



Hawaii Community Development Authority
Planning Office
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DEVELOPMENT PERMIT

Makai Area

Attachments

1. Application - Development Permit
 2. Application - Project Eligibility
 3. General Processing Flowchart - Development Permit (Low-Density Project)
 4. General Processing Flowchart - Development Permit (High-Density Project)
 5. Makai Area Boundaries
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Redevelopment activities are governed by the development provisions established in the Makai Area Plan and Rules (see Attachment 4 for boundaries of the Makai Area).

Low-density projects shall be approved by the Executive Director. High-density projects shall be approved by the Authority. Variance or modification requests require a public hearing. Generally speaking, projects involving new construction require the approval of a Development Permit before a Building Permit can be issued. For renovations and minor additions to existing structures, refer to filing procedures "Renovation or Alteration of Existing Nonconforming Structures". Low density projects are defined to have a floor area ratio (FAR) of up to 1.5. High-density projects have a FAR exceeding 1.5.

Application Process Summary

- **Project Eligibility Permit** - The applicant is required to submit a preliminary design for review by City and State agencies to assess the impact of the project on existing and planned infrastructure capacity and other potential development concerns, e.g., environmental, historic, etc.
- **Development Check** (optional) - In preparation for the Development Permit application, the applicant is encouraged to submit a detailed design package to determine if all necessary information and drawings are being provided. The Development Check is recommended to assist the applicant in preparing a complete application package and to improve the efficiency in processing the Development Permit application.
- **Development Permit** - HCDA staff will review the Development Permit application for conformance to the Makai Area Plan and Rules. A public hearing will be required if the application includes a request for modification or variance. If approved, the Development Permit will be in effect for two years.

Submit the following with your completed application forms:

Step 1 (Project Eligibility Permit)

- A. Submit an application for a Project Eligibility Permit. The application form is provided as Attachment 1.
- B. Provide a copy of the lease agreement, if the property is leased.
- C. Provide a development timetable, if the project is to be constructed in increments.
- D. Submit 23 copies of a site plan which identifies the following items:
 - 1. Property lines and easements with dimensions and area.
 - 2. Location, size, spacing, setbacks and dimensions of all proposed buildings, structures, improvements and utilities.
 - 3. Building elevations, sections, floor plans and site plans that clearly define the character of the project.
 - 4. Topographic information identifying existing utilities and improvements to the site, and adjacent development parcels.
 - 5. Access to the project, proposed private roadways, a layout of the off-street parking and loading facilities and the number of proposed stalls.
 - 6. Floor area allocations and the location of proposed land uses.
 - 7. The location of the development in relation to the surrounding land uses.

Step 1A (Development Check - optional)

- A. Submit a cover letter indicating the project name and the application number issued when the project was granted eligibility certification.
- B. The cover letter shall also be signed by the landowner of the property or by the landowner's authorized agent.
- C. Submit 4 copies of the proposed project, which include the information in the Project Eligibility Permit and the following:
 - 1. A location map.
 - 2. A plot plan which identifies the distance of existing tower faces from proposed tower faces, if the existing structures are within 200 feet of the proposed development lot.

3. The plot plan should also include the height of the existing towers (“towers” are defined as structures greater than 65 feet), and the orientation of these towers.
4. Additional Information:
 - a. Proposed setbacks and maximum building envelope requirements.
 - b. The estimated public facilities dedication fee.
 - c. The location of open spaces.
 - d. A general sequencing program of development, if applicable.
 - e. The identification of any proposed land use transfers.

Step 2 (Development Permit)

Submit 4 copies of the proposed project, which includes the information in the Development Check and the following:

- A. A detailed cross-section of buildings and structures, which includes details on facade treatment.
- B. Describe the manner in which the development would conform to the Makai Area Plan and Rules.
- C. A landscaping plan which identifies the species, size and location of landscaping elements, and a summary of the proposed maintenance procedures. An explanation of the type, amount and location of street furniture is also required.
- D. A relocation analysis which includes the number of people and businesses to be displaced, and the relocation assistance to be provided.
- E. An analysis of the pedestrian and vehicular circulation and noise impacts among the users in the project.
- F. Perspective drawings of the proposed project. A three-dimensional study model may also be required depending upon the nature, scale and location of the project.
- G. An analysis of the tower orientation and design with respect to:
 1. Minimizing the impact of direct sunlight.
 2. Conformance to the tower spacing guidelines.

Fees

- A. Applications for which a public hearing is required shall be accompanied by an application fee:
 - 1. Nonrefundable processing fee of \$200.
 - 2. Publication of hearing notice fee: contact HCDA for current charge.
- B. Fees are payable to: Hawaii Community Development Authority

Additional Information

- A. A signed letter of authorization from the landowner of the property if the applicant is not the landowner.
- B. An informal meeting with HCDA planning staff is recommended prior to the submittal of an application for a Development Permit.
- C. Modification of development provisions may be granted as per Sections 15-23-87 and 15-23-88 of the Makai Area Rules.
- D. Refer to the Makai Area Rules (Sections 15-23-10 and 15-23-83) for additional details.