

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

**Zoning Adjustment: Off-street Parking and Loading Requirements  
Upon Change in Use**

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. Where practical difficulties or results inconsistent with the general purpose of the LUO would occur from its strict literal interpretation, the adjustment review process provides a mechanism by which specified regulations may be modified to provide flexibility for unusual situations and to allow for alternative ways to meet the purposes of the LUO, while continuing to provide certainty and efficient processing. See LUO Section 21-2.140-1(h) for details.

B. Standard of Review.

a. Eligibility. If there is a change in use on a zoning lot which does not increase floor area, and does not require more than three parking spaces and/or one loading space, then the Director of the DPP may:

1. Adjust the number of additional parking or loading spaces required; or
2. Allow nonconforming parking and loading to continue without additional parking or loading spaces being provided.

b. Specified Parameters. The adjustment may only be granted under the following circumstances:

1. There are no reasonable means of providing the additional parking and/or loading spaces normally required, including but not limited to joint use of parking and off-site parking facilities; and
2. There was no previous change in use on the zoning lot to a use with higher parking or loading standards during the five-year period immediately preceding the current change in use; and

3. There was no previous grant of an adjustment from parking and loading requirements on the zoning lot.
- C. Time Frame. The time frame for processing this permit is 45 days from acceptance of a completed application. However, the time limit may be extended under certain circumstances. If the DPP fails to process this permit within the required time frame, the permit 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. Submit a non-refundable fee of \$300 payable to the City and County of Honolulu.

*Note: When an Applicant applies for a zoning adjustment 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. Written Statement. Submit a written statement explaining why the site conditions justify the zoning adjustment.
- D. Other Information. In addition to the following, provide any other information which supports the request, including:
1. A list of all existing and/or proposed uses on the zoning lot, including floor area calculations;
  2. Calculations showing the minimum off-street parking and/or loading requirements for the lot, or the number of nonconforming parking and loading spaces; and calculate the number of parking and/or loading spaces required for the change in use;
  3. Documentation that there have been no changes in use on the zoning lot within the past 5 years to any use with higher off-street parking and/or loading requirements, other than the proposed change in use (e.g., lease agreements);

4. Documentation that required off-street parking and/or loading cannot be provided on the premises, such as by tandem parking or through the joint use of parking facilities; and
  5. A list of all properties located within 400 feet of the site by customary pedestrian routes, identified by tax map key and address. Documentation that the required off-street parking cannot be provided on any of these properties (e.g., letters from the property owners declining to provide off-site parking facilities, chronicle minimum or inadequate parking).
- E. Drawings/Plans. Submit two (2) copies 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 drawn to practical scale, showing property and easement lines; existing and/or proposed streets; parking and loading areas; required yards and/or other setbacks; and the location, size, spacing, and dimensions of all buildings, structures and improvements;
  2. Parking lot layout with dimensions. For multi-level parking structures, provide layout of each parking floor (if not typical);
  3. Floor plan for the proposed change in use; and
  4. Map, drawn to a practical scale, showing the location of other properties within a 400-foot distance of the site by customary pedestrian routes.

*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 photographs of the site showing building elevations and parking lot layout.

*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 Zoning Adjustment 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 zoning adjustment 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 zoning adjustment. 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 768-8022.*