

SUBDIVISION CHECKLIST

The ___ subdivision/ ___ consolidation/ ___ easement/ ___ public utility easement/ ___ site development plan application is complete and contains the following:

___ MAPS SHOWING:

- ___ Name(s) of owner(s)
- ___ Correct Tax Map Key(s)
- ___ Number or letter for each ___ lot/ ___ easement
- ___ Designation or cancellation of easement(s) in title
- ___ Designation or cancellation of restriction of vehicular access rights in title
- ___ Purpose of easement and to whom it is granted
- ___ "Net" lot area, less all access and open drainage easements, existing and proposed
- ___ Existing zoning designation and net zoning lot areas
- ___ Existing easements
- ___ Existing drainage facilities
- ___ Source of water supply and location of meters
- ___ Method of sewage disposal and location of line(s) or facilities
- ___ Flood Hazard designations
- ___ Existing contours, per Section 2-201(c)(8) of the Subdivision Rules and Regulations
- ___ Existing improvements and identification of their function (if the property is vacant, please indicate)
- ___ Whether existing structure(s) will be retained, relocated, altered or demolished
- ___ Proposed future use of lots
- ___ Whether proposed improvements will be dedicated to the City or remain private
- ___ Approximate location of areas subject to inundation or storm water overflow and all areas covered by waterways within or abutting the subdivision, and dangerous areas and features such as slide areas or falling boulder areas, likely to be harmful to the proposed subdivision or the surrounding area
- ___ Certified shoreline and shoreline setback in accordance with Shoreline Setback Rules and Regulations

___ ALSO:

___ Preliminary utility plans

___ Preliminary grading plans

___ 20 prints of the map, each folded to approximately 8-1/2 x 11 inches

___ Filing fee of \$_____

___ A current original signed authorization from the owner(s) under the provisions of Section 2-201(c)(1) of the Subdivision Rules and Regulations. Photocopies and facsimile copies are not acceptable.

___ Copy of the map with the shoreline certified within the last 12 months by the State of Hawaii Department of Land and Natural Resources

___ Copy of the map with the State Land Use District Boundary certified as to location by the State Land Use Commission

___ A completed Park Dedication application under the provisions of Section 22-7 of the Revised Ordinances of Honolulu and the Park Dedication Rules and Regulations. For questions regarding this requirement, please contact the Subdivision Branch at 768-8100.

___ Two prints of the preliminary subdivision map showing the grade(s) of the access drive(s) to the flag lot(s), under the provisions of Section 21-4.20 of the Land Use Ordinance

___ Topographic plans showing by shading, coloring or other means, that each of the proposed lots in the subdivision shall be provided with a minimum buildable area equal to half the minimum lot size of the zoning district within which the finish grades shall be less than 40 percent. Any filling of the lots to obtain slopes of less than 40 percent shall not exceed 5 feet in depth, under the provisions of Section 4-411 of the Subdivision Rules and Regulations, as amended. If the existing grade of the entire property is less than 40 percent, please inform us.

___ A complete Master Application Form

___ FOR WATER SYSTEMS, one of the following:

1. If the water system is public: Written confirmation from the Board of Water Supply that the project can be supplied with water service that complies with their standards. Should you have any questions regarding water service, please contact the Project and Plan Review Section at 748-5440.
2. If the water system is private: A signed and notarized certification from the applicant's engineer and the owner of the land, that the privately-owned water system that will service the proposed subdivision will be adequate for both domestic use and fire protection, under the provision of Section 5-507 of the Subdivision Rules and Regulations. Contact the Subdivision Branch at 768-8100 for a sample certification.

___ FOR SEWER SYSTEMS, one of the following:

1. If sewers are available: Confirmation of sewer capacity reservation from the Wastewater Branch. Sewer capacity reservation is contingent on the submittal and approval of a "Sewer Connection Application" form, available at the Service Counter of the Wastewater Branch on the First Floor of the Fasi Municipal Building. Please contact Mr. Wayne Nakamura of the Wastewater Branch at 768-8198 to arrange for their review and written response to your proposal.
2. If sewers are not available: Written confirmation from the State of Hawaii Department of Health that the proposed method of sewage disposal is acceptable and complies with their requirements. Please contact Mr. Jiakai Liu of the Department of Health at 586-4346 for their review and written response to your proposal.

___ A Flood Hazard District Certification signed and stamped by a professional engineer and/or architect, as required by Section 21-9.10 of the Land Use Ordinance (contact Subdivision Branch at 768-8100 for forms). ___ Flood Fringe/ ___ Coastal High Hazard/ ___ Floodway

___ Written confirmation from the Traffic Review Branch that the road-widening setback is accurately shown on the maps and that their requirements have been complied with. Should you have any questions, please contact Mr. Ben Lui-Kwan of the Traffic Review Branch at 768-8081.

___ Written comments and recommendations from the State of Hawaii Department of Transportation as to whether there are any objections or requirements to the proposed subdivision, which fronts a State-owned right-of-way, under the provisions of Section 4-402 of the Subdivision Rules and Regulations.

___ A signed and notarized certification from the applicant's surveyor and the owner of the land that the proposed subdivision has legal rights to use the privately-owned roadway system to serve as access to the proposed subdivision, and that the City will not be responsible for the privately-owned roadway system or any liabilities connected therewith, under the provisions of Sections 2-201c)(1) and 5-503 of the Subdivision Rules and Regulations (contact the Subdivision Branch at 768-8100).

___ A signed and notarized statement from the owner that the access drive(s) to the proposed flag lot(s) will be the sole access(es) for not more than one lot each, and the other lot(s) will be provided with their own separate access directly to the roadway upon approval of the proposed subdivision, in accordance with the provisions of Section 21-4.20 of the Land Use Ordinance. Additionally, all buyers, prospective future property owners, and representatives or lessees will be informed of this requirement and it will be contained in all sales agreements and sales documents (contact the Subdivision Branch at 768-8100).

___ A signed statement from the owner as to whether or not there is any utility pole, anchor cable, sign, rail, wall or other physical obstructions situated within the alignment of the access drive(s) for the proposed flag lot(s) (contact the Subdivision Branch at 768-8100).

- _____ A signed certification from the owner(s) that the provisions of Section 501-85 of the Hawaii Revised Statutes and Section 1-103 of the Subdivision Rules and Regulations will be complied with and that the final survey map will be filed and recorded with the Registrar of the Land Court of the State of Hawaii (contact the Subdivision Branch at 768-8100).

- _____ A storm water quality report will be required for residential developments larger than 10 acres and commercial developments larger than 5 acres to address the water quality requirements as required by the "Rules Relating to Storm Drainage Standards" dated January 2000. The report should include the permanent water quality facilities that will be provided to reduce the generation of pollutants (contact the Civil Engineering Branch at 768-8104).

- _____ A drainage report will be required to address drainage impacts, such as determining the stream setback, and the flood control requirements as required by the "Rules Related to Storm Drainage Standards" dated January 2000 (contact the Civil Engineering Branch at 768-8104).

- _____ An engineer's soil report will be required for developments in landslide areas and for developments on steep slopes to ensure suitability of the development (contact the Civil Engineering Branch at 768-8104).

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