Hawaii Community Development Authority
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Filing Procedures
DEVELOPMENT PERMIT

Kalaeloa Community Development District

Redevelopment activities in the Kalaeloa Community Development District ("Kalaeloa CDD") are governed by the development provisions established in the Kalaeloa Master Plan and Rules, Chapter 215, Hawaii Administrative Rules ("HAR") and the Reserved Housing Rules, Chapter 216, HAR. The Kalaeloa CDD boundary is provided in Attachment 3.

All projects on lots greater than 40,000 square feet are required to obtain a Development Permit. Development Permits are subject to Authority review and action. If applicable, Development Permits are subject to Section 206E-5.6, Hawaii Revised Statutes.

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

Summary of Application Process:

- **Completeness Review** - All Development Permit applications 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. 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.

- **Development Permit** - HCDA staff will review the Development Permit application for conformance to the Kalaeloa Master Plan and Kalaeloa CDD Rules. If approved, the Development Permit will be in effect for two years.

Development Permit Submittal:

Submit the following with a completed Permit application form:

A. A cover letter indicating the project name and description. Project description should describe the manner in which the development conforms to the Kalaeloa Master Plan.

B. Authorization from the landowner or by the landowner's authorized agent.

C. 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:
   - Topographic information identifying existing utilities and adjacent development 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(s) layout. Provide information on total number of stalls required and provided.
   - An analysis of the pedestrian, bicycle and vehicular circulation, access, and accommodations.
3. Information on building type, frontage type and building massing.
4. Floor plans and floor area calculations, including any proposed floor area transfers.
5. Exterior elevations and sections, including the following information:
   - All building heights and building envelopes measured from ground elevation.
   - All building dimensions and finish grades.
   - Specifications of texture, materials and color for all exterior finishes.
6. A plot plan which identifies building footprint, type and placement, pursuant to Subchapter 3, General development standards.
7. A pedestrian zone plan, pursuant to Figure 1.11 Pedestrian zone treatment.
8. Information on landscape, recreation and street trees, including the following:
   - The location of required on-site recreational space.
   - A street tree and landscaping plan which identifies the species, size and location of landscaping elements (landscape, hardscape, pedestrian pathway, and irrigation), and a summary of the proposed maintenance procedures.
9. Location and size of required open space, pursuant to Figures BT.1 – BT.10.
10. Adequate documentation on the Project's compliance with Green Building standards, pursuant to Section 15-215-48.

11. Information on the fulfillment of the public facilities dedication requirement, including the amount of land to be dedicated and/or the amount of cash in-lieu of the land dedication.
12. Information on the fulfillment of the reserved housing requirement, pursuant to Chapter 216, Reserved Housing Rules.
13. A relocation analysis which includes the number of people and businesses to be displaced, and the relocation assistance to be provided.
14. Information on development schedule and phasing.
15. A three-dimensional digital model of the Project in Revit or CAD format, if applicable.
16. A digital site plan for all new buildings in CAD format. All Project site plans will be incorporated into HCDA's Kalaeloa CDD base map.
17. An electronic copy of the Development Permit application and drawings in PDF format. Electronic documents must be submitted on either CD or DVD.
18. Any other pertinent information that shows compliance with the Kalaeloa CDD Rules, Chapter 215, HAR.

Fees:

A. Permit Fee pursuant to Section 15-215-91, Fee Schedule.
B. Public Hearing Notice Fee: Contact HCDA.
C. 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 an Improvement Permit application.
B. Minor variance provisions may be granted pursuant to Section 15-215-81 of the Kalaeloa CDD Rules.
C. Refer to the following subchapters of the Kalaeloa CDD Rules for additional details.
   - Subchapter 2 for Regulating Plan, Transect Zones and Thoroughfare Plan.
   - Subchapter 3 for General Development Standards.
   - Subchapter 4 for District Wide Standards.
   - All Figures.

Attachments:

1. Permit Application
2. Development Permit Process Flowchart
3. Kalaeloa Community Development District Boundary Map