



Hawaii Community Development Authority

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



Filing Procedures
VARIANCE

Mauka Area

Pursuant to Section 15-217-82, Variances provide a mechanism for relief from the strict application of the Mauka Area Rules, where the strict application will deprive the applicant of privileges enjoyed by similar properties due to the property's unique and special conditions.

There are two types of variances:

- **Minor variances** apply to projects on parcels 20,000 square feet or less and are subject to review and action by the Executive Director.
- **Major variances** apply to projects on parcels over 20,000 square feet and are subject to Authority review and action.

Variance Submittal Requirements:

Submit the following with a completed Permit application form:

- A. A statement of the standard or standards that are the subject of the proposed variance.
- B. Authorization from the landowner or by the landowner's authorized agent.
- C. A description of the manner in which the applicant proposes to deviate from the standard or standards.
- D. Submit two (2) sets 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:
 - The nature, location, dimensions, elevation of the structure, and area that is the subject of the proposed variance.
 - The development project's relationship to the surrounding context
- E. A justification or finding of fact for the proposed variance pursuant to Section 15-217-82(d), Findings.

Fees:

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

Additional Information:

- A. An informal meeting with HCDA planning staff is recommended prior to the submittal of a Variance application.
- B. Additional information may be required by the decision maker.

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:

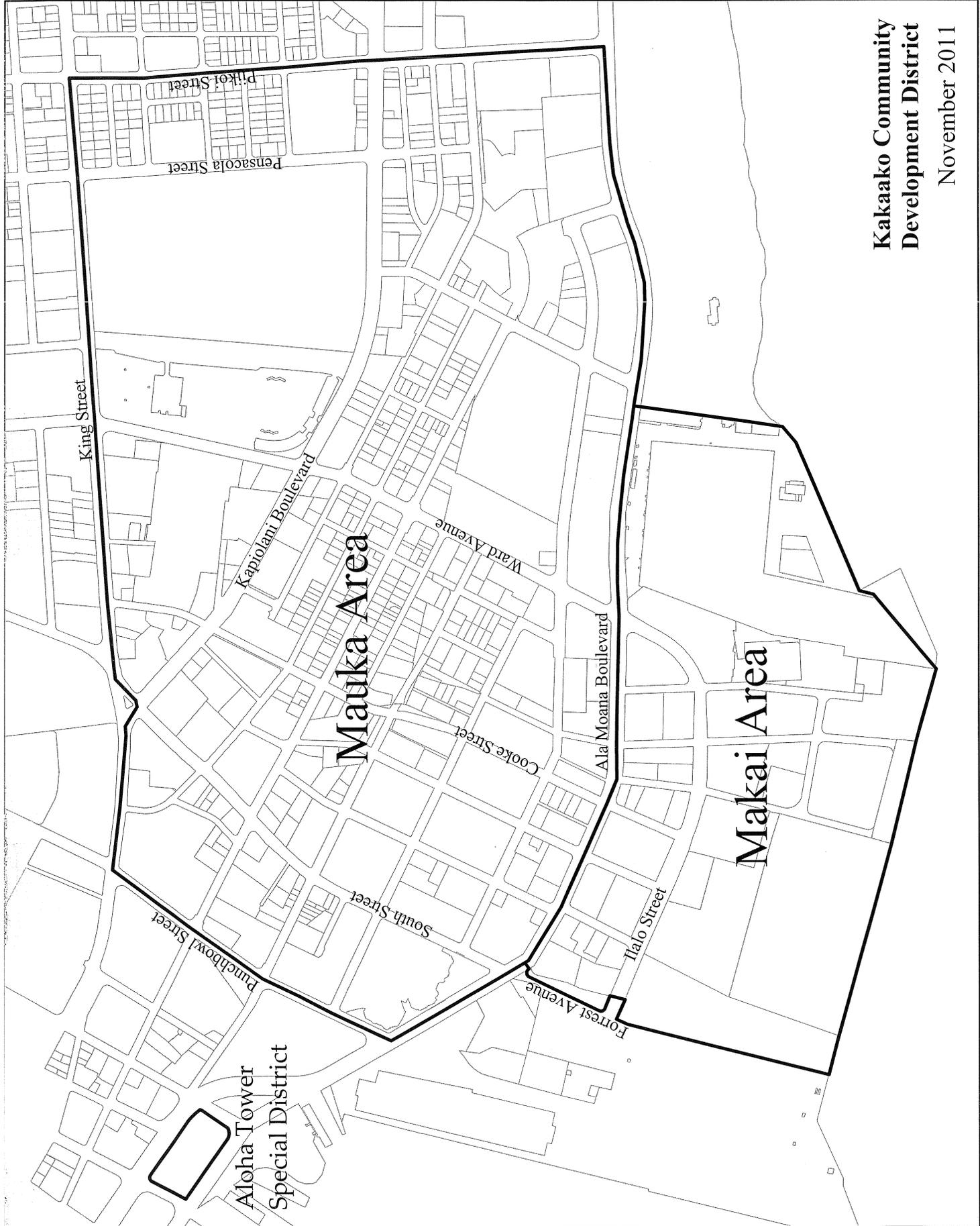
Permit Fee: _____ Paid by: _____

Landowner's Consent (if applicable): _____

Section 206E-5.6 (if applicable): _____

Reviewed By HCDA: _____ Date: _____ Date: _____

HCDA Approved



**Kakaako Community
Development District**

November 2011