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

Planned Development – Resort
Planned Development – Apartment

Application Instructions

This document is intended to assist you in preparing a complete application, and should be read in conjunction with the Land Use Ordinance (LUA).

I. Overview.

A. Purpose. The purpose of the Planned Development – Resort (PD-R) and Planned Development – Apartment (PD-A) permit options is to provide opportunities for creative redevelopment not possible under a strict adherence to the development standards of the special district. Flexibility may be provided for project density, height, precinct transitional height setbacks, yards, open space and landscaping when timely, demonstrable contributions benefiting the community and the stability, function, and overall ambiance and appearance of Waikiki are produced. Reflective of the significance of the flexibility represented by this option, it is appropriate to approve projects conceptually by legislative review and approval prior to more detailed review and approval by the Department of Planning and Permitting (DPP).

B. Applicability. PD-R projects shall only be permitted in the resort mixed use precinct, and PD-A projects shall only be permitted in the apartment precinct on a project lot size of at least one acre. Multiple lots may be part of a single PD-R or PD-A project if all lots are under a single owner and/or lessee holding leases with a minimum of 30 years remaining in their terms. Multiple lots in a single project must be contiguous, provided that lots that are not contiguous may be part of a single project if all of the following conditions are met:

1. The lots are not contiguous solely because they are separated by a street or right-of-way that is not a major street as shown on Exhibit 21-9.15; and

2. Each noncontiguous portion of the project, whether comprised of a single lot or multiple contiguous lots, shall have a minimum area of 20,000 square feet, but subject to the minimum overall project size of one acre. When a project consists of noncontiguous lots as provided above, bridges or other design features connecting the separated lots are strongly encouraged, to unify the project site.
C. **Standard of Review.** Significant flexibility and increased development potential are available to eligible PD-R and PD-A projects. Flexibility may be provided for project density, height, precinct transitional height setbacks, yards, open space and landscaping. The degree of flexibility must be commensurate with the contributions benefiting the community and the stability, function, and overall ambiance and appearance of Waikiki. The application must demonstrate how the project meets the criteria contained in L.U.O Section 21-9.80(d)(4)(F), including, but not limited to the following:

1. Implements the objectives, guidelines, and standards of the Waikiki Special District;
2. Exhibits a Hawaiian sense of place;
3. Demonstrates a high level of compliance with the design guidelines of the Waikiki Special District;
4. Reflects appropriate "contextual architecture;" and
5. Contributes to a strong pedestrian orientation.

D. **Timeframe.** The PD-R and PD-A permit is approved by legislative review. Therefore, the timeframe for processing this permit is variable, but generally speaking will be approximately 165 days from the time of the DPP's acceptance of the completed application. When the application is submitted to the DPP, the DPP has 10 working days to determine whether the application is complete. Upon acceptance of the application, the DPP has 60 days within which to hold a public hearing, present the application to the Design Advisory Committee (DAC), and transmit its report and recommendation to City Council (Council). The Council must take action on the conceptual plan within 60 days of the transmittal. If the conceptual plan is approved by the Council, it shall be further reviewed in detail by the DPP. The DAC shall review the conceptual plan and the Director shall take final action on the application within 45 days of Council approval.

II. **Pre-Application Procedures**

A. **Pre-Application Meeting.** Prior to submitting the application, the Applicant must meet with the DPP for an informal review of the project. At this meeting, the DPP will be reviewing the proposal for general compliance with the Waikiki Special District design standards and the adequacy of application documents. Please call 768-8028 to schedule a meeting.

B. **Presentation to Neighborhood Board.** Prior to submitting the application, the Applicant must present the project to the neighborhood board of the district where the site is located, or if no such neighborhood board exists, then to an appropriate community association. The Applicant must provide written notice of the presentation to all adjoining property owners. Please contact the Neighborhood Commission at 768-3710 for information concerning the appropriate neighborhood board and contact person for the project.
This requirement will be deemed to have been satisfied if either:

1. The neighborhood board (or community association if applicable) fails to provide an opportunity to present the proposed project at a meeting held within 60 days of the date of the written request to make a presentation; or

2. The neighborhood board (or community association if applicable) submits a letter confirming that a presentation was made and describing the position of the Board, or stating that such a presentation is not necessary. In the event that the neighborhood board does not submit a letter, the Applicant may submit a copy of the Board’s minutes which documents that the presentation was made.

III. Application Requirements. The application requirements are enumerated in Section 21.9.80-4(d)(4)(A) of the LUO, and shall include the following:

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

B. Fees. Submit the appropriate processing fee of $15,000. Please be advised that there is a non-refundable application review fee of $400, which shall be applied to the processing fee upon acceptance. Therefore, please submit two separate checks (and/or money orders) for the two fees ($14,600 processing fee and $400 review fee). All fees should be made 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. Note: There is no fee for City agencies.

C. Affidavit. Submit a notarized affidavit confirming that adjoining property owners were sent written notification of the required neighborhood board presentation.

D. Written Statement. A PD-R or PD-A application must include two copies of the written statement, which must contain the following:

1. Project Description. Provide detailed descriptions of the following:

   a. How the project implements the objectives, design guidelines, and standards of the Waikiki Special District, exhibits a Hawaiian sense of place and contributes significantly to the overall desired urban design of Waikiki;
b. The pedestrian system. Explain how open spaces, landscaping and water features (such as water gardens and ponds) are integrated and prominently conspicuous throughout the project site at ground level. The pedestrian system shall also be integrated into the overall project design to contribute to a strong pedestrian orientation which will enhance the pedestrian experience between the project and surrounding Waikiki areas;

c. How the project will provide useable open spaces, green spaces, water features, public places and other related amenities that reflect a strong appreciation for the tropical environmental setting reflective of Hawaii;

d. The parking management plan. How will the plan minimize impacts upon public streets, enhance local traffic circulation patterns, and make appropriate accommodations for all anticipated parking and loading demands;

e. The proposed public amenities and community benefits. Describe how the amenities will benefit the community, neighborhood and general public. Explain how the proposed benefits are commensurate with the flexibility being requested; and

f. Existing and proposed structures, building and site alterations, including parking areas, grading and landscaping, required yards, and building height.

2. **Infrastructure.** Describe infrastructure requirements for the project, including the following if applicable (preliminary checks with the appropriate agency are encouraged):

a. Wastewater disposal;
   Note: Contact the DPP Wastewater Branch at 768-8197 or State Department of Health at 586-4294.

b. Water facilities; and
   Note: Contact the Board of Water Supply, Project Review Section at 748-5440.

c. Traffic and parking.
   Note: A traffic impact analysis and/or traffic management plan may be required as part of your application, particularly when the surrounding neighborhood is characterized by existing congestion or the proposed use may adversely impact roadways in the vicinity of the project. Contact the
DPP Traffic Review Branch at 768-8077 and/or State Department of Transportation for details and requirements.

Furthermore, if access to the site is from a private roadway or easement, then the Applicant must provide documentation that they have access rights to the roadway or easement at the time of application. And, if off-site access improvements involving a private roadway are likely or even possible, then the Applicant must include with the application written permission from all of the roadway owners stating that the Applicant is authorized to make any roadway improvements that are determined to be necessary and appropriate.

3. Neighborhood Board. Describe all issues or concerns relating to the project raised at the presentation to the neighborhood board or community association. Describe the measures, if any, taken to mitigate such issues or concerns.

4. Other Impacts. Describe any other expected project impacts and proposed mitigative measures to address such impacts including the following, if applicable:

a. Public services, including, but not necessarily limited to:

i. Refuse collection;

ii. Fire protection;

iii. Police services; and

iv. Schools.

b. Physical environment, including, but not necessarily limited to:

i. Natural land forms;

ii. Public views;

iii. Natural habitats;

iv. Historic sites;

v. Exceptional trees; and

vi. Parks and recreation.
c. A wind and shadow study to analyze the effects of mid-rise and high-rise structures, particularly anticipated effects at the ground level. Where adverse effects are anticipated, mitigative measures shall be included in the proposal.

5. **Justification.** Explain how the proposed project will comply with the goals and objectives of the Waikiki Special District, and how the proposed community benefits will mitigate the impacts associated with the requested flexibility from the zoning district standards.

E. **Drawings/Plans.** Submit two sets of the following fully dimensioned 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 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. **Location map.**

2. **Site Plan.** A preliminary site plan, which includes the following:
   a. Property lines and all existing and proposed easements with dimensions, lot area, and purpose of easements;
   b. Location of all existing and proposed improvements and all ground level open areas. Indicate if existing structures are to remain, be altered, or be removed;
   c. Building dimensions and all setbacks from property lines;
   d. Parking and loading stalls layout, and total number of stalls required and provided. Also, indicate existing streets, street names, proposed streets, and vehicular access (driveways) to the site; and
   e. Existing contours at vertical intervals of 5 feet where the slope is greater than 10 percent, and not more than 2 feet where the slope is less than 10 percent. Proposed grading must be shown by contours, spot elevations, or other means.

3. **Floor Plans.** Preliminary floor plans and area calculations, showing all dimensions used in calculating proposed floor area and building area. Indicate the elements used in the calculation of these areas for each floor and include the tabulation of total proposed floor area and total allowable floor area.
4. **Building Elevations.** Exterior elevations and sections with dimensions and existing/proposed finish grades, including all building heights, transitional height setbacks and envelopes measured from these grades, all setbacks from property lines as well as any dimensions between structures. The 100-foot coastal height setback shall be shown on all shoreline lots.

5. **Open Space.** Open space plans and area calculations, showing all dimensions and elements used in calculating these areas and including the total proposed and total required open space. If floor area bonus is proposed (for PD-R), provide calculations and indicate the applicable areas on the plans. The plans should specify public open spaces, ground level open spaces devoted to pedestrian use and landscaping, arcade areas, and rooftop landscaped areas.

6. **Parking and Loading.** Off-street parking and loading plans and calculations with dimensions of all stalls, aisles, driveways and setbacks from property lines and proposed structures, showing the total number of required and proposed parking and loading stalls.

7. **Building Design.** Sketches or perspectives to illustrate the building design.

8. **Landscape Plan.** Preliminary landscaping and screening plans, which include:
   
   a. Location, species, quantity, size and spacing of all proposed landscaping.
   
   b. A tree disposition plan showing the location of existing trees with a trunk diameter of six inch or greater and other significant landscape features, and their proposed disposition.
   
   c. Landscaping in relation to existing and proposed structures, fences, walls, driveways, parking lots, rock gardens, fountains, pools and other landscape features;
   
   d. Details for a permanent irrigation system.

9. **Other.** Other studies or plans that may be required by the LUO, such as traffic studies, parking management plans, and wind or sun path studies for high-rise developments.

*Note: All scaled plans and drawings must include a graphic ("bar") scale in addition to, or in lieu of, a numerical scale.*
F. **Photos.** Submit photos of the project site showing the following:

1. Street access (ingress and egress) to the project site;

2. Uses on adjoining properties; and

3. Building setbacks from property lines, distances to neighboring buildings, parking areas, and other uses, on the site.

If possible, panoramic photos of the site should be included.

*Note: all photos should be labeled and keyed to a general site map.*

G. **Supplemental Information.** Additional information which may be required to successfully process the application by the DPP.

H. **Environmental Assessment.** If the project is subject to the requirements of Chapter 343, Hawaii Revised Statutes (HRS), the Environmental Impact Statement (EIS) law, then provide documentation of compliance.

1. If the project involves an exempt class of action, pursuant to Section 11-200-8, Hawaii Administrative Rules (HAR), then provide written documentation of such exemption from the appropriate proposing and/or approving agency (for projects subject to HRS Chapter 343, only); or

2. Submit two (2) copies of the Finding of No Significant Impact (FONSI) or EIS for the project.

*Note: If the project requires an Environmental Assessment (EA) or EIS, then this must be processed before the PD-R or PD-A and Special District Permit application will normally be accepted for processing. If the DPP is anticipated to be the accepting agency for the EA or EIS, please note that processing fees are $600 or $1,200, respectively. Additionally, there is a non-refundable application review fee of $200 or $400, respectively, which shall be applied to the processing fee upon acceptance. Therefore, please submit two separate checks (and/or money orders) for the two fees ($400 processing fee and $200 review fee for the EA; or $800 processing fee and $400 review fee for the EIS). All fees should be made payable to the City and County of Honolulu. Checks or money orders which are not properly authorized or that are more than three months (90 days) old will not be accepted; and, applications submitted without the proper fees will not be further processed.*

3. If the project is not an exempt class of action, but is associated with a prior FONSI or EIS, then a determination must be made that a Supplemental EA or EIS is not necessary before the PD-R and PD-
A and special district permit application will be accepted for processing. Therefore, provide detailed written justifications why the proposal does not require the preparation of a Supplemental EA or EIS.

Note: If the project has substantially changed in size, scope, intensity, use, location, timing, or other means since the time the FONSI was issued or the EIS was accepted, and the project will involve significant effects, then the Applicant must prepare a supplemental assessment prior to submitting the application for the Special District Permit. The supplemental assessment will be processed in the same manner as the EA or EIS (see Subchapter 10 of Chapter 200, Title 11, HAR, for details).

**Note Regarding Public Notification.** Within ten (10) working days of the acceptance of the application by the DPP, the Applicant must also comply with the notification requirements of LUO Section 21-2.40-2(c)(3), which requires the notification of owners of property within 300 feet of the site.

IV. **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. 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.

Upon completion of the initial review of your submittal by the DPP, you will be notified of the number of ADDITIONAL copies of the written statement, plans, and photographs required for agency and community review and comment.

For further assistance or information on how to complete the application, please call the DPP at 768-8028.
**PLANNED DEVELOPMENT – RESORT**
**PLANNED DEVELOPMENT – APARTMENT**

**APPLICATION CHECK LIST**

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<td>1.</td>
<td>Pre-application meeting w/DPP (optional)</td>
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<td>2.</td>
<td>Neighborhood Board (NB) presentation (letter or meeting minutes attached; or copy of Applicant's request to NB if no presentation opportunity provided)</td>
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<td>3.</td>
<td>Master Application Form</td>
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<td>4.</td>
<td>Fees</td>
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<td>5.</td>
<td>Affidavit (confirming notification of adjoining property owners of NB Presentation, and list of those notified)</td>
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<td>6.</td>
<td>Written Statement (2 copies)</td>
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<td>Drawings/plans - 2 sets drawn to scale, 1 set max. 11&quot; x 17&quot; and 2nd set max. 24&quot; x 36&quot;.</td>
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<td>8.</td>
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*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 application submittal.