

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

**Zoning Adjustment: Carports and Garages**

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(a) for details.
- B. Standard of Review. A one- or two-car carport or garage in a residential district may encroach into required front and side yards, including those in Special Districts, only under the following conditions:
1. No other viable alternative site exists relative to the location of an existing dwelling (including additions), legally constructed prior to October 22, 1986, and/or to the topography of the zoning lot; and
  2. The landowner authenticates the nonconformity of the existing dwelling, carport or garage, if necessary; and
  3. The maximum horizontal dimensions for the carport or garage shall generally not exceed 20 feet by 20 feet, except that the dimensions may be reasonably increased to accommodate an existing retaining wall or similar condition.

Any carport or garage covered by this subsection shall not be converted to or be used for a use other than a carport or garage.

- 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 compliance with the LUO yard requirements is not feasible, including:
  - 1. The specific alternatives considered, and why they are not feasible;
  - 2. Any other information which you feel will support your request, such as letter(s) from abutting neighbors indicating that they have seen plans for the proposed carport/garage, and have no objections to the proposal; and
  - 3. Copies of previous building permits and violation notices if they are relevant to the request.
- D. Permits and Violation Notices. Provide copies of previous building permits and violation notices if they are relevant to the request.
- E. Other Information. Provide any other information which supports the request for a zoning adjustment, such as tax office records or dated photographs of the site or structure.
- F. 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:

- a. Property and easement lines, including lot dimensions and area;
- b. Location, size, spacing, and dimensions of all existing and proposed buildings, structures and improvements, and building setbacks from property lines;
- c. Topographic information showing existing features and conditions and proposed grading;
- d. Existing and proposed streets showing access to the project, and parking layout with dimensions; and
- e. Shoreline, shoreline setback line, stream, road widening, and any other setback lines.

*Note: For after-the-fact zoning adjustment applications for carports and garages, the site plan must be certified by a licensed land surveyor.*

2. Building elevation and section drawings which show finish and existing grades and setbacks from property lines.
3. Floor plans showing proposed and existing uses.
4. Landscape plans showing existing and proposed landscaping, including open spaces, planting areas and trees.

*Note: All scaled plans and drawings **must** include a graphic ("bar") scale in addition to or in lieu of a numerical scale.*

- G. 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.*

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

- I. 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.*