

Instructions for Filing a
SITE DEVELOPMENT PLAN APPLICATION
(LUO Section 8.30)

With your completed application form, please submit:

1. Drawings/Plans

Twenty (20) copies of the required maps prepared in accordance with the preliminary map requirements of Section 2-201(c) of the Subdivision Rules and Regulations.

2. Fee: \$300.00. Checks are to be made payable to the City and County of Honolulu. Fees are non-refundable.

3. Additional Notes:

- a. **RECORDED FEE OWNER** is the person(s) or corporate entity that owns the land in fee simple.

APPLICANT is the person(s) or entity proposing the action. It may be the recorded fee owner or lessee.

AUTHORIZED AGENT is the person who is processing the permit(s), and whom the Department will contact for additional information. He/she may be the recorded fee owner, applicant, project architect, engineer, surveyor or contractor. For government agencies, the authorized agent is the contact person for the project.

Note: All recorded fee owners must either 1) sign the application under "Recorded Fee Owner" or 2) attach a separate letter to the application signed by all recorded fee owners authorizing both the action proposed and their agent's authority to act on their behalf.

- b. To avoid errors or delays, supply all required information. Fill in all blanks clearly, concisely, and completely and sign the application.
- c. Attached is an example of a Site Development Plan Map submitted under provisions of Section 8.30 of the Land Use Ordinance (LUO).

For complete requirements, please refer to LUO Section 8.30, and Section 2-201(c) of the Subdivision Rules and Regulations.

- d. For information on how to complete your application, please call the Subdivision Branch at 768-8100.

Attachment