



## Hawaii Community Development Authority

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



## DEVELOPMENT PERMIT

### Makai Area

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#### *Attachments*

1. Application - Development Permit
  2. Application - Project Eligibility
  3. General Processing Flowchart - Development Permit (Low-Density Project)
  4. General Processing Flowchart - Development Permit (High-Density Project)
  5. Makai Area Boundaries
- 

Redevelopment activities are governed by the development provisions established in the Makai Area Plan and Rules (see Attachment 4 for boundaries of the Makai Area).

Low-density projects shall be approved by the Executive Director. High-density projects shall be approved by the Authority. Variance or modification requests require a public hearing. Generally speaking, projects involving new construction require the approval of a Development Permit before a Building Permit can be issued. For renovations and minor additions to existing structures, refer to filing procedures "Renovation or Alteration of Existing Nonconforming Structures". Low density projects are defined to have a floor area ratio (FAR) of up to 1.5. High-density projects have a FAR exceeding 1.5.

#### Application Process Summary

- **Project Eligibility Permit** - The applicant is required to submit a preliminary design for review by City and State agencies to assess the impact of the project on existing and planned infrastructure capacity and other potential development concerns, e.g., environmental, historic, etc.
- **Development Check** (optional) - In preparation for the Development Permit application, the applicant is encouraged to submit a detailed design package to determine if all necessary information and drawings are being provided. The Development Check is recommended to assist the applicant in preparing a complete application package and to improve the efficiency in processing the Development Permit application.
- **Development Permit** - HCDA staff will review the Development Permit application for conformance to the Makai Area Plan and Rules. A public hearing will be required if the application includes a request for modification or variance. If approved, the Development Permit will be in effect for two years.

**Submit the following with your completed application forms:**

**Step 1** (Project Eligibility Permit)

- A. Submit an application for a Project Eligibility Permit. The application form is provided as Attachment 1.
- B. Provide a copy of the lease agreement, if the property is leased.
- C. Provide a development timetable, if the project is to be constructed in increments.
- D. Submit 23 copies of a site plan which identifies the following items:
  - 1. Property lines and easements with dimensions and area.
  - 2. Location, size, spacing, setbacks and dimensions of all proposed buildings, structures, improvements and utilities.
  - 3. Building elevations, sections, floor plans and site plans that clearly define the character of the project.
  - 4. Topographic information identifying existing utilities and improvements to the site, and adjacent development parcels.
  - 5. Access to the project, proposed private roadways, a layout of the off-street parking and loading facilities and the number of proposed stalls.
  - 6. Floor area allocations and the location of proposed land uses.
  - 7. The location of the development in relation to the surrounding land uses.

**Step 1A** (Development Check - optional)

- A. Submit a cover letter indicating the project name and the application number issued when the project was granted eligibility certification.
- B. The cover letter shall also be signed by the landowner of the property or by the landowner's authorized agent.
- C. Submit 4 copies of the proposed project, which include the information in the Project Eligibility Permit and the following:
  - 1. A location map.
  - 2. A plot plan which identifies the distance of existing tower faces from proposed tower faces, if the existing structures are within 200 feet of the proposed development lot.

3. The plot plan should also include the height of the existing towers (“towers” are defined as structures greater than 65 feet), and the orientation of these towers.
4. Additional Information:
  - a. Proposed setbacks and maximum building envelope requirements.
  - b. The estimated public facilities dedication fee.
  - c. The location of open spaces.
  - d. A general sequencing program of development, if applicable.
  - e. The identification of any proposed land use transfers.

**Step 2** (Development Permit)

Submit 4 copies of the proposed project, which includes the information in the Development Check and the following:

- A. A detailed cross-section of buildings and structures, which includes details on facade treatment.
- B. Describe the manner in which the development would conform to the Makai Area Plan and Rules.
- C. A landscaping plan which identifies the species, size and location of landscaping elements, and a summary of the proposed maintenance procedures. An explanation of the type, amount and location of street furniture is also required.
- D. A relocation analysis which includes the number of people and businesses to be displaced, and the relocation assistance to be provided.
- E. An analysis of the pedestrian and vehicular circulation and noise impacts among the users in the project.
- F. Perspective drawings of the proposed project. A three-dimensional study model may also be required depending upon the nature, scale and location of the project.
- G. An analysis of the tower orientation and design with respect to:
  1. Minimizing the impact of direct sunlight.
  2. Conformance to the tower spacing guidelines.

### **Fees**

- A. Applications for which a public hearing is required shall be accompanied by an application fee:
  - 1. Nonrefundable processing fee of \$200.
  - 2. Publication of hearing notice fee: contact HCDA for current charge.
- B. Fees are payable to: Hawaii Community Development Authority

### **Additional Information**

- A. A signed letter of authorization from the landowner of the property if the applicant is not the landowner.
- B. An informal meeting with HCDA planning staff is recommended prior to the submittal of an application for a Development Permit.
- C. Modification of development provisions may be granted as per Sections 15-23-87 and 15-23-88 of the Makai Area Rules.
- D. Refer to the Makai Area Rules (Sections 15-23-10 and 15-23-83) for additional details.



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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



APPLICATION  
PROJECT ELIGIBILITY  
Mauka & Makai Areas



Application No. \_\_\_\_\_

**RECORDED OWNER:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/FAX: \_\_\_\_\_

**AGENT:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/FAX: \_\_\_\_\_

**SITE:**

Street Address: \_\_\_\_\_

Tax Map Key: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Zoning: \_\_\_\_\_

Present Use of Property and/or Buildings: \_\_\_\_\_

**SIGNATURE:**

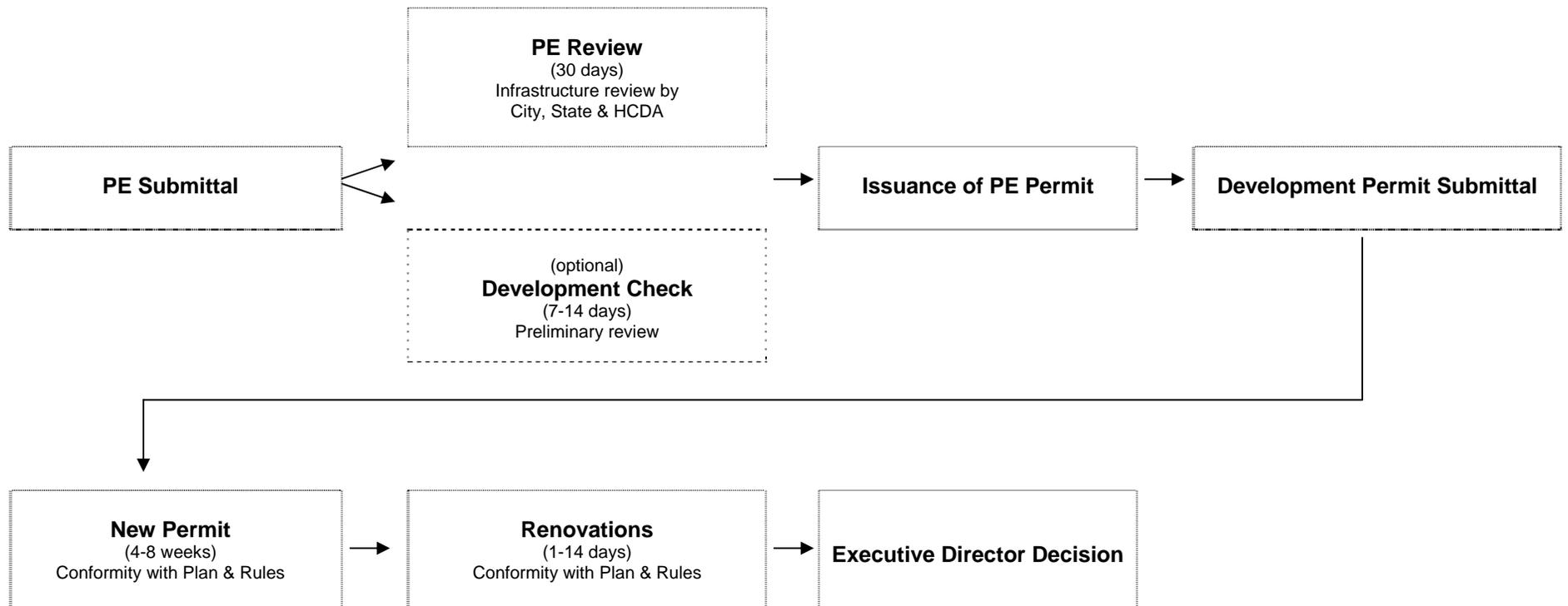
\_\_\_\_\_  
Recorded Owners

\_\_\_\_\_  
Date

General Processing Flowchart

**DEVELOPMENT PERMIT**  
(Low-Density Project)

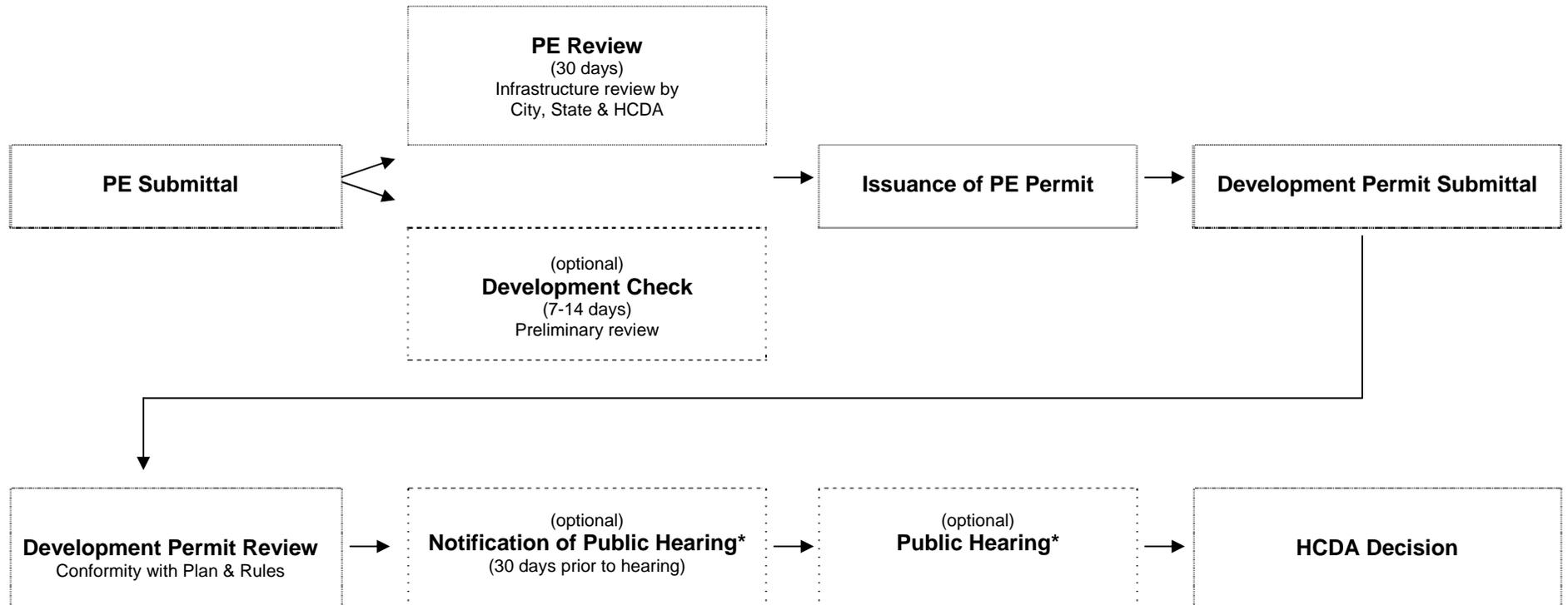
Makai Area



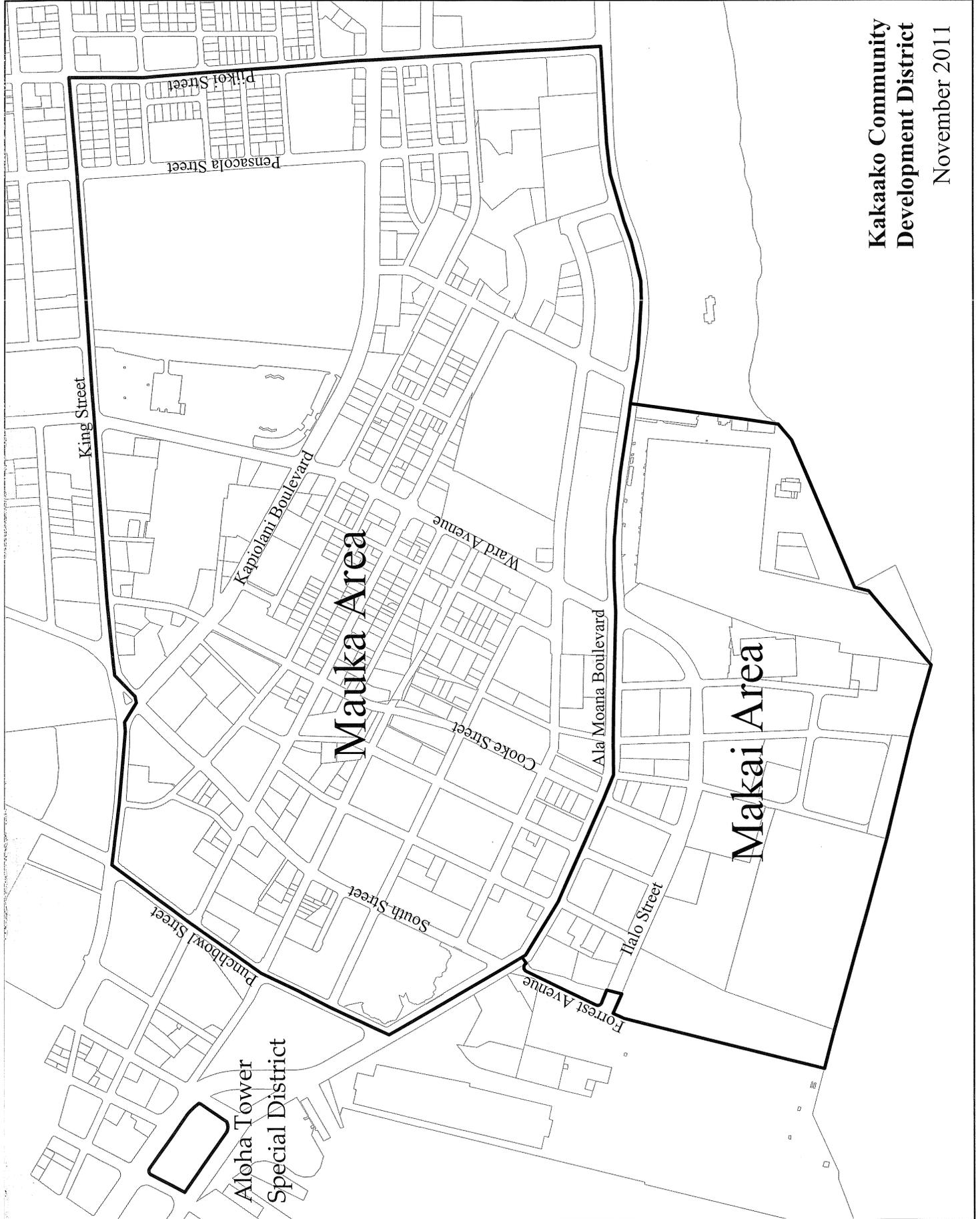
General Processing Flowchart

**DEVELOPMENT PERMIT**  
(High-Density Project)

Makai Area



\* Required for projects with modification and/or variance requests.



**Kakaako Community  
Development District**

November 2011