

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

Temporary Use Approval (TUA)

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. Approval of temporary uses and structures is determined by the Director of DPP on a case-by case basis, and may include the imposition of conditions pursuant to LUO Section 21-1.60. Such conditions shall be based on impacts upon the surrounding area, and may cover hours of operation, duration of the activity, and the general manner of operation (including mitigation of impacts from noise, dust, etc.)

Typically, uses of a non-permanent nature which are or can be authorized as permitted uses or through the approval of a discretionary land use permit, such as a conditional use permit, will not be eligible for consideration through the TUA process. Such uses and structures are normally required to comply with all LUO regulations.

Note: Temporary uses, such as off-site construction base yards, which are directly related to the construction of public projects under contract with City agencies do NOT need to request a TUA. Rather, the site selection and conditions of the temporary construction use shall be directly and exclusively regulated by the contracting City agency.

- B. Time Frame. There is no stipulated time frame for the processing of this approval; however, it has been interpreted to be essentially the same as a “minor permit,” and is processed pursuant to the provisions of LUO Section 21-2.40-1. As such, the processing time frame is 45 days from date of acceptance of the completed application. However, the time limit may be extended under certain circumstances. If the DPP fails to process the request within the required time frame, the request shall be deemed approved.

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. The fee is \$100 (non-refundable).

*Note: When an applicant applies for a TUA 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 applicable ordinance or from penalties imposed there under.*

- C. Project Description. Written explanation detailing the extent of the project (temporary use). Also, the written acknowledgement and approval from the property owner(s) of the Applicant's intended temporary use of the property **must** be included as part of the application.

- D. Drawings/Plans. Submit two (2) sets of fully dimensioned scaled drawings including a location plan, site plan, and building plans. Building plans (when applicable) 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".
 - 1. Site plan. An appropriately scaled site plan must show:
 - a. All property lines, lot dimensions and area, easements, and stream, road-widening, and other setback lines, including shoreline and shoreline setback lines; and
 - b. The location and dimensions of all existing and proposed structures (including all accessory uses and structures), landscaped areas, roadways, parking and loading/service areas, and building setbacks from property lines.
 - 2. Exterior building elevations. Building elevation drawings showing all existing and proposed structures (including all accessory uses and structures) and the regulatory height envelope, consisting of the permitted maximum height plane(s), required yard(s) and height setbacks.
 - 3. Floor plans. If applicable, provide detailed floor plans showing the location and dimensions of all existing and proposed uses.

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

F. 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 involves 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 modification 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. If the proposed modification is not an exempt class of action, but is associated with an 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 TUA 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 TUA. 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 assistance or information on how to complete the application, please call the DPP at 768-8021.