GUIDELINES ON

Processing a Subdivision Application

DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII
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- Example of Preliminary Subdivision Map ............................................. A
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A. Introduction

This guideline booklet is intended to provide information on the general requirements and procedures involved in the processing of subdivision and consolidation applications in the City and County of Honolulu.

CAUTION: The information is necessarily brief and subject to change. The user is expected to consult the Subdivision Rules and Regulations, Subdivision Ordinance (Chapter 22, Revised Ordinances of Honolulu), and the appropriate government agencies for additional details and the latest amendments or changes.

A subdivision application is required where land is:

- Divided into two or more lots, parcels or other division of land, including designation of easements for the purpose, whether immediate or future, of sale, lease, rental, transfer of title to or interest in, any or all such lots or other division and includes resubdivision; or

- Combining of two or more lots into one lot; or

- A combination of the above.

The terms used herein are as follows:

"Department" means the Department of Planning and Permitting (DPP).

"Director" means the Director of Planning and Permitting.

B. Government Agencies Review

1) The Department of Planning and Permitting, Subdivision Branch is responsible for reviewing subdivision applications for:

   a) Subdivision Rules and Regulations and Ordinance.

   b) Land Use Ordinance.

   c) Zoning and the Development Plan.

   d) Shoreline Setback Rules and Regulations.

   e) Shoreline Management Area (Chapter 25, Revised Ordinances of Honolulu).

   f) Environmental Assessment (Chapter 343, Hawaii Revised Statutes).

   g) Flood Hazard District Ordinance (Section 21-9.10 of the Land Use Ordinance).
h) Park Dedication Ordinance (Section 22-7, Revised Ordinances of Honolulu).

2) The Civil Engineering Branch of the Department of Planning and Permitting (in consultation with the Department of Facility Maintenance) regarding streets, drainage, grading and other matters relating to public improvements.

3) The Wastewater Branch of the Department of Planning and Permitting (in consultation with the Department of Environmental Services) regarding sewers and wastewater disposal.

4) The Board of Water Supply with reference to availability of water, sizes of mains and other appurtenances pertaining to the water system, including fire hydrants and matters that may affect public water supplies and sources.

5) The Traffic Review Branch of the Department of Planning and Permitting (in consultation with the Departments of Design and Construction and Transportation Services) regarding vehicular traffic, street lighting, street signs, traffic signs and markings, and other matters relating to vehicular traffic.

6) The Department of Health, State of Hawaii regarding private sewage and wastewater disposal system, water quality standards, and public health regulations.

7) The Urban Design Branch, Department of Planning and Permitting (in consultation with the Department of Parks and Recreation) regarding compliance with street trees.

8) The Building Division, Department of Planning and Permitting regarding existing structures meeting setback, off-street parking and other requirements of the Land Use Ordinance.

9) The Department of Budget and Fiscal Services regarding payment of property taxes and assessments.

10) Other agencies such as the Department of Transportation, Department of Land and Natural Resources, State Land Use Commission, Department of Agriculture, and Department of Education of the State of Hawaii; U.S. Soil Conservation Service and U.S. Army Corps of Engineers, which may be affected by the proposed subdivision.

11) Electric, telephone, gas and cable television companies regarding utility services.
C. Subdivision Application

A request for a subdivision or consolidation shall be submitted to the Subdivision Branch, City and County of Honolulu, and shall include the following:

1) 20 copies of the preliminary map prepared in accordance with the Subdivision Rules and Regulations (30 copies of the final map where a subdivision meets all the requirements for approval of a final map). **Maps must be folded to approximately 8-1/2 x 11 inches. Rolled maps will not be accepted.**

2) Site Development Division Master Application Form (available at the Department’s information counter or on its website, [www.honoluluudpp.org](http://www.honoluluudpp.org)).

3) Receipt of check for filing fee (payable to City and County of Honolulu). The filing fee is $400.00 plus $100.00 per lot excluding road, easements, or cemetery lots. Government agencies are exempt.

*(See example of Preliminary Subdivision Map, Figure A)*

The Subdivision Branch will receive and review the application in conformance with the Subdivision Rules and Regulations. Incomplete or incorrect maps, fees, or applications will be returned to the applicant.

D. Subdivision Committee

Upon acceptance, each subdivision application is placed on the agenda for review by the Subdivision Committee. The Committee reviews new applications on a weekly basis and makes recommendations to the Director on all subdivision applications and other matters pertaining to the subdivision of land.

E. Action by the Director of Planning and Permitting

Upon receipt and recommendation by the members of the Subdivision Committee, the Director will take action on each subdivision application in accordance with Section 2-203 of the Subdivision Rules and Regulations.

The subdivider is notified in writing of the actions of the Director, and the reasons for such actions and any requirements or conditions that may be required.

F. Actions of the Subdivider

1) Where required, adequate deposits for the installation of necessary service laterals for water and sewer service connection to the Wastewater Branch and/or the Board of Water Supply.

2) Where required, minor improvement work such as pavement for access drives.
3) Where required, demolition, renovation, or relocation of buildings and structures.

4) Where required, adequacy of private sewage disposal.

5) Where required, payment or reallocation of assessments outstanding to the City.

6) Where required, reports for approval such as soils report, drainage report, traffic study, etc.

7) Construction plans and requirements as hereinafter described.

8) Compliance with the Park Dedication Ordinance, where required.

9) Other information, requirements or conditions as necessary.

The subdivider must coordinate requirements with the Department of Planning and Permitting and other appropriate agencies as required. Upon compliance by the subdivider and approval by the government agency, each agency must submit a letter to the Subdivision Branch with pertinent data, information, and recommendations.

The Subdivider must also obtain any permits, waivers, modifications, etc. as necessary.

G. Construction Plans

After the subdivision has received tentative approval and as a requisite to approval of the subdivision, construction plans must be prepared conforming to the standards of the Subdivision Rules and Regulations and standards and requirements of other governmental agencies affected by the subdivision. The subdivider must submit copies of complete construction plans to the Director as required for distribution to the appropriate agencies for their respective consideration, recommendations and approval. Plans must bear the stamp of a registered professional engineer of the State of Hawaii.

The engineer for the subdivider is notified of any revisions, requirements, conditions, or additions that may be required on the construction plans.

Tracings of the construction plans shall be submitted to the Director, after obtaining the approval signatures of officers of other agencies as required.

Construction plans will be considered approved for construction purposes when the plans bear the approval signature of the Director and officers of other branches or agencies as required by the Director. Normally, these officers will include the Chiefs of the Civil Engineering, Traffic Review, Wastewater, and Urban Design Branches, Manager and Chief Engineer of the Board of Water Supply, and the Environmental Officer of the Department of Health.
H. Construction

Upon approval of the construction plans and before starting any construction work, the subdivider must give written notice to the Civil Engineering Branch, Departments of Design and Construction, Transportation Services, Parks and Recreation, and the Board of Water Supply of the following data:

1) Date of commencement of construction.

2) Name of contractor.

3) Contract price.

4) Schedule of construction.

5) One set of approved construction plans to the Subdivision Branch and a set to each of the other agencies.

I. Completion of Improvements for Final Map Approval (after approval of construction plans)

Prior to action on the final map by the Director, the subdivider must submit a detailed cost estimate of energizing and maintenance of the street lights to the Traffic Review Branch for approval.

The subdivider shall file the original and two copies each of the agreement and the surety bond or other securities for the energizing and maintenance of the street lighting system for review and approval. Standard agreement and security forms are available at the Subdivision Branch.

1) Construction prior to final map approval.

The subdivider may proceed with the construction of the required improvements and after completion of the same in accordance with the approved construction plans and approval of improvements has been granted by the Director, the Director will take action on the final map.

2) Final map approval prior to construction.

The subdivider must first submit cost estimate data including itemized breakdowns of unit costs and quantities, services, engineering and administrative costs, to the following:

a) Civil Engineering Branch (streets, drainage, grading, and other related facilities);

b) Wastewater Branch (sewer system, facilities);

c) Board of Water Supply (water system, facilities);
d) Traffic Review Branch (traffic controls, street name signs, street lights, electrical and telephone systems and facilities):

e) Urban Design Branch (street trees and planting);

f) Others as may be applicable.

The approved cost estimate shall be transmitted in writing by each branch/agency to the Subdivision Branch, who will then confirm the approved amount with the subdivider.

The subdivider must file the original and two copies each of the agreement and the Surety bond or other securities for the construction of the subdivision improvements with the Subdivision Branch. Standard agreement and security forms are available at the Branch.

Upon submission of the agreement and security, the documents shall be transmitted to the Corporation Counsel and Board of Water Supply for their approval (if the applicant uses pre-approved agreement and security forms obtained from the Subdivision Branch, these steps can be waived and the Director may approve or execute the documents for these agencies). After approval and signature by the Director, a copy of the executed documents will be returned to the subdivider. Certificates of Deposit, negotiable bonds or other securities will also be subject to approval of the Director of Budget and Fiscal Services. The Director will, after acceptance and execution of the documents, take action on the final map.

J. Certification and Approval of Improvements

Upon completion of the improvements, the affected public agencies will inspect them. Subdivision improvements will be considered complete and acceptable for approval when they are certified in writing by the Civil Engineering Branch, Mechanical/Electrical Division of the Department of Design and Construction, Director of Transportation Services, Director of Parks and Recreation, and Manager and Chief Engineer of the Board of Water Supply.

Prior to certification, the subdivider must:

1) File with the Civil Engineering Branch tracings of the streets (including sewer systems) and drainage construction plans; file with the Traffic Review Branch tracings of the street lighting and traffic control devices; file with the Department of Parks and Recreation tracings of the street tree planting plan; and file with the Board of Water Supply tracings of the water system (tracings of plans as actually constructed or “as built”).

2) Where a subdivider intends to dedicate roads, lands and improvements:

a) File the original and two copies of the agreement and the surety bond or other securities with the Subdivision Branch for the repair and replacement of the subdivision improvements for dedication to the City. The amount of the security will
be ten percent of the estimated cost of improvements. Standard agreement and security forms are available at the Subdivision Branch. Upon approval of the documents by the Director, a copy of the executed agreement will be returned to the subdivider.

The agreement and securities will be for an initial period of one year from the date of acceptance of the improvements by the City and will be extended as required by the Director or Manager and Chief Engineer of the Board of Water Supply.

b) File the necessary deeds and documents for dedication of streets, improvements, and required easements and off-site facilities with the Department of Design and Construction, Board of Water Supply or other appropriate agencies.

Upon compliance with the above, the various agencies will transmit in writing to the Director certification and approval of the subdivision improvements.

K. Dedication of Streets, Improvements and Easements

When filing the preliminary map, the subdivider must indicate on the map whether or not he intends to dedicate the streets, improvements, or easements to the City.

Prior to certification of completion of improvements by the City agency, the subdivider must file the necessary deeds of conveyance with the appropriate agency for their action. Certification of completion of improvements will be made after the documents are approved for form.

The appropriate agency will process the dedication documents in accordance with their regulations, but neither improvements nor land will be accepted by the City until the final approval to the completion of improvements has been granted by the Director.

L. Final Map

Fifteen copies of the final map must be submitted to the Subdivision Branch within one year after the date of tentative approval of the preliminary map or otherwise extended. Where an extension of time is required, the subdivider must submit a written request with the reasons stated therein. The Director may grant an extension of time and notify the subdivider in writing.

The final map must be prepared in accordance with the Subdivision Rules and Regulations and should not be submitted until all necessary requirements as stated in the letter or tentative approval of the preliminary map and the Subdivision Rules and Regulations have been met.

Where both registered lands of the Land Court of the State of Hawaii and unregistered lands are affected by a subdivision or consolidation, the final maps shall include separate maps of the:
• Registered land for Land Court purposes;

• Unregistered lands; and

• Final "composite" subdivision map of the entire property.

These maps shall be permanently identified on each individual map as "Sheet _____ of _____" sheets.

If any section or part of the approved final maps for a subdivision or consolidation is altered or deleted, approval by the Director is invalidated for any and all parts of the map.

Provided all other requirements of the tentative approval have been met, the Director will act on the final map within 45 days after the filing. The Director will either approve or disapprove the subdivision and the reasons for the decision will be stated in a letter to the subdivider. The stamp of approval or disapproval will be issued on a copy of the final map.

(See example of Final Subdivision Map, Figure B)

M. Return of Agreements and Securities:

1) Construction of Improvements

Upon approval of the completion of improvements, the Director will inform the subdivider in writing and release the agreement and security.

2) Energizing and Maintenance of Street Lights

Upon acceptance by the City of the dedication of the street lights and system, the Department of Design and Construction will notify the Subdivision Branch for the release of the agreement and security. The Director will then inform the subdivider in writing and release the agreement and security.

3) Repair and Replacement of Improvements

One year after dedication and acceptance of the improvements by the City Council, the Board of Water Supply or other affected branches/agencies shall notify the Subdivision Branch that the improvements are satisfactory and acceptable to the City. If within the one-year period the improvements or facilities are not acceptable, the subdivider must repair or replace the improvements in accordance with the agreement.

Upon approval by the agencies, the subdivider will be notified and the documents will be released.
N. Street Naming

1) Street names shall conform to Section 22-8, Revised Ordinances of Honolulu.

2) The subdivider may submit a request for street names where tentative approval has been granted and construction plans have been approved by the City.

3) The applicant must submit one copy of the street name map and description. The street name map shall include the following:

   a) Overall street layout including existing streets and their names surrounding the proposed streets.

   b) The proposed street names and their meanings. Street names must be in the Hawaiian language, may not duplicate existing street names, and must have appropriate meanings. The applicant may request the Director choose the proposed street names.

4) Where an applicant wishes to initiate a request for a change in existing street names, the applicant submits a written request with a copy of the street name map and description. The written request shall also include the following:

   a) Reasons for the proposed street name change.

   b) List of the names and addresses of all affected property owners.

   c) Documentation that notices have been circulated by the applicant to all affected property owners and tenants including the Fire Department, Police Department and Post Office and that a poll was taken to determine any objections to the change in street name and its findings. A majority of the residents, including the government agencies, must approve the change in street name.

5) All street names are subject to approval by the Director.

6) Upon approval of the names, the applicant must install the street name signs and other requirements in accordance with the street name ordinance. The Civil Engineering Branch will inspect and certify completion of the street name signs.
REQUIREMENTS

1. Name, Address, and Signature of owner and subdivider. If not signed by owner, letter or certificate from owner authorizing subdivider as agent.

2. Stamp and Signature of engineer or surveyor.

3. State, North Arrow, Scale, tax map key, geographic location and subdivision description.

4. Location map and names and locations of subdivisions immediately adjacent.

5. Lot layout and approximate dimensions, lot width, lot number of each lot, area of each lot, total number of lots and total area of the proposed subdivision.

6. General Plan Land Use Designation, Development Plan Setback, and Zoning on and adjacent.

7. Location, names, approximate gradient and radius of curves of existing and proposed streets, location and dimensions of existing and proposed easements, and existing drainage facilities and Flood Area Designation.

8. Method of sewage disposal and source of water supply.

9. Existing and proposed contours.

10. Existing buildings and structures and dimensions to lot lines and proposed use of lots.

11. Land and improvements which will be dedicated or remain private.

12. Shoreline setback.

13. Existing and proposed utility lines when requested.

14. Drainage, Soils or other reports when requested.

Note: For complete requirements, see text of Subdivision Rules and Regulations. Such information as may not be practicably shown on the map shall be contained in a written statement accompanying the same.

DEPARTMENT OF PLANNING AND PERMITTING

EXAMPLE OF A PRELIMINARY SUBDIVISION MAP

FIG. A
EXAMPLE OF A FINAL SUBDIVISION MAP

REQUIREMENTS

1. Name of owner.
2. Stamp and Signature of surveyor.
3. Date, North Arrow, Scale, tax map key, geographic location, and subdivision description.
4. Boundary lines, right-of-way lines, lot lines, easements, with azimuths and distances, and lot area and identification, and coordinated to City and County monuments and government triangulation stations.
5. Approved street names.
6. Shoreline setbacks, streets, and other setback lines and minimum floor elevations of structures, and possible floor area designation.
Note: For complete requirements, see text of Subdivision Rules and Regulations.

FIG. B