

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

Minor Shoreline Structure (MSS) 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 DPP Part 2 Rules Relating to Shoreline Setbacks and the Special Management Area (“Rules”), Chapter 15.

- I. Applicability. Minor shoreline structures and activities may be permitted in the shoreline setback area 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. See Rules Sections 15-1(b) and 15-2 for details.

- 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, including the shoreline and shoreline setback line, prepared by a registered land surveyor, and certified by the Board of Land and Natural Resources within one year of the application date.

 - D. Written description of proposed development.

 - E. Drawings/Plans. Submit two (2) sets of fully dimensioned scaled drawings showing the location of the proposed activity or structure relative to the certified shoreline and the lot boundaries. On the site plan, show the location of all property lines, the current shoreline, shoreline setback, required yards, and 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, 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.

- F. Supplemental Information. Submit the following supplemental information, if applicable:
1. Documentation of compliance with LUO Section 21-9.10, relating to Flood Hazard Districts.
 2. Additional information as may be required by the DPP.
- 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.

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

