



Hawaii Community Development Authority

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Filing Procedures CONDITIONAL USE PERMIT

Mauka Area

Pursuant to Section 15-217-81, a Conditional Use Permit provides for certain uses that, because of unique characteristics or potential impacts on adjacent land use, may be authorized under appropriate standards and factors. All uses identified as 'CU' in Figure 1.9, Land Use shall require a Conditional Use Permit.

Summary of Application Process:

- **Completeness Review** – A Conditional Use Permit application 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. Completeness Review may include 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.
- **Conditional Use Permit** - HCDA staff will review the Conditional Use Permit application for conformance to the Mauka Area Plan and Rules. Conditional Use Permits shall be subject to Authority review and action pursuant to Figure 1.1, Approval Requirements Matrix, Mauka Area Rules, September 2011.

Conditional Use Permit Submittal Requirements:

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 project conforms to the Mauka Area 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, 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.
 - An analysis of the pedestrian, bicycle and vehicular circulation, access, and accommodations.
3. Information on building type, frontage type and building massing, if applicable.
4. Floor plans and floor area calculations, including any proposed floor area transfers, if applicable.
5. Exterior elevations and sections, including the following information, if applicable:
 - All building heights and 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 tower location and compliance with tower footprint and spacing between towers, pursuant to Section 15-217-54(l), View Preservation, if applicable.
7. A street furniture and pedestrian zone plan, pursuant to Section 15-217-39(d), if applicable.
8. Information on landscape, recreation and street trees, including the following, if applicable:
 - 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, if applicable.
10. Adequate documentation on the Project's compliance with Green Building standards, pursuant to Section 15-217-59, if applicable.
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, if applicable.
12. A relocation analysis which includes the number of people and businesses to be displaced, and the relocation assistance to be provided, if applicable.
13. Information on project schedule and phasing, if applicable.
14. A three-dimensional digital model of the Project in Revit or CAD format, if applicable.
15. A digital site plan for all new buildings in CAD format. All Project site plans will be incorporated into HCDA's Mauka Area base map.

16. An electronic copy of the Conditional Use Permit application and drawings in PDF format. Electronic documents must be submitted on either CD or DVD.
 17. Any other pertinent information that shows compliance with the Mauka Area Rules, Chapter 217, HAR and Reserved Housing Rules, Chapter 218, HAR.
- E. A justification or finding of fact for the proposed conditional use pursuant to Section 15-217-81(d), Findings.

Additional Information:

- A. A meeting with HCDA planning staff is recommended prior to the submittal of a Conditional Use Permit application.
- B. 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.