

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PLANNING AND PERMITTING

State Land Use District Boundary Amendment
(15 acres or Less)
Application Instructions

This document is intended to assist you in preparing a complete application and should be read in conjunction with the ROH Chapter 26, DPP Procedures for the Amendment of State Land Use Boundaries, and Rules of the Planning Commission

I. Overview

- A. Planning Commission. Processing of this application by the Department of Planning and Permitting (DPP) and preparation of the Director's Report and proposed ordinance is only the first step in obtaining a boundary amendment. The Director's Report and proposed ordinance must be considered by the Planning Commission and approved by the City Council. See Revised Ordinances of the City and County of Honolulu Chapter 26 for details.
- B. Time Frame. The time frame for accepting a petition for a Land Use Boundary amendment by the DPP is 45 days from receipt. If the petition is accepted, the time frame for processing the petition is 120 days from acceptance of the petition. This time frame may be extended at the request of the petitioner.

II. Pre-Application Procedures

- A. Pre-Application Meeting. The petitioner is strongly recommended to meet with DPP for an informal review of the proposed Land Use District amendment and discussion of General Plan and Development Plan consistency. Please call 768-8041 to schedule a meeting.
- B. Presentation to Neighborhood Board. The petitioner is strongly recommended to make a presentation on the project to the neighborhood board for the district where the site is located, or if no such neighborhood board exists, then to an appropriate community association and to notify adjacent land owners of the presentation.

Please contact the Neighborhood Commission at 527-5749 for information concerning the appropriate neighborhood board and contact person for the project.

III. Application Requirements.

(Note: Petitions for Land Use District Boundary amendments for projects which are subject to Chapter 343, State Environmental Impact Statement Law will NOT be accepted for processing without documentation confirming full compliance with this law.)

- A. DPP Master Application. Complete and submit the Planning Division Master Application Form. Provide all requested information.
- B. Fees. Submit the appropriate fee upon acceptance of the petition for processing:
 - 1. \$600, plus \$225 per acre or major fraction thereof up to a maximum of \$6,000.
 - 2. Make checks payable to the City and County of Honolulu. Fees are not refundable.
- C. Written Statement. Your petition package must include two copies of the following material. If you are submitting a concurrent application for a Development Plan amendment, zone change, or other permit, please submit two copies for each permit.

Upon DPP's completion of the initial review of your petition, you will be notified of the number of ADDITIONAL copies required for agency and community review and comment.

The written statement must address the following issues:

- 1. Background. Provide the following information for the property to be redesignated:
 - a. Specify the acreage of the property.
 - b. Describe the topography and soil type(s). Provide the source(s) for such information.
 - c. Describe the surrounding land uses and structures.
 - d. Provide a chronological history of the land use for the property, including a discussion of any previous land use approvals.

- e. Describe existing uses.
 - f. Provide a Location Map.
 - g. Provide a Project Layout.
 - h. Provide a map identifying the parcel(s) by Tax Map Key. *(All maps submitted should be in the scale of 1"=1000')*
2. Development Proposal. Describe the proposed development for which the Land Use District Boundary amendment is being requested:
- a. Amendment Request
 - b. Basis for the Request
 - c. Applicant's proposed use of property/Master Plan
 - d. Development Timetable
 - e. Approximate Cost
3. Need for Proposed Development
- a. Contribution to the general welfare and prosperity of the people of Oahu
 - b. Public issue, need, or problem addressed
 - c. Consistency with the Hawaii State Plan, General Plan for the City and County of Honolulu, and Development Plan for the area where the project is located.
 - d. Suitability of the subject property for the need or problem being addressed
 - e. Intended market
 - f. Designated use vs. proposed use
 - g. Other reasons in support of the proposal
4. Summary Sheet. (See attached form)

DPP REF. NO.:
MAP REF. NO.:
NB AREA:
AREA:
TMK:

(DP AREA)
STATE LAND USE DISTRICT BOUNDARY AMENDMENT
BEING CONSIDERED

Amendment/Project Information

Amendment Request:

Location:

Address(s) of Subject Area (Where Applicable):

Owner/Developer:

Petitioner:

Basis for Request:

Type of Project:

Impact on Provision of Housing:

Existing Conditions

Land Use:

Structures:

Number:

Type:

Height:

Present Plan/Zoning Designations

State Land Use:

DP Land Use Map (If applicable):

DP Public Facilities Map (If applicable):

DP Special Provisions (If applicable):

DP/SCP Vision/Policies for Area (If applicable):

Zoning:

ALISH:

Land Study Bureau Classification:

Soil Conservation Service Soil Survey:

Possible Constraints:

TIME TABLE
FOR PROCESSING A PETITION FOR A
STATE LAND USE BOUNDARY AMENDMENT
(15 ACRES OR LESS)

MAX
DAYS

0	Petition submitted to Department of Planning and Permitting (DPP). Preliminary review of acceptability by DPP (45 days maximum).
45	DPP must notify petitioner in writing if petition is accepted for processing or deemed unacceptable or delayed in processing. If accepted, petitioner pays fee. DPP sends copies of the petitions to appropriate individuals and public and private agencies for review and comment. DPP prepares Director's Report evaluating the proposed amendment and recommending either approval or disapproval, together with the reasons for the recommendation.
165	DPP transmits Director's Report to Planning Commission within 120 days of acceptance of petition for processing. Planning Commission holds a public hearing on the petition.
225	Within 60 days of receipt of the petition, the Planning Commission transmits its written findings and recommendations to the City Council for consideration and adoption.
	No deadline for City Council action.