



Hawaii Community Development Authority

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



Filing Procedures RULES CLEARANCE

Mauka Area

Any uses, structures and activities identified by Section 15-217-79(b) and on a lot size of 20,000 square feet or less shall be issued a Rules Clearance when they are in compliance with applicable Mauka Area Rules provisions, pursuant to Section 15-217-79. Rules Clearance is subject to review and action by the Executive Director.

No building permit shall be approved by HCDA for any Project within the Mauka Area unless the project conforms to the provisions of the Mauka Area Plan and Rules.

Summary of Application Process:

- **Completeness Review** - Applications for Rules Clearance shall be reviewed by HCDA staff for completeness. The purpose of the completeness review is to determine whether all required project information, fees and project authorization is provided in the permit application. Project Authorization includes review and approval by other City, State, or Federal agencies, if applicable. The Executive Director may require written comments from such agencies prior to deeming the application complete. The Executive Director will provide a written determination on the completeness review within 45 working days of receipt of the permit application.
- **Rules Clearance** - HCDA staff will review Rules Clearance application for conformance to the Mauka Area Plan and Rules. If approved, the Rules Clearance will be in effect for two years.

Rules Clearance Submittal

Submit the following with a completed Permit application form:

- A. Authorization from the landowner or by the landowner's authorized agent.
- B. Submit one (1) set of fully dimensioned Project plans. All plans must be drawn to scale, with a maximum size of 24" x 36". Project plans shall include the following:
 1. A location map, including the Project site in relation to the surrounding land uses.
 2. A site plan with the following information, if applicable:
 - Topographic information identifying existing utilities and adjacent parcels.
 - Property lines and easements with dimensions and area.
 - Identify all adjacent streets.
 - Location, size, and dimensions of all proposed and existing buildings, improvements and utilities.
 - All setbacks, including build to line, side, rear and view corridor setbacks.
 - Parking and loading stall layout. Provide information on total number of stalls required and provided.
 3. Floor plans and floor area calculations, if applicable.
 4. Exterior elevations and sections, including the following information:
 - All building heights and envelopes measured from ground elevation.
 - Specifications of texture, materials and color for all exterior finishes.
 5. An electronic copy of the Rules Clearance application and drawings in PDF format, if applicable. Electronic documents must be submitted on either CD or DVD.
 6. Any other pertinent information that shows compliance with the Mauka Area Rules, Chapter 217, HAR.

Fees:

Permit Fee pursuant to Section 15-217-93, Fee Schedule. Fees are payable to: Hawaii Community Development Authority

Additional Information:

Refer to the following subchapters of the Mauka Area Rules for additional details.

- Subchapter 2 for Neighborhood Zone designation.
- Subchapter 2 for development standards.
- Subchapter 4 for area wide standards.
- Subchapter 3 for thoroughfare standards.
- All Figures.

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