

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

Interim Planned Development – Transit

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 (LUO).

I. Overview.

- A. Purpose. The purpose of the Interim Planned Development – Transit (IPD-T) permit is to provide opportunities for creative, catalytic redevelopment projects within the rail corridor before each station area is brought into the Transit-Oriented Development (TOD) special district. Qualifying projects must demonstrably exhibit those kinds of attributes that are capable of promoting highly effective transit enhanced neighborhoods, including diverse employment opportunities, an appropriate mix of housing types, support for multi-modal circulation, and well-designed publicly accessible and useable spaces. Flexibility may be provided for project uses, density, height and height setbacks, yards, open space, landscaping, streetscape improvements, parking and loading, and signage when timely, demonstrable contributions are incorporated into the project benefiting the community, supporting transit ridership, and implementing the goals and objectives of TOD and the TOD Special District. Reflective of the significance of the flexibility represented by this option, it is appropriate to approve projects conceptually by the legislative review and approval prior to a more detailed administrative review and approval by the Department of Planning and Permitting (DPP).
- B. Applicability. This is a land use permit option for transit-oriented projects on zoning lots that are:
1. Within one half mile of future rail transit stations that have not yet been incorporated into the TOD special district;
 2. At least 20,000 square feet in lot area;
 3. In the State Land Use Urban District; and
 4. In the apartment, apartment mixed use, business, business mixed use, resort, industrial, or industrial-commercial mixed use districts.
- C. Standard of Review. Significant flexibility and increased development potential are available to eligible IPD-T projects. The degree of flexibility must be commensurate with the contributions that these projects can

provide towards the enhancement of highly effective transit-enhanced neighborhoods, particularly as these contributions relate to the success of TOD.

1. The application must demonstrate how the project:
 - a. Contributes positively to the economic enhancement of the affected area, particularly with the regard to providing a broad mix of uses and diverse employment opportunities;
 - b. Provides measures or facilities, or both, to promote a highly functioning, safe, interconnected, multi-modal circulation system, supporting easy access to, and effective use of the transit system on a pedestrian scale;
 - c. Provides usable, safe, and highly accessible public accommodations, gathering spaces, pedestrian ways, bicycle facilities, or parks; and
 - d. Provides an appropriate mix of housing and unit types, particularly affordable or rental housing, or both; with qualifying affordable housing being located on the project site or within one-half mile of the same identified transit station as the project site.
2. The application must also show that the project is generally consistent with:
 - a. The approved neighborhood TOD plan for the affected area; or
 - b. The draft neighborhood TOD plan if the neighborhood TOD plan has not yet been approved by the City Council. (Note: "Draft neighborhood TOD plan" means the most current version of the plan under consideration by the department or the council.)

D. Time Frame. The IPD-T permit is approved by legislative review. Therefore, the timeframe for processing this permit is variable, but generally speaking will be approximately 150 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 80 days within which to hold a public hearing 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 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 looking for project compliance with any neighborhood TOD plans that have made it at least to the public review draft stage. 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 21.9.100-(5)(e) 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 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**. An IPD-T application must include two copies of the written statement, which must contain the following:
1. **Background**. Identify the future station area affected and describe the project site, including abutting uses and relevant chronological history of the uses of the site, up to the present.
 2. **Project Description**. Describe the proposed project, including detailed descriptions of the following, as applicable:
 - a. The architectural and urban design concept, relating the various design elements to support pedestrian- and transit-oriented development, and a discussion of any impacts to any cultural or historic resources, as well as any public view protected by law or ordinance;
 - b. How the project achieves and positively contributes to TOD and transit-enhanced neighborhood, its proposed public amenities and community benefits; how the project incorporates usable, publicly accessible spaces, accommodations and landscaping, how the project supports walking, bicycling and active living, and proposals to enhance multimodal circulation and access;
 - c. The project data, including proposed floor area, open space, open space bonuses, and the maximum Floor Area Ratio (FAR);
 - d. The proposed public amenities and community benefits;
 - e. Existing and proposed uses and activities, such as the estimated number of proposed dwelling or lodging units, and the proposed mix of housing types, hours of operation, number of clients and staff on the site, the use and number of structures, and the relationship of buildings to each other and the streets;
 - f. Existing and proposed structures, building and site alterations, including parking areas, grading and landscaping, building heights, setbacks and buffering from adjoining parcels;

5. 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.
6. Justification. Explain how the proposed project will satisfy the affected station area, how it complied with the goals and objectives of TOD, and how the proposed community benefits will mitigate the impacts associated with the height and/or density bonuses and any other aspects of the project that require modifications from the code requirements.
- 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. The project shall be shown in relation to the future rail station area and surrounding area.
2. Site Plan. 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.
2. 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.
3. Building Elevations. Exterior elevations and sections with dimensions and existing/proposed finish grades, including all building heights and envelopes measured from these grades, all setbacks from property lines as well as any dimensions between structures.
4. 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 bonus areas are used, provide calculations and indicate the applicable areas on the plans.) The open space plan should also specify 1) areas devoted to public, semi-public, and private open space, including parks, plazas, and playgrounds; 2) an integrated circulation system indicating proposed movement of vehicles, goods, pedestrians, and bicyclists within the project area and adjacent areas, including streets and driveways, sidewalks and pedestrian ways, bicycle lanes, bicycle tracks, and multi-use paths; and 3) off-street parking and loading areas.

5. 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.
6. Building Design. Sketches or perspectives to illustrate the building design.
7. 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.
8. 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 IPD-T 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 IPD-T 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.

Revised 2/17/2015

INTERIM PLANNED DEVELOPMENT – TRANSIT

APPLICATION CHECK LIST

1.	Pre-application meeting w/DPP (optional)	
2.	Neighborhood Board (NB) presentation (letter or meeting minutes attached; or copy of Applicant's request to NB if no presentation opportunity provided)	
3.	Master Application Form	
4.	Fees	
5.	Affidavit (confirming notification of adjoining property owners of NB Presentation, and list of those notified)	
6.	Written Statement (2 copies)	
7.	Drawings/plans - 2 sets drawn to scale, 1 set max. 11" x 17" and 2nd set max. 24" x 36".	
8.	Photos - 1 set (labeled and keyed to general site map; include, if possible, panoramic spliced photos of site)	

*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.