



**Hawaii Community Development Authority**

Planning Office  
461 Cooke Street  
Honolulu, Hawaii 96813  
(808) 594-0340 FAX (808) 594-0299



**Filing Procedures**  
**CONDITIONAL USE OF VACANT LAND**

**Mauka Area**

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Pursuant to Section 15-217-64, the Executive Director may issue a Conditional Use of Vacant Land permit.

**Conditional Use of Vacant Land Permit Submittal:**

Submit the following with a completed Permit application form:

- A. Location map showing the development in relation to the surrounding area.
- B. Floor area, parking and loading calculations, if appropriate. The floor area ratio of any proposed temporary structure shall not exceed 0.5.
- C. A site plan, indicating the following items, if applicable:
  1. Property lines and easements with dimensions and area.
  2. Location, size, spacing, setbacks and dimensions of all existing and proposed temporary structures.
  3. Building elevations, sections, floor plans and site sections.
  4. Landscaping plans showing open spaces, planting and trees.

For additional information regarding the Conditional Use of Vacant Land, refer to Section 15-217-64 of the Mauka Area Rules.

**Attachment:**

1. Permit Application



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**PERMIT APPLICATION**

**APPLICANT INFORMATION**

Applicant \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Project Site Address \_\_\_\_\_  
 Land Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Description of Work to be Done \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TYPE OF REQUEST**

- Rules Clearance
- Improvement Permit
- Development Permit
- Conditional Use Permit
- Conditional Use of Vacant Land
- Temporary Use
- Development (Makai)
- Other \_\_\_\_\_

**PARCEL INFORMATION**

Tax Map Key: \_\_\_\_\_  
 Neighborhood Zone: \_\_\_\_\_

**PROJECT INFORMATION**

**Existing Use and Floor Area (s.f.)**

- Commercial \_\_\_\_\_
- Industrial \_\_\_\_\_
- Residential \_\_\_\_\_
- Other \_\_\_\_\_
- TOTAL \_\_\_\_\_

**Nature of Work**

- New Building \*       Repair
- Addition \*             Electrical
- Demolition             Plumbing
- Alteration
- Other \_\_\_\_\_

**Proposed Use and Floor Area (s.f.)**

- Commercial \_\_\_\_\_
- Industrial \_\_\_\_\_
- Residential \_\_\_\_\_
- Other \_\_\_\_\_
- TOTAL \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE TO APPLICANT**

1. Please refer to Subchapter 5 of the Mauka Area Rules, Chapter 217, Hawaii Administrative Rules for detailed information on procedures, permit requirements and fee schedule.
2. Final approval by HCDA is required prior to issuance of a building permit for any development within the Kakaako District.  
  
**For approval of building permits, submit the building permit application form and the following sets of plans:**
  - Building Department copy
  - Job site copy
  - HCDA copy (if applicable)
3. For any project where construction drawings are not available, submit two (2) sets of project information as listed in "Filing Procedures".

I hereby acknowledge that I have read this application and attached information for the above-referenced project site and state that the information is correct. I hereby agree to comply with all City and County of Honolulu ordinances and state laws regulating development and building construction and authorize HCDA to inspect the property or construction upon notification of the undersigned for compliance with the respective Permit.

Signature (applicant or agent): \_\_\_\_\_ Date: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**FOR HCDA USE ONLY:**

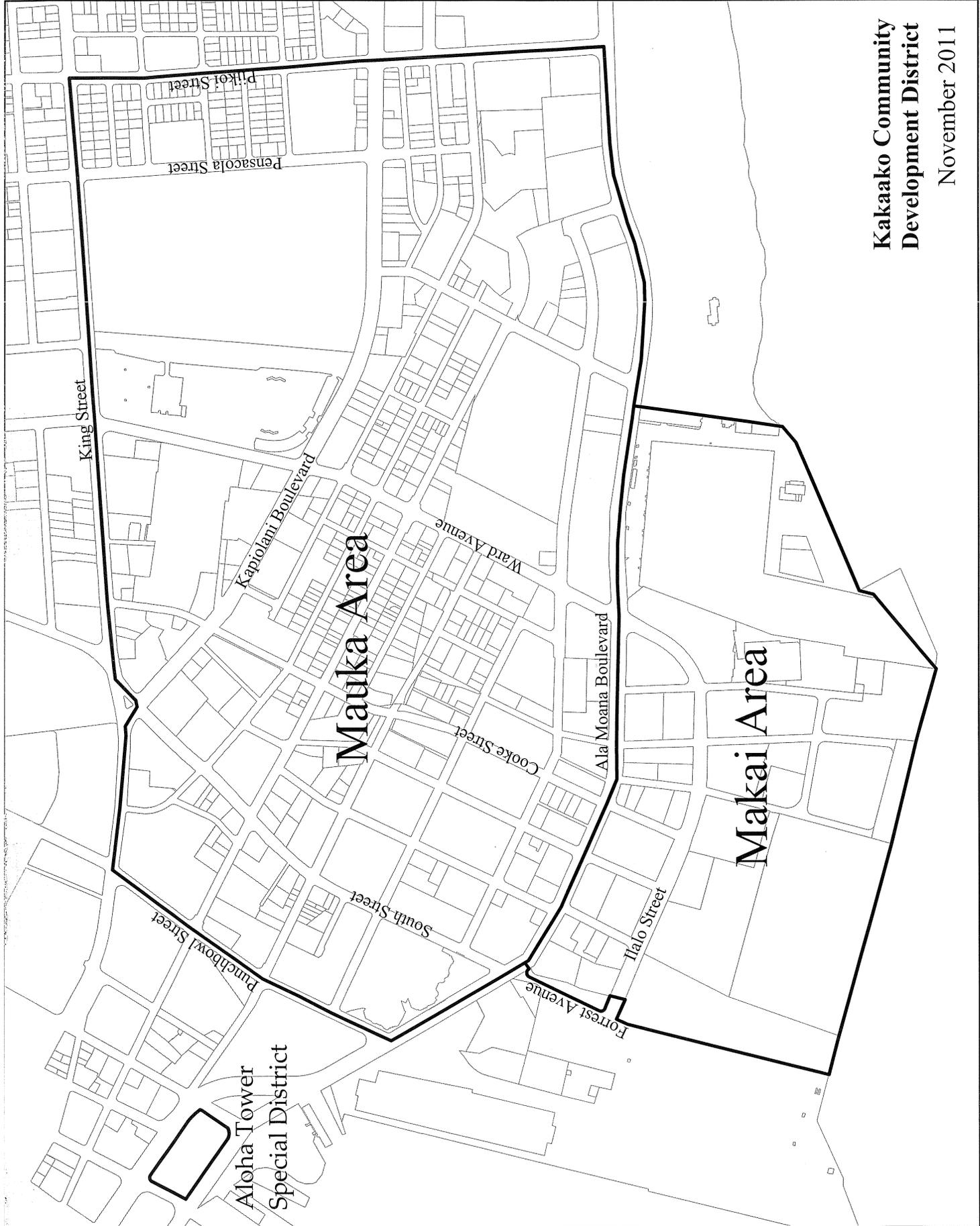
Permit Fee: \_\_\_\_\_ Paid by: \_\_\_\_\_

Landowner's Consent (if applicable): \_\_\_\_\_

Section 206E-5.6 (if applicable): \_\_\_\_\_

Reviewed By HCDA: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

HCDA Approved



**Kakaako Community  
Development District**

November 2011