

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

**Special District Permit (Major)**

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).*

I. Overview.

- A. Applicability. This permit covers projects in the special districts which have been classified under the LUO as a major project.
- B. Standard of Review. Compliance with the adopted objectives and design standards, as well as the published guidelines, for the respective special district.
- C. 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 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.

*Note: There is no fee for government agencies.*

*Note: When an applicant applies for a special district permit 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 LUO or from penalties imposed there under.*

- 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. Background. Identify the special district affected and describe the project site, including abutting uses and relevant chronological history of the uses of the site, up to the present.
2. Project Description. Describe the proposed project, including the following as applicable:
  - a. Details on existing and proposed uses and activities, such as hours of operation, number of clients and staff on the site, and use and number of structures;
  - b. Details on existing and proposed structures, building and site alterations, including parking areas, grading and landscaping, building heights, setbacks and buffering from adjoining parcels; and
  - c. If the application is for the demolition of a historic structure, provide a description of the interim and future uses of the project site.
3. Infrastructure. Describe infrastructure requirements for the project, 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. Traffic and parking.  
  
*Note: A traffic impact analysis and/or traffic management plan may be required as part of your application, particularly when the surrounding neighborhood is characterized by existing congestion or the proposed use may adversely impact roadways in the vicinity of the project. Contact the DPP Traffic Review Branch at 768-8077 and/or State Department of Transportation for details and requirements.*  
  
*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.*

4. 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.
5. 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;
    - 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;
    - v. Exceptional trees; and
    - vi. Parks and recreation.
6. Justification. Explain how the proposed project will satisfy the affected Special District objectives and design 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. Site Plan. 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. Also, indicate existing streets, street names, and vehicular access to the site; and
    - e. 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.
  2. Floor Plans. 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.
  3. Building Elevations. 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.
  4. Project Specifications. Outline Specifications or Samples of exterior finish, texture, material and color for all exterior finishes.
  5. Open Space. Open space plans and area calculations, showing all dimensions and elements used in calculating these areas and including the total proposed and total required open space. (If

bonus areas are used, provide calculations and indicate the applicable areas on the plans.)

6. Parking and Loading. Off-street parking and loading plans and calculations with dimensions of all stalls, aisles, driveways and setbacks from property lines and proposed structures, showing the total number of required and proposed parking and loading stalls.
7. Building Design. Sketches or perspectives to illustrate the building design and appearance (for major projects only).
8. Other. Other studies or plans that may be required by the LUO, such as traffic studies, parking management plans, and wind or sun path studies for high-rise developments.
9. Landscape Plan. Preliminary landscaping and screening 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 their 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. For Waikiki and Punchbowl Special Districts, plans showing landscape and/or architecture treatment for all flat roof areas; and
  - d. Details for a permanent irrigation system.

*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. Supplemental Information. Additional information which may be required to successfully process the application by the DPP.
- H. 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 Special District Permit 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 special district permit 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 special district permit. 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.*

**SPECIAL DISTRICT PERMIT (MAJOR)**

**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.