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

Conditional Use Permit (Minor)

Day-care Facility
Meeting Facility
School: Elementary, Intermediate and High

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. Potential Public Hearing. A Conditional Use Permit (CUP) for any of the above uses MAY require a public hearing, to be determined by the Director of DPP. In the event that a public hearing is deemed necessary, the notification requirements on page 6 must be met.

B. Time Frame. The time frame for processing this permit is 45 calendar days from acceptance of a completed application, unless the Director determines that a public hearing is required for the proposed project; in such cases, the processing time shall be 90 calendar days from the date of application acceptance. If the DPP fails to process the permit within the required time frame, the permit shall be deemed approved.

II. Pre-application Procedures.

A. Pre-application Meeting. Prior to submitting the application, the applicant is encouraged to meet with DPP staff to review the project. Please call 768-8014 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.

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.

Please contact the Neighborhood Commission at 768-3710 for information concerning the appropriate neighborhood board and contact person for the project.

III. Application Requirements.

A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.

B. Fees. Submit a non-refundable fee of $300 payable to the City and County of Honolulu.

Note: When an applicant applies for a CUP after being cited for taking action without having obtained necessary approvals, the application fee set forth above ***shall be doubled****. The payment of the fee required by this section shall not relieve the applicant from compliance with the LUO or from penalties imposed there under.*

C. Affidavit. Submit a signed, notarized affidavit confirming that adjoining property owners were sent written notification of the required neighborhood board presentation.

D. Written Statement. Your application package must include two copies of the following material. If you are submitting a multi-permit application, please submit two copies for each permit.

Upon completion of the initial review of your submittal by the DPP, 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. Site Description. Describe the project site, including topography, abutting uses, and a brief history of the uses of the site, up to the present.

2. Project Description. Describe the proposed project, including the following if applicable:

   a. Details on existing and proposed uses and activities, such as hours of operation, number of clients and staff and use and number of structures.

   b. Details on existing and proposed structures, building and site alterations, including parking areas, grading and landscaping. Provide information on building heights, setbacks and buffering from adjoining parcels.

3. Infrastructure. Describe infrastructure requirements for the project, including the following if applicable (preliminary checks with the appropriate agency are encouraged):

   a. Wastewater disposal;

      Note: Contact the DPP Wastewater Branch at 768-8197 or State Department of Health at 586-4294.

   b. Water facilities; and

      Note: Contact the Board of Water Supply, Project Review Section at 748-5440.

   c. Traffic, and off-street parking and loading.

      Note: A traffic impact analysis and/or traffic management plan may be required as part of your application, particularly when the surrounding neighborhood is characterized by existing congestion or the proposed use may adversely impact roadways in the vicinity of the project. Contact the DPP Traffic Review Branch at 768-8077 and/or State Department of Transportation for details and requirements.

      Furthermore, if access to the site is from a private roadway or easement, then the Applicant ***must*** *provide documentation that they have access rights to the roadway or easement at the time of application. And, if off-site access improvements involving a private roadway are likely or even possible, then the Applicant* ***must*** *include with the application written permission from* ***all*** *of the roadway owners stating that the Applicant is authorized to make any roadway improvements that are determined to be necessary and appropriate.*

Day-care facilities, meeting facilities, and schools must have access to a street or right-of-way of minimum access width; and, for meeting facilities, sufficient street frontage, as well. The application **must** include the written determination from the appropriate traffic agency (see above) regarding the adequacy of the site with respect to these requirements.

4. Neighborhood Board. Describe all issues or concerns relating to the project raised at the presentation to the neighborhood board or community association. Describe the measures, if any, taken to mitigate such issues or concerns.

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, and related occupancy requirements;

      iii. Police services; and

      iv. Schools.

   b. Physical environment, including, but not necessarily limited to:

      i. Natural landforms;

      ii. Public views;

      iii. Natural habitats;

      iv. Historic sites; and

      v. Flood hazards.

   c. Housing and population;

   d. Employment;

   e. Parks and recreation;

f. Community concerns; and

g. Potential nuisances, such as noise, lights, dust, and odors.

6. Justification.

a. Explain how the proposed project will comply with the following general requirements for conditional uses:

i. The proposed use is permitted as a conditional use in the underlying zoning district and conforms to the requirements of the LUO;

ii. The site is suitable for the proposed use considering size, shape, location, topography, infrastructure and natural features;

iii. The proposed use will not alter the character of the surrounding area in a manner substantially limiting, impairing or precluding the use of surrounding properties for the principal uses permitted in the underlying zoning district; and

iv. The use at its proposed location will provide a service or facility which will contribute to the general welfare of the community-at-large or surrounding neighborhood.

b. Explain how the project will comply with the specific development standards for the applicable conditional use category (refer to LUO Article 5), the district development standards for the applicable zoning district (refer to LUO Article 3), general development standards (refer to LUO Article 4), and off-street parking and loading requirements (refer to LUO Article 6).

E. Drawings/Plans. Submit 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 (1) 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. Site Plan. Two (2) copies of a site plan drawn to scale, showing existing and proposed structures, including fences and walls. In addition, the site plan should also show the following:

   a. Existing structures to be removed and/or modified;

   b. On-site traffic circulation patterns and access;

   c. Details of parking areas, including dimensions of parking and loading stalls and maneuvering areas; and

   d. Details for each existing and proposed structure, including building heights, setbacks from property lines, floor area and building area.

2. Building Plans. Detailed plans for all new structures, including the following:

   a. Building elevations and section drawings which show finish and existing grades, and setbacks from property lines; and

   b. Floor plans, including the dimensions of rooms/habitable areas and activity areas.

3. Landscape Plans. Landscape plans indicating the following:

   a. Sizes, locations and quantifies of existing and proposed landscaping, including plantings to be removed;

   b. Type or kind of plant material by typical name; and

   c. Details of a permanent irrigation system.

*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.

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 CUP application will normally be accepted for processing.

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 CUP 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 CUP. 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. In the event that the Director determines that a public hearing is justified, then the Applicant ***must*** *comply with the public hearing 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 (2003 or earlier). 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.

For further assistance or information on how to complete the application, please call the DPP at 768-8014.

CONDITIONAL USE PERMIT (MINOR)
MEETING FACILITY
DAY-CARE FACILITY
SCHOOL: ELEMENTARY, INTERMEDIATE AND HIGH

APPLICATION CHECK LIST

1.	Pre-Application meeting with 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"	
	Site Plans	
	Building/Floor Plans	
	Landscape Plans	
8.	Photos (labeled and keyed to a general site map)	

*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.