan. All phases of a project shall be considered when determining whether the project meets the public infrastructure map applicability criteria.

3. GENERAL PROCEDURAL REQUIREMENTS

(a) The public infrastructure map is adopted by resolution of the City Council, and revised by resolution in accordance with Section 4-8.1, Revised Ordinances of Honolulu as amended, and with the procedures set forth in the Administrative Rules of the Department of Planning and Permitting.

(b) The public infrastructure map shall include symbols showing the general locations of those major proposed municipal facilities included in the categories listed in subsection (c) below. In addition, certain listed public and private utility facilities shall also be shown on the public infrastructure map. Major proposed municipal facilities must first be placed on the public infrastructure map prior to the appropriation of land acquisition or construction funds.
The following types of projects shall be shown on the public infrastructure map:

1. Corporation yard;
2. Desalination plant;
3. Drainage way (open channel);
4. Fire station;
5. Government building;
6. Golf course (municipal);
7. Park (includes: neighborhood, urban, community, district and regional parks, beach/shoreline parks, dog parks, nature parks and preserves, zoos and botanical gardens, and stream green belts);
8. Police station;
9. Parking facility;
10. Water reservoir;
11. Sewage treatment plant;
12. Solid waste facility;
13. Rapid transit corridor;
14. Transit station (includes: park and rides, bus transit centers, and rapid transit stations);
15. Major collector or arterial roadway;
16. Sewage pump station; and
17. Potable water well.

The alignment of linear facilities, and the location of project boundaries, shall be considered approximate and conceptual.

4. **APPLICABILITY CRITERIA**

"Public infrastructure" means any public improvement project in the categories listed in subsection (c) above which is funded by the City for land acquisition or construction and certain listed public and private utility facilities and which meets any one of the following criteria:

(a) Has a significant impact on surrounding land uses or the natural environment;
(b) Establishes a new facility;
(c) Substantially changes the function of an existing facility;
(d) Involves modification (replacement or renovation) of existing facilities which would permit significant new development or redevelopment.

5. **REQUIRED APPLICATION CONTENTS**

Applications for revisions of the public infrastructure map shall include:
(a) A description of the project;

(b) The project size and function;

(c) General location of the project;

(d) How the project implements and/or supports the applicable Development Plan and/or Sustainable Communities Plan;

(e) Anticipated community and/or environmental impacts; and

(f) The public issue, need or problem addressed by the proposed project.

(g) The completed application must be submitted with payment of the required application fee of $600 for private projects. The fee is waived for City agencies.

6. REVIEW OF ACCEPTED APPLICATION

Upon acceptance of a completed application, the Director of Planning and Permitting shall submit those proposed revisions to appropriate governmental and community organizations for review and comment.

7. REQUIRED NOTIFICATIONS

The applicant shall notify community organizations, including the neighborhood board(s) in the area and all owners, lessees, sub-lessees, and residents of the affected property and each abutting parcel and shall make presentations as requested. The applicant shall provide the Department of Planning and Permitting written evidence of such notification and presentation(s).

8. REPORT AND DRAFT RESOLUTION

Upon timely receipt of responses from governmental and community organizations, the Director of Planning and Permitting shall prepare a report and draft resolution, as appropriate, to be forwarded to the City Council within ninety (90) days of the acceptance of the application for processing.

9. DELETION OF PUBLIC INFRASTRUCTURE MAP SYMBOLS

Any public infrastructure map symbol for a completed project may be administratively deleted by the Department of Planning and Permitting. Once the improvement and/or land acquisition is completed, the applicant shall inform the Department of Planning and Permitting that the project has been completed. The Director of Planning and Permitting shall notify City Council of any such completed project the public infrastructure symbol for which is being considered for deletion.
Any public infrastructure map symbol may be deleted upon request of the original proponent of the symbol. Application for deletion of any symbol shall be as described above.

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Revised 11/07
I. APPLICANT INFORMATION:
   A. Applicant: ____________________________________________________________
      Mailing Address: ______________________________________________________
      Contact Person: _______________________________________________________
      Phone Number: _________________________________________________________
      Fax Number: __________________________________________________________
   B. Authorized Agent: _____________________________________________________
      Mailing Address: ______________________________________________________
      Contact Person: _______________________________________________________
      Phone Number: _________________________________________________________
      Fax Number: __________________________________________________________

II. PROJECT INFORMATION:
   A. Project title: __________________________________________________________
   
   B. Type of PIM symbol requested *(check one)*:
      □ Corporation yard    □ Desalination plant
      □ Drainage way (open channel) □ Transit station
      □ Fire station        □ Government building
      □ Golf course (municipal) □ Parking facility
      □ Park                □ Sewage treatment plant
      □ Police station      □ Rapid transit corridor
      □ Water reservoir     □ Sewage pump station
      □ Solid waste facility □ Potable water well
      □ Major collector or arterial roadway

   C. General location of the project: ____________________________________________
      _____________________________________________________________
      _____________________________________________________________
      _____________________________________________________________
      _____________________________________________________________
      _____________________________________________________________
      (NOTE: Provide a map depicting the general location of the project.)
D. Project size and function: ____________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

E. Description of the project: __________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

F. Describe how the project implements and/or supports the applicable Development Plan and/or Sustainable Communities Plan:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

G. Describe the public interest that will be addressed by this project:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

H. Will the proposed project have a significant impact on surrounding land uses or the natural environment?
   □ Yes □ No
   If yes, what significant impacts are anticipated? ________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

I. Will the proposed project establish a new facility?
   □ Yes □ No

J. Will the proposed project substantially change the function of an existing facility?
   □ Yes □ No

K. Will the proposed project involve modification (replacement or renovation) of existing facilities which would permit significant new development or redevelopment?
   □ Yes □ No
I. Is this project one phase or portion of a larger project?
   □ Yes    □ No

III. PROJECT COSTS: Provide individual project cost estimates/opinions (in thousands of dollars) for all project phases.

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<th>Within 6 years</th>
<th>Beyond 6 years</th>
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<tbody>
<tr>
<td>A. Land Acquisition:</td>
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<td>B. Planning &amp; Engincering:</td>
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<td>C. Construction:</td>
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<td>D. Other (describe):</td>
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<td>E. TOTAL:</td>
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IV. ENVIRONMENTAL INFORMATION:

   A. Indicate whether any environmental documents have been prepared and accepted, are in process, or are planned for the proposed project (check as applicable):

      | Prepared & Accepted | In Process | Planned |
      |---------------------|------------|---------|
      Environmental Assessment    □   □   □
      Negative Declaration        □   □   □
      Environmental Impact Statement □   □   □
      Preparation Notice          □   □   □
      Draft Environmental Impact Statement □   □   □
      Final Environmental Impact Statement □   □   □
      Not Applicable               □

   B. Describe any anticipated community and/or environmental impacts.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

V. BACKGROUND INFORMATION: List any existing background studies/reports or master plans related to the proposed project.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
VI. ADDITIONAL INFORMATION: Include any other information you feel is necessary to support the PIM revision for this proposed project.

Department of Planning and Permitting use only:

Date officially accepted application for processing: ________________________________

Suspense date (90 days from acceptance): ________________________________

DP area(s): ________________________________

NB area(s): ________________________________