

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

Special Management Area (SMA) Minor Permit

Application Instructions

This document is intended to assist you in preparing a complete application, and should be read in conjunction with Chapter 25, Revised Ordinances of Honolulu(ROH).

- I. Applicability. Approval of an SMA Minor Permit is determined by the Director of DPP when development has a valuation which is not in excess of \$500,000.00; and, which has no substantial adverse environmental or ecological effect, taking into account potential cumulative effects.

*Note: Projects with a valuation in excess of \$500,000.00 or which may have substantial adverse or cumulative effects **must** be processed as an SMA Use Permit (SMP).*

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. Submit a non-refundable fee of \$100. Fees should be made payable to the City and County of Honolulu.

Note: There is no fee for government agencies.

*Note: When an applicant applies for an SMA Minor 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 SMA Ordinance or from penalties imposed there under.*

- C. Project Description.
1. Written explanation detailing the extent of development.
 2. A detailed project valuation, which is the estimated cost of the project.

Note: The final determination regarding the project valuation will be made by the Director of the DPP. "Valuation" means the estimated cost to replace the structure in kind, based on current replacement

costs; or, in the case of other development, as the current fair market value and prevailing wages relevant to the proposed development. All submitted estimates shall be prepared and signed by an impartial third-party licensed contractor or professional estimator; and, as the project valuation estimate approaches the \$125,000 threshold, greater precision in calculating the estimate shall be necessary. (You may request a copy of DPP Interpretation No. 2010/INT-1 for more detailed information on how to prepare a project valuation.)

- D. Drawings/Plans. Submit two (2) sets of fully dimensioned scaled drawings including a location plan, site plan, and building plans. Building plans shall include floor plans and exterior elevation drawings which indicate the extent of the project. 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.*

- E. Supplemental Information . Additional information which may be required to be successfully processed by the DPP.

- G. Environmental Assessment. If the project is subject to the requirements of Chapter 343, Hawaii Revised Statutes (HRS), the Environmental Impact Statement (EIS) law, or it is associated with an SMA Use Permit whereby an Environmental Assessment (EA) or EIS was prepared pursuant to Chapter 25, Revised Ordinances of Honolulu (ROH), then provide documentation of continued compliance.

1. If the proposed development 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; or
2. If the proposed development is not an exempt class of action, but is associated with an Environmental Assessment (EA) for which a Finding of No Significant Impact (FONSI) was issued, or an EIS was accepted, then a determination must be made that a Supplemental EA or EIS is not necessary before the application can be accepted for processing. Provide written justifications why the proposed development 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 SMA Minor 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).

- 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.*