

**CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PLANNING AND PERMITTING**

**Existing Use Permit (EU)
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. Applicability. The purpose of the EU permit is to recognize the hardship imposed upon uses that were legally established, but may not comply with current zoning standards. EU permits apply to uses that are now subject to Conditional Use Permits, Major and Minor (CUP Major and CUP Minor), and Cluster Housing, Country Cluster, and Agricultural Cluster Provisions. EU status is an alternative to nonconforming status and may be obtained with the approval of the Director of Planning and Permitting.

EU applications for dwellings must meet the minimum land area requirements (per dwelling unit) and shall not exceed the maximum number of units specified in Sections 21-8.50-2, 21-3.50-2 and 21-3.60-2 of the LUO.

- B. Time Frame. The time frame for processing this permit is 45 days from acceptance of the completed application. This time frame may be extended under certain circumstances. If the DPP fails to process this permit within the required time frame, the permit shall be deemed approved.

II. Application Requirements

- A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.
- B. Fee. Submit a non-refundable fee of \$300 plus \$150 per acre or major fraction, up to a maximum of \$10,000 payable to the City and County of Honolulu.
- C. 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.

Submit a written statement addressing the following issues:

1. Site Description. Describe the project site, including topography, abutting uses, and relevant chronological 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, hours of operation, number of clients and staff.
 - b) Details on existing and proposed structures, building and site alterations, including parking areas, grading and landscaping, building heights, setbacks and buffering from adjoining parcels.
- D. Drawings/Plans. Submit two (2) sets of the following 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 indicate the following:
 - a) Existing structures to be removed and/or modified and distances between structures and setbacks from property line.
 - b) On-site traffic circulation patterns, driveways and access.
 - c) Details of parking areas, including dimensions of parking and loading stalls and maneuvering areas.
 2. Building Plans. Detailed plans for all new structures, including the following:
 - a) Floor plans, including the dimensions of rooms/habitable areas and activity areas, and area calculations. Plans must identify use of all rooms, and show all doors, partitions, bathrooms and kitchens.
 - b) Exterior building elevations show building heights measured from existing grades.

3. Landscape Plans. Landscape plans indicating the following:
- a) Size, location and quantity of existing and proposed landscaping, including plantings to be removed.
 - b) Type or kind of plant material by typical name.
 - c) Details of irrigation system.

E. Photos. Submit photos labeled and keyed to a general site plan showing the following:

- 1. Street access (ingress and egress) to the project site;
- 2. Uses on adjoining properties; and
- 3. The sides of all structures, 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.)

F. Copies of all building permits for existing structures. These can be obtained from the Permit Issuance Section located on the ground floor of the Frank F. Fasi Municipal Building, 650 South King Street.

Note: All scaled plans and drawings **must** include a graphic ("bar") scale in addition to or in lieu of a verbal scale.

Note: ELECTRONIC DOCUMENT SUBMITTALS: Electronic document submittals shall adhere to the following specified formats: PDF, JPEG, Word (preferred for text documents) or Wordperfect 8. Electronic documents **must** be submitted on either CD (preferred) or 3.5-inch floppy disk. 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:*

*For residential EU applications: 768-8028.
For all other EU applications: 768-8014.*