

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

Minor Modification

Application Instructions

This document is intended to assist you in preparing a complete application. Please refer to the applicable ordinance and/or statute for more information concerning application requirements and procedures.

- I. Applicability. Applicants that have received any of the following types of permits, and would like to modify the approved plans, may apply for a Minor Modification.

*Conditional Use Permit (CUP), Major and Minor
Plan Review Use Permit (PRU)
State Special Use Permit (SUP)
Cluster Housing, Country Cluster, and Agricultural Cluster Permits
Farm Dwellings—Agricultural Site Development Plan (ASDP)
Planned Development - Housing (PDH)
Special District Permits (SDD), Major and Minor
Special Management Area (SMA) Use and Minor Permits
Existing Use Permit (EU)
Waiver (W)
Zoning Adjustment (ZA)*

The main criterion in determining whether a project is considered major or minor is not necessarily the size of the project (proposed modification), but rather its potential impact on surrounding land uses. Minor modification requests **must** be reasonable, and consistent with the intent of the respective permit. They must **not** significantly increase the intensity or scope of the use, and must **not** create adverse land use impacts on the surrounding neighborhood. Projects that are determined by the DPP to have a major impact must apply for a new permit.

- II. Pre-application Determination. For a preliminary determination regarding whether a project (proposed modification) is considered minor or major, you may call or meet with a planner in the Land Use Permits Division, or request a written determination from the Director of the DPP. However, please be advised that the DPP will make its final determination on the project (modification) status after the application has been accepted for processing.
- III. Application Requirements.
- A. DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.

- B. Fee. Minor modification fees are as follows:
1. The fee is \$300 (non-refundable) for modifications to an approved cluster housing permit, CUP (Major), PRU, and PDH permit.
 2. The fee is \$150 (non-refundable) for modifications to an approved CUP (Minor), EU, Waiver, and ZA.
 3. There is no modification fee for SMA Use and Minor Permits, SUP, and SDD (Major and Minor) Permits.

Note: There is no fee for government agencies.

*Note: When an applicant applies for a Minor Modification 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 applicable ordinance or from penalties imposed there under.*

- C. Project Description. Written explanation detailing the extent of the project (proposed modification).
- D. Drawings/Plans. Submit two (2) sets of fully dimensioned scaled drawings including a location plan, site plan, and building plans. Building plans shall include floor plans and exterior elevation drawings which indicate the extent of the project. All drawings/plans must be black line prints, drawn and prepared by a draftsman, architect, engineer, or similar professional. For document imaging purposes, provide one set with maximum dimensions of 11" x 17", and a second set with maximum dimensions not to exceed 24" x 36".

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

- E. Supplemental Information. Additional information which may be required to successfully process the application by the DPP.

*Note: Applications requiring a Certificate of Need (CON) **must** include the approved CON.*

- F. Environmental Assessment. If the project (proposed modification) is subject to the requirements of Chapter 343, Hawaii Revised Statutes (HRS), the Environmental Impact Statement (EIS) law, or it involves an SMA Use Permit whereby an Environmental Assessment (EA) or EIS was

prepared pursuant to Chapter 25, Revised Ordinances of Honolulu (ROH), then provide documentation of continued compliance.

1. If the proposed modification 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. If the proposed modification is not an exempt class of action, but is associated with an EA for which a Finding of No Significant Impact (FONSI) was issued, or an EIS was accepted, then a determination must be made that a Supplemental EA or EIS is not necessary before the minor modification application can be accepted for processing. Provide written justifications why the proposed development 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 minor modification. 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).

- III. 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.