



**Hawaii Community Development Authority**

Planning Office  
547 Queen Street  
Honolulu, Hawaii 96813  
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**CONDITIONAL USE FOR  
JOINT USE AND/OR OFF-SITE PARKING**

**Makai Area**

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*Attachment*

1. Application - Development Permit
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**Standards and Conditions**

A Conditional Use Permit for joint use and/or off-site parking facilities may be granted if certain standards and conditions are met.

- The application for **Joint Use of Parking Facilities** should include explanation of how the proposal will satisfy the criteria included in Section 15-22-67(h)(1) of the Mauka Area Rules or Section 15-23-68h(h)(1) of the Makai Area Rules.
- The application for **Off-Site Parking Facilities** should include explanation of how the proposal will satisfy the criteria in Section 15-22-67(h)(2) of the Mauka Area Rules or Section 15-23-68(h)(2) of the Makai Area Rules.

**Application Forms**

- Development Permit Application Form
- Supplemental Application Form (contact HCDA)

**Written Information**

- Documentation supporting the fact that the applicant (developer, owner or lessee) of principal site holds a recorded lessee for the property, the unexpired term of which is more than 5 years from the date of filing of the application.
- Documentation establishing that parking site owner or lessee maintains designated parking stalls.
- A Conditional Use Parking Agreement should be executed between the applicant and HCDA after submittal of the application.
- After HCDA issues a Conditional Use Parking Permit, a Parking License Agreement may be required between the applicant and parking provider.

**Drawings/ Plans** (Information should be provided for both principal use site and parking site.)

- **Location Map** - A plan drawn to scale indicating that the distance from the entrance of the parking facility to the nearest principal entrance of the establishment or establishments involved do not exceed 1,200 feet by normal, legal pedestrian routes. A sample map, illustrating this requirement, is attached.
- **Site Plan** - A plan drawn to scale showing property lines, lot dimensions and area; the sizes, location, and dimensions of existing and proposed structures; the number and arrangement of all off-street parking and loading spaces, access aisles, driveways, maneuvering areas, landscaping, open areas, and setbacks from property lines.
- **Floor Plans** - Floor plans drawn to scale showing all existing and proposed uses and structures on each site; and floor area and parking calculations for all uses on each site, to establish the number of required parking.

**Additional Information**

Additional information may be required by the Executive Director relating to the hours of operation of the various land uses, topography, access, surrounding land uses, written agreements and other matters as may reasonably be required in the circumstances of the case.