



Hawaii Community Development Authority

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**Filing Procedures
RULES CLEARANCE**

Kalaeloa Community Development District

Any uses, structures and activities identified by Section 15-215-77(b) and on a lot size of 40,000 square feet or less shall be issued a Rules Clearance when they are in compliance with applicable Kalaeloa Community Development District ("Kalaeloa CDD") Rules provisions, pursuant to Section 15-215-77. 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 Kalaeloa CDD unless the project conforms to the provisions of the Kalaeloa Master Plan and Kalaeloa CDD 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 like the Hawaii State Historic Preservation Division 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 the Rules Clearance application for conformance to the Kalaeloa Master Plan and Kalaeloa CDD 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". In addition, if applicable, submit the following electronic copy of the Rules Clearance application and drawings in PDF format on either CD or DVD.
- C. 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(s) layout. Provide information on total number of stalls required and provided.
 3. Floor plans and all applicable calculations.
 4. Exterior elevations and sections, including the following information:
 - All building heights and building envelopes measured from ground elevation.
 - Specifications of texture, materials and color for all exterior finishes.
 5. Any other pertinent information that shows compliance with the Kalaeloa CDD Rules, Chapter 215, HAR.

Fees:

Permit Fee pursuant to Section 15-215-91, Fee Schedule. Fees are payable to: Hawaii Community Development Authority.

Additional Information:

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.

Attachment:

1. Permit Application