CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PLANNING AND PERMITTING (DPP)

Minor Shoreline Structure (MSS) Permit
Application Instructions

This document is intended to assist you in preparing a complete application, and should be read in conjunction with Chapter 23, Revised Ordinances of Honolulu and DPP Part 2 Rules Relating to Shoreline Setbacks and the Special Management Area (“Rules”), Chapter 15.

I. Applicability. Minor shoreline structures and activities may be permitted in the shoreline setback area if they do not affect beach processes or artificially fix the shoreline; do not interfere with public access, public views or open space along the shoreline; and, do not otherwise endanger the public health, safety or welfare. See Rules Sections 15-1(b) and 15-2 for details.

II. Application Requirements

A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.

B. Environmental Assessment (EA). Two (2) copies of a Draft EA for the project, including all necessary exhibits, drawings, and a description of the technical, economic, social and environmental characteristics of the project. The EA must be prepared in accordance with the Rules and guidelines published by the Office of Environmental Quality Control (OEQC). See the attached Content Guide.

Note: If the DPP is going to be the accepting agency for the EA or EIS, please note that there is now a $1,200 and $2,400 processing fee, respectively. Additionally, there is an application review fee (non-refundable) of $200 and $400, respectively, which shall be applied to the processing fee upon acceptance. Please submit two separate checks (and/or money orders) for the two fees.

EA - Processing fee = $1,200, Application Review Fee = $200
EIS - Processing fee = $2,400 Application Review Fee = $400

Note: Additional copies of the Draft EA will be required for distribution to various agencies for their information, review, and comment. The specific number of additional copies will be determined at the time the assessment is accepted for processing; the Applicant will then be contacted to provide the additional copies.
C. Fee. The processing application fee is $600. There is an application review fee (non-refundable) of $100, which shall be applied to the processing fee upon acceptance. Please submit two separate checks (and/or money orders) for the two fees ($100 processing fee and $100 for the application review fee). All fees should be payable to the City and County of Honolulu. Checks or money orders which are not properly authorized or that are more than 3 months (90 days) old will not be accepted; and, applications submitted without the proper fees will not be further processed.

D. Certified Shoreline Survey. A current certified shoreline survey, including the shoreline and shoreline setback line, prepared by a registered land surveyor, and certified by the Board of Land and Natural Resources within one year of the application date.

E. Written description of proposed development.

F. Drawings/Plans. Submit two (2) sets of fully dimensioned scaled drawings showing the location of the proposed activity or structure relative to the certified shoreline and the lot boundaries. On the site plan, show the location of all property lines, the current shoreline, shoreline setback, required yards, and existing and proposed structures. All drawings/plans must be black line prints, drawn and prepared by a draftsman, architect, engineer, or similar professional. For document imaging purposes, provide one set with maximum dimensions of 11" x 17", and a second set with maximum dimensions not to exceed 24" x 36".

Note: All scaled plans and drawings must include a graphic ("bar") scale in addition to or in lieu of a numerical scale.

G. Supplemental Information. Submit the following supplemental information, if applicable:

1. Documentation of compliance with LUO Section 21-9.10, relating to Flood Hazard Districts.

2. Additional information as may be required by the DPP.

III. Electronic Document Submittals. The submittal of electronic documents, either in whole or in part of this application, is encouraged; and, shall be at the sole discretion of the Applicant. Electronic document submittals shall adhere to the following specified formats: PDF (Adobe Reader 9 or earlier), JPEG, or Word (2003 or earlier). Electronic documents must be submitted on either CD or DVD. No individual electronic document shall exceed 15 megabytes in size; any electronic document involving a larger size must be broken down into smaller
size files. 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 on how to complete the application, please call DPP at 768-8014.*
MINOR SHORELINE STRUCTURE PERMIT
Declaration of Conditions

Pursuant to Section 15-2(b), Department of Planning and Permitting Part 2 Rules Relating To Shoreline Setbacks and the Special Management Area, I/We agree to the following conditions:

1. If the director or other governmental agency having jurisdiction determines that, due to beach erosion or other cause, the approved structure may affect beach processes or public access or has become located seaward of the shoreline, the structure shall be removed at my expense.

2. Any other conditions that the director may impose, relating to the purpose of the rules relating to shoreline setbacks and the special management area.

Please sign here: ____________________________________________________________

Recorded Fee Owner(s)                  Date