

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

Minor Shoreline Structure Permit

Application Instructions

This document is intended to assist you in preparing a complete application, and should be read in conjunction with Chapter 23, Revised Ordinances of Honolulu and Part 2, Chapter 15, Department of Planning and Permitting Rules.

I. Overview

Applicability. Minor structures and activities may be permitted in the shoreline setback, if they do not affect beach processes or artificially fix the shoreline; do not interfere with public access, public views or open space along the shoreline; and do not otherwise endanger the public health, safety or welfare.

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. None
- C. Certified Shoreline Survey. A current certified shoreline survey (certified within the past 12 months), unless eligible for a waiver under Part 2, Chapter 13-5, Department of Planning and Permitting Rules.
- D. Written description of proposed development.
- E. Drawings/Plans. Submit one set of scaled drawings showing the location of the proposed activity or structure relative to the certified shoreline and the lot boundaries. Identify existing and proposed structures. All drawings/plans must be black line prints, drawn and prepared by a draftsman, architect, engineer, or similar professional. For document imaging purposes, a maximum size of 11" x 17" is preferred, but in no case should plans exceed 24" x 36". Departmental staff may request additional copies after acceptance of the application.

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 information on how to complete the application,
please call DPP at 768-8014.*

