

Department of Planning and Permitting
CITY AND COUNTY OF HONOLULU

MANDATORY SITE DEVELOPMENT DIVISION **PLAN SUBMITTAL CHECKLIST**

This program is to ensure that complete construction plans, including necessary accompanying documentation, are submitted for permit review. It will help expedite permit processing with more consistency and predictability.

Applicants are required to submit a signed checklist confirming the mandatory information is included in and with their construction plans. If an item is missing, the affected reviewing Branch will return the plans with a letter to the owner and consultant identifying the specific item(s). The checklist contains elements mandatory for all plans, as well as requirements specific to the various types of review.

This program mutually benefits both the applicant and the City. The City appreciates the applicants' cooperation and assistance with providing the required information and documents as completely as possible.

2 SITE DEVELOPMENT DIVISION SUBMITTAL REQUIREMENTS CHECKLIST

Applicants shall complete and submit the following checklist with their request for plan approval. Please retain a copy for your records. Information provided shall be indicated with an "X". The individual branches of the Site Development Division and/or the Board of Water supply may return the plans to the applicant without further review if all required information is not provided.

Project Title: _____

TMK: _____

Name of Owner/Developer: _____

Mailing Address: _____

E-mail Address: _____

2.1 BASE INFORMATION

ALL PLANS SHALL BE PREPARED ON 22"x36" SHEETS AND SHALL INCLUDE THE FOLLOWING:

- A transmittal letter listing the items being submitted, title of the project, all DPP file numbers that are associated with the plans and contact person with telephone number and E-mail address included. Indicate whether the project is federal, state, city or private and whether it is being developed under the Subdivision Rules and Regulations.
- Vicinity map.
- Location map
- Index of drawings.
- Tax Map Key(s).
- All applicable notes.
- Scale (Engineering scale required for plans and profiles; Architectural scale required for details).
- North arrow.
- Existing and new property lines, with azimuths and distances. Include all setbacks, SMA & flood zone designations and base flood limits, where applicable.
- Street names and jurisdictional limits between City, State and private street right-of-ways, where applicable. Specify ownership or intended ownership and maintenance of streets.
- Easements, stating whether existing or new, width, purpose and to whom it is in favor of, where applicable.
- Bench mark (boxed).

(Base Information continued on next page)

- Base Lines, including azimuths, stations and coordinates.
- Licensed Professional Engineer's seal(s) or stamp(s), signature(s), authentication statements as provided in Section 16-115-9 of the Hawaii Administrative Rules, Title 16, Chapter 115 (preparation or supervision of design and observation of construction) and expiration date of the licensee(s) on every sheet in a set of design drawings. All signatures shall be original.
- Legend of abbreviations and symbols (sheet specific).
- All applicable approval blocks.
- Existing and proposed roadway topography, where applicable.
- Existing and proposed utilities (with sizes noted) and appurtenant structures, where applicable. Specify minimum horizontal and vertical clearances between proposed and existing utilities.
- Existing traffic signs, including specific sign messages, where applicable.
- Existing pavement markings, where applicable.
- Existing street light and traffic signal facilities, where applicable.

2.2 **CIVIL ENGINEERING BRANCH**

CONTROL REVIEW

- If a Grading Permit is required, provide all applicable information listed below in accordance with **Sec. 14-14.2 of the Revised Ordinances of Honolulu (ROH), 1990, as amended and the Rules Relating to Soil Erosion Standards and Guidelines, April 1999:**
 - Grading Plan.
 - Existing topography, indicating the existing drainage patterns.
 - Finished conditions, shown by contours, cross sections, spot elevations and/or other means. Indicate proposed drainage patterns.
 - Limits of grading.
 - Description of imported fill material.
 - Earthwork summary (excavation and embankment quantities, area to be graded).
 - Cut and fill sections, with quantities.
 - Retaining walls.
 - Dainage Plan.
 - Erosion Control Plan.
 - Geotechnical Report (one copy), with Soils Engineer's Conformance Letter (one copy).
 - Engineering Slope Hazard Report (one copy), with Soils Engineer's Conformance Letter (one copy).
 - Erosion Control Computations (two copies).
- If a Grubbing Permit is required per **Sec. 14-14.2A of the ROH, 1990, as amended**, provide:
 - Plot plan, showing the existing topography, limits of grubbing and area of grubbing.
 - Erosion Control Plan.
- If a Stockpiling Permit is required per **Sec. 14-14.2B of the ROH, 1990, as amended**, provide:
 - Plot plan, showing the existing topography and the location of the proposed stockpile, quantities, height of stockpile and life of stockpile.

- If the stockpile is for the purpose of surcharging to stabilize or consolidate an area, submit a Geotechnical Report (two copies), with Soils Engineer's Conformance Letter (one copy).
 - If grading, grubbing, stockpiling and/or trenching occur over adjacent properties/easements, submit a letter of authorization to perform the work from the adjacent property owner/easement holder.
 - If the project involves construction of curb ramps within the city road right-of-way, submit a copy of the Disabilities and Communications Access Board's final review letter.
 - All applicable details, including but not limited to trench restoration details, curb, gutter and sidewalk restoration details and silt fence details.
 - DRAINAGE REVIEW**
 - If a project involves the installation of a new drainage system(s) and/or drainage structure(s), provide:
 - Hydrological and hydraulic data.
 - Flow rates and areas (Q's and A's).
 - Hydraulic grade line (HGL), with supporting information for starting HGL.
 - If the proposed runoff condition changes the existing runoff condition in terms of direction and/or quantity, provide existing and proposed condition colored runoff maps considering on and offsite areas with cumulative Q's and A's for the drainage system shown.
 - If a project or proposed work may affect the drainage in terms of quantity, direction, drainage connection and/or discharge point, provide a Drainage Report (two copies).
 - If a project or proposed work may affect the hydraulics of the stream (i.e., changing the limits and/or water surface of the stream), provide a Stream Study.
 - If a project or proposed work is located in a floodway, provide "No Rise" Documents.
 - If a habitable structure(s) will be constructed in a flood zone, provide the minimum floor elevation(s).
 - STORM WATER QUALITY AND VARIANCE REVIEW**
- Provide all applicable information listed below:
- Storm Water Quality Report, in accordance with **Rules Relating to Storm Drainage Standards, January 2000**.
 - Water Quality Structure, in accordance with **Rules Relating to Storm Drainage Standards, January 2000**.
 - Drain Connection Application for existing and proposed connections, per **Sec.14-12.12 of the ROH, 1990**, as amended.
 - Construction Dewatering Application, per **Sec. 14-12.12 of the ROH, 1990**, as amended.
 - Variance for existing or proposed surface encroachment, per **Sec. 14-18.8(b)(2) of the ROH, 1990**, as amended.
 - Variance for existing or proposed nonstandard sidewalk finish, per **Sec.14-18.8 of the ROH, 1990**, as amended.

- Variance for existing or proposed nonconforming and nonstandard driveway, per **Sec. 14-18.10 of the ROH, 1990**, as amended.
- If runoff from construction sites exceeding 5 acres in area enters the City's MS4, provide Surface Runoff from Construction Activity Form.
- For all new City outfall or MS4, provide Point Source Identification Form.
- Ordinance 2412 Deferral Agreement as it is applicable to **Chapter 14, Article 21 of the ROH, 1990**, as amended.

STRUCTURAL REVIEW

Structural calculations, details, basis of design and design notes for:

- Special DMHs, CBs, inlets, outlets, open channels and box culverts that will be dedicated to or maintained by the City.
- Retaining walls that:
 - are needed for grading work in new subdivisions.
 - retain a public road.
 - retain a private road that is used by the public.
 - retain private property next to a public road.
 - retain private property next to a private road, if the road is used by the public.
 - retain a public drainage easement or right-of-way.
 - retain a private property next to a public drainage easement or right-of-way.
- Bridges that will be dedicated to the City.
- Alterations to existing City owned or maintained structures.

2.3 SUBDIVISION BRANCH

- If a project or proposed work requires a Land Use Ordinance Permit(s) and/or Shoreline Setback Variance and Special Management Area Permits per **Chapters 21, 23 and 25 respectively, of the ROH, 1990, as amended**, provide them with your submittal.
- If a project requires a subdivision application per **Chapter 22 of the ROH, 1990**, as amended, and the **Subdivision Rules and Regulations**, provide the tentative approval / approval letter with your submittal.
- If a project requires an Environmental Impact Statement in accordance with **Hawaii Revised Statutes, Chapter 343**, provide it with your submittal.
- If a project requires compliance with flood hazard district requirements, provide a flood certification signed and stamped by a licensed engineer or architect.

2.4 TRAFFIC REVIEW BRANCH

- Sign and Marking Plan:
 - Show the location and relative sizes of street trees.
 - Show the location of all street lights.
 - Show all dimensions and details for the installation of new pavement striping and sign post locations.

- Provide standard details of all applicable traffic related work, including sign installation, pavement markings, traffic signal and street lighting work, etc
- Traffic Control Plan required if a Street Usage Permit is needed:
 - Show direction of traffic flow in each lane.
 - Show driveways, curb ramps, traffic signals, etc.
 - Show how pedestrian accessible path will be provided for.
 - If road closures are necessary, cite reasons and provide detour plan.

2.5 URBAN DESIGN BRANCH

- If a Street Tree Planting Plan is required (for new subdivisions or when new trees are planted or removed within the existing City street right-of-way), provide:
 - Tree/palm/root control barrier locations.
 - Utility lines (civil and electrical).
 - Fixtures (street lights, manholes, catch basins, driveways, fire hydrants, etc.).
 - Traffic signs.
 - Details.
 - Curve and intersection sight line distance clearance.
 - Parcel designations (i.e., lots, land use).
 - Street tree notes.
 - Plant list:
 1. Trees/palms
 - Symbol
 - Quantity
 - Common name
 - Botanical name
 - Size (25-gallon container minimum)
 - Height (8-foot trunk height minimum)
 - Caliper (2-inch caliper minimum)
 2. Root control barrier
 - Symbol
 - Quantity (total linear feet)
 - Manufacturer
 - Model No. (indicate width size)

2.6 WASTEWATER BRANCH

- Approved "Sewer Connection Application."
- All existing sewer construction in plan and profile.
- Sewer flow data at all connections and critical segments.
- Proper horizontal and vertical clearances between sewer lines and all water lines, other utilities and conduits, and their appurtenances, and City and County approved protective measures, as required.
- Sewer manhole adjustments and / or reconstructions as required by project, and in compliance with City and County Standard Details for Public Works Construction.

- Include electrical and street tree planting plans showing minimum horizontal clearance from sewer lines, and City and County approved protective measures as required.
- Standard sewer notes.

2.7 BOARD OF WATER SUPPLY

- For all existing water meters and fire hydrants within the project limits, provide:
 - Meter locations with meter numbers.
 - Fire hydrant locations with fire hydrant numbers.
- For new meter(s) installations, provide the following information:
 - Completed flow requirement table (FU, GPM, GPD).
 - Plan and profile for laterals 4-inch and larger(show meter box, property line, easement limits, material callouts, and valve box locations).
 - Location, size, and type of backflow preventer (Not required for DC meters).
- For new on-site fire hydrant(s), provide the following information:
 - Provide fire flow calculation for the critical fire hydrant.
 - Show location of exist/proposed meter and lateral servicing the on-site fire hydrant(s).
 - Show all exist/proposed on-site waterlines (with sizes) from the meter to the fire hydrant(s).
- For new subdivisions, provide the following information:
 - 2 copies of the soils resistivity report.
 - Flow requirement table for any irrigation meters to be installed.
- For ductline and utility installations, provide the following information:
 - Provide correct/adequate horizontal and vertical clearances to waterlines, meters, hydrants, and valves on plan and profile views.

DECLARATION:

To the best of my knowledge, all information marked with an “x” is shown on the plans. I understand that a) these plans may be returned to me without further review by the individual branches of the Site Development Division and/or the Board of Water Supply until such time that I provide all required information and b) the owner/developer will be notified of the action taken.

Affix Licensed Professional Engineer’s Stamp and Sign

Date