City and County of Honolulu  
Department of Planning and Permitting  

Instructions for Filing a  
PARK DEDICATION APPLICATION  
(Includes Private Parks, Payment of Fees, and Land Credits)  

This document is intended to assist you in preparing a complete application. It should be read in conjunction with Chapter 22, Article 7 of the Revised Ordinances of Honolulu (ROH) and the Park Dedication Rules and Regulations.

1. **Overview:**
   
a. **Guidelines:** Adequate parks and recreational facilities positively affect the quality of our lives and neighborhoods, and we depend on the Park Dedication process to realize this goal. The program requires developers to provide parks and playgrounds associated with development of housing and lodging.

   As part of an application for a subdivision or multifamily development (including Cluster or Planned Development Housing), the applicant shall state whether he/she wishes to dedicate land, provide private parkland in perpetuity, pay a fee, receive credit for a previously provided park, or a combination of the above to satisfy the park and playground requirements. Exceptions to the applicability of these requirements can be found in Rule 7.2 of the Park Dedication Rules and Regulations. Approval of a Park Dedication Application is necessary to obtain final subdivision or building permit approval (in the case of multifamily development).

   b. **Time Frame:** Processing time will vary depending on the complexity of the development, whether a complete packet of information has been provided to the department, coordination with other agencies regarding appraisals and comments, how quickly the applicant complies with conditions for approval, and whether additional permits are required. Additional permits include, but are not limited to, Flood Hazard Area, Special District, and Special Management Area permits. These permits may be required prior to park dedication approval.

2. **Application Requirements:**
   
a. **Master Application:** Complete and submit the DPP Site Development Division Master Application Form. Clearly indicate the method of compliance with Park Dedication requirements (Private Park, Payment of Fee, or use of Land Credits). A combination of methods may also be used.

   To avoid errors or delays, all required information must be provided. Fill out all blanks on the application form clearly, concisely, and completely. If you are filing as an agent, submit a letter of authorization from the fee owner. Multiple fee owners must submit an attachment with signatures of all owners as “Recorded Fee Owner” authorizing the agent to act on their behalf.
b. **Fee:** The application processing fee is as follows:

**FOR PRIVATE PARKS:** $300.00.

**FOR PAYMENT OF FEE:** $200.00, which will be credited towards the total in-lieu payment required for the project.

Checks are to be made payable to the City and County of Honolulu. Fees are nonrefundable.

c. **Calculations:** The land area required to be dedicated or provided in perpetuity is determined as follows:

i. **Residential and Country Districts:** Show the proposed and potential number of lots and dwelling units (except ohana units). Multiply the number of potential units by the following factor:

<table>
<thead>
<tr>
<th>Number of Lots</th>
<th>SF per Unit</th>
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<tbody>
<tr>
<td>9 or more</td>
<td>350 sf/unit</td>
</tr>
<tr>
<td>7-8</td>
<td>300 sf/unit</td>
</tr>
<tr>
<td>6</td>
<td>200 sf/unit</td>
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<tr>
<td>5 lots</td>
<td>100 sf/unit</td>
</tr>
<tr>
<td>3-4 lots</td>
<td>50 sf/unit</td>
</tr>
</tbody>
</table>

*The term “lots” as used above means both actual and potential lots/units.*

ii. **Apartment, Resort, Mixed-Use, or Planned Development Housing:**

Show the number of proposed dwelling or lodging units. Multiply the number of proposed units by 110 square feet, or calculate 10% of the maximum permitted floor area*, and comply with whichever is less.

*The maximum permitted floor area is determined by multiplying the maximum Floor Area Ratio (FAR) by the lot area. For projects within the Waikiki Special District, half the area of the abutting rights-of-ways may be added to the lot area.*

d. **Plans/Drawings:** Submit two (2) sets of plans and supporting documents. All plans must be fully dimensioned and drawn to scale. For document imaging purposes, one set shall be 11” x 17” and the second shall not exceed 24” x 36”.

**FOR PRIVATE PARKS:**

i. Site plan clearly identifying the area to be dedicated as the private park in perpetuity. This shall include the Tax Map Key, address, lot area, boundaries with dimensions, existing dwelling units to remain, and proposed dwelling units.

- Include the land area calculations and a signature block for DPP Director on the title sheet of the drawing set.

- For the minimum land area required, see the Park Dedication Rules and Regulations.

ii. Complete floor plans and elevations of existing and proposed dwellings.
iii. A landscape plan showing plant material, and physical facilities to be provided such as picnic tables, grills, benches, playground equipment, pool, etc. The landscape plan shall clearly indicate the type and quantity of plant material.

iv. Catalogue cut sheets of proposed equipment.

v. Construction cost estimates. Cost estimates should include an itemized plant list showing the cost per plant and equipment, and construction costs. The cost estimate shall only include the improvements and elements within the private park.

*For those complying with park dedication requirements via Land Credits for parks previously dedicated or provided, provide the Tax Map Key and location map of the site from which the credits will be derived.*

**FOR PAYMENT OF FEE:**

i. Site plan clearly showing the Tax Map Key, address, lot area, boundaries, existing dwelling units to remain, and proposed dwelling units.

ii. Complete floor plans and elevations of existing and proposed dwellings.

The fee will be determined by multiplying the land area required by the fair market value of the land per square foot. The valuation of the land will be appraised by the Department of Design and Construction, Land Survey Division.

3. **Additional Notes**:

a. For projects providing private parks, construction of the improvements or an Agreement and Bond for the cost of improvements will be required prior to approval. These will be provided after the cost estimate has been approved by the DPP.

b. DPP may consider interior recreational areas available to all residents of the development (such as exercise rooms and community meeting rooms) as part of the private park requirements.

c. A draft Declaration of Restrictive Covenants may be required to limit the number of dwelling units or maintain the private park in perpetuity.

d. For additional information regarding your application, please call the Subdivision Branch at 768-8100.