

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

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's 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 must meet with the DPP for an informal review of the project, unless such a meeting is determined to be unnecessary by the DPP. 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:

- 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**
- 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

- DPP Master Application. Complete and submit the DPP Land Use Permits Division Master Application Form. Provide all requested information.
- 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.
- Affidavit. Submit a notarized affidavit confirming that adjoining property owners were sent written notification of the required neighborhood board presentation.
- 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 DPP's initial review of your submittal, 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).
 - (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

Contact DPP, Wastewater Branch at 768-8197 or State Department of Health at 586-4294.

(b) Water facilities

Contact Board of Water Supply, Project Review Section at 748-5440.

(c) Roads and circulation

Describe proposed road improvements, dimensions of all new roads (R.O.W.) and actual pavement width. A traffic impact analysis may be required.

Contact DPP, Traffic Review Branch at 768-8077 and/or State Department of Transportation for details.

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

(1) Refuse collection

(2) Fire protection

(3) Police services

(4) Schools

(b) Physical environment

(1) Natural land forms

(2) Public views

(3) Natural habitats

(4) Historic sites

(5) Exceptional trees

- (c) Housing and Population
- (d) Employment
- (e) Parks and recreation
- (f) Day care
- (g) Community concerns
- (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 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 Plan¹, prepared and certified by a registered engineer or surveyor, which shows 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, show the shoreline and shoreline setback line prepared and certified by a registered land surveyor and certified by the State Surveyor and Director of Land and Natural Resources within 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

¹

If simple, this existing conditions site plan may be combined with the project site plan.

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.

- (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.
- (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 lighting, as well as the following:

- (a) Grading² 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.

²

May be combined with utility plan.

- (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.

- 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" 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.

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.

F. Photos. Submit photographic documentation of the property taken from the adjoining streets (If possible, panoramic spliced photos of site).

(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).

PUBLIC NOTIFICATION AND PUBLIC HEARING. Within 10 (ten) working days of the DPP's application acceptance, the applicant must also comply with the notification requirements of LUO Sec. 21-2.40-2(c)(2) (Notice of Pending Permit Sign) and Sec. 21-2.40-2(c)(3) (Notification of owners of property within 300 feet). The processing procedure for this permit includes a mandatory public hearing.

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 the DPP at 768-8028.

**PLANNED DEVELOPMENT HOUSING (PDH)
APPLICATION CHECK LIST**

1.	Pre-Application meeting w/DPP	
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.