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## Hawaii Community Development Authority

Planning Office  
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Honolulu, Hawaii 96813  
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### Filing Procedures VARIANCE

#### Kalaeloa Community Development District

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Pursuant to Section 15-215-81, Variances provide a mechanism for relief from the strict application of the Kalaeloa CDD 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 40,000 square feet or less and are subject to review and action by the Executive Director.
- **Major variances** apply to projects on parcels over 40,000 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 15-215-81(d), Findings.

**Fees:**

Permit Fee pursuant to Section 15-215-91, 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