

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

**Planned Development Housing (PDH)**

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). In addition, please refer to the DPP Cluster/PDH Guidebook for details concerning the planning and design of the PDH project.*

I. Overview.

- A. Applicability. The PDH option is intended for higher density residential development on large parcels of vacant or redeveloped land, while complementing the surrounding neighborhood with a variety of housing types, innovative site design, common amenities, reduced construction costs, mixed uses, public services, and flexible infrastructure improvements.
- B. Time Frame. The time frame for processing this permit is 90 days from acceptance of the completed application. This time frame may be extended under certain circumstances. 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 the DPP for an informal review of the project. Please call 768-8028 to schedule a meeting.
- B. Presentation to Neighborhood Board. Prior to submitting the application, the applicant must also **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 the appropriate fees calculated as follows: \$600 base fee, plus an additional \$300 per acre, or major fraction thereof, of the project site, up to a maximum of \$10,000. Fees should be made payable to the City and County of Honolulu and are non-refundable.
- C. Affidavit. Submit a 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. Project. Describe the proposed project, including the following if applicable:
  - a. Details on existing and proposed uses, operations and activities, such as hours of operation, number of persons (clients and staff) on the site, occupancy of structures (use and number);

- b. Details on existing and proposed structures and physical alterations to the project site, including parking areas, grading, landscaping, building heights, setbacks and buffering from adjoining parcels;
  - c. Details on existing and proposed dwelling units and proposed uses, including number, type (number of stories), size (number of bedrooms and baths, square footage of each unit), and form of ultimate ownership (fee, lease or rental);
  - d. Information on hazardous areas (flood, soils, slides, drainage, etc.) including any soils analysis and/or drainage studies;
  - e. Development schedule (number of units and other development features for each phase); and
  - f. Proposed methods to maintain and conserve of all common areas, landscaping and recreational facilities.
2. Infrastructure. Describe existing and proposed infrastructure, and indicate whether these facilities are or will be publicly or privately owned, 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. Roads and circulation. Describe proposed road improvements, dimensions of all new roadways (rights-of-way), and actual pavement widths.
 

*Note: A traffic impact analysis may be required to be included in the application. Contact the DPP Traffic Review Branch at 768-8077 and/or State Department of Transportation for details.*

*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.*

3. Neighborhood Board. Describe all issues or causes of concern 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.
4. 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 land forms;
    - ii. Public views;
    - iii. Natural habitats;
    - iv. Historic sites; and
    - v. Exceptional trees.
  - c. Housing and population;
  - d. Employment;

- e. Parks and recreation;
- f. Day-care;
- g. Community concerns; and
- h. Other impacts

5. Justification. Explain how the proposed project will satisfy the affected Planned Development Housing objectives and standards.

E. Drawings/Plans. Submit two (2) sets of 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. Existing Conditions Site Plan.<sup>1</sup> A site plan showing relevant existing site conditions **must** be prepared and certified by a registered engineer or surveyor, and include the following:

- a. Metes and bounds with the total zoning lot area and any deed restrictions.

For sites with slopes of more than 10 percent, show contours and acreage for every 10 percent increase in slope either shaded or colored.

If the property fronts the shoreline, then show the current certified shoreline, the regulatory shoreline setback, and the "waiver line," prepared and certified by a registered land surveyor, and certified by the Board of Land and Natural Resources within not less than one year of the application date.

- b. Approximate location of areas subject to inundation or storm water overflow, and all areas covered by waterways, including ditches, gullies, streams and drainage courses within or abutting the site and features such as slide areas or falling boulder areas likely to be harmful to the project or the surrounding area.

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<sup>1</sup> If simple, this existing conditions site plan may be combined with the project site plan.

- c. Approximate location and general description of any historical or significant landmarks or other natural features, trees with a trunk diameter of 6 inches or more at 5 feet above ground, and an indication of the proposed retention or disposition of such features.
  - d. Stream and flood area setback lines and flood elevations as indicated by the Federal Flood Insurance Rate Maps.
2. Preliminary Site Plan, which includes the following:
- a. Property lines and all existing and proposed easements with dimensions, lot area and purpose of easements;
  - b. Location of all existing and proposed improvements and all ground level open areas. Indicate if existing structures are to remain, be altered or be removed;
  - c. Building dimensions and all setbacks from property lines; and
  - d. Parking and loading stalls layout, and total number of stalls required and provided. Indicate existing streets, street names, and vehicular access to the site.
3. Preliminary Utility Plans, including existing and proposed sewers, water, electricity, telephone, refuse, fire hydrants, and exterior lighting, as well as the following:
- a. Grading<sup>2</sup> and drainage plan, which indicates adequate site drainage, extent of grading, and proposed erosion control. Show existing contours at vertical intervals of 5 feet where the slope is greater than 10 percent, and not more than 2 feet where the slope is less than 10 percent. Proposed grading must be shown by contours, spot elevations or other means. Also include cut and fill areas and estimated quantities of cut and fill; and
  - b. Roadways and street fixtures which indicate street names, dimensions, approximate gradients and radius of curves, and which roadways are to be dedicated to the City, or whether the streets, improvements, facilities, and easements are to be private.

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<sup>2</sup> May be combined with utility plan.

4. Preliminary Floor Plans and Area Calculations, showing all dimensions used in calculating proposed floor area and building area. Indicate the elements used in the calculation of these areas for each floor and include the tabulation of total proposed floor area and total allowable floor area. Refer to LUO Section 21-8.50-7 for maximum permitted floor area.
5. Exterior Elevations and Sections, with dimensions and existing/proposed finish grades, including all building heights and envelopes measured from these grades, all setbacks from property lines as well as any dimensions between structures.
6. Outline Specifications or Samples of exterior finish, texture, material and color for all exterior finishes.
7. Open Space/ Recreational Plans and Area Calculations, showing all common areas, open space and elements, with boundaries, dimensions, areas and proposed recreational improvements and facilities to satisfy park dedication requirements. (If land credit for the cost of facilities is used, provide estimates for the cost to construct the proposed recreational facilities.)
8. Parking and Loading Plans and Calculations, with dimensions of all stalls, aisles, driveways and setbacks from property lines and proposed structures, the total number of required and proposed parking and loading stalls, as well as the number of assigned private and common guest parking (covered and uncovered).
9. Preliminary Landscape Plans, which include:
  - a. Location, specie, quantity, size, and spacing of all landscaping, including proposed landscaping and all existing trees 6 inches or greater in trunk diameter and its proposed disposition;
  - b. Landscaping in relation to existing and proposed structures, fences, walls, driveways, parking lots, rock gardens, fountains, pools, and other landscape features;
  - c. Pedestrian pathway system, and public access to the shoreline or mountains where applicable; and
  - d. Details for a permanent irrigation system for all landscaped areas.

10. Preliminary Subdivision Map. If applicable, include a proposed subdivision layout with approximate dimensions, lot number of each lot, area of each lot, proposed use of each lot, total number of lots and total area of project. For certain projects, a potential subdivision plan may be requested which would show how the site could be subdivided under Subdivision Rules and Regulations.

*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.

If possible, panoramic spliced photos of the site should be included.

*Note: all photos should be labeled and keyed to a general site map.*

- G. Park Dedication. Submit Park Dedication application (refer to park dedication instructions).
- H. Supplemental Information. Additional information which may be required to successfully process the application by the DPP.
- I. 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 PDH 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 PDH 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 PDH. 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. Within ten (10) working days of the acceptance of the application by the DPP, the Applicant must also comply with the 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 768-8028.*

## PLANNED DEVELOPMENT HOUSING (PDH)

### APPLICATION CHECK LIST

1.	Pre-application meeting w/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".	
8.	Photos - 1 set (labeled and keyed to general site map; include, if possible, panoramic spliced photos of site)	

\*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.