



**Hawaii Community Development Authority**

Planning Office  
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**Filing Procedures  
RULES CLEARANCE**

**Mauka Area**

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Any uses, structures and activities identified by Section 15-217-79(b) and on a lot size of 20,000 square feet or less shall be issued a Rules Clearance when they are in compliance with applicable Mauka Area Rules provisions, pursuant to Section 15-217-79. Rules Clearance is subject to review and action by the Executive Director.

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.

**Original signatures on the Project Authorization form and Permit Application are required for all permits.**

No building permit shall be approved by HCDA for any Project within the Mauka Area unless the project conforms to the provisions of the Mauka Area Plan and Rules.

### **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) digital set of Project plans in PDF format, if applicable.** 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 existing and proposed 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.
  3. Plans identifying existing and proposed uses, floor plans and floor area calculations, if applicable.
  4. Exterior elevations and sections, including the following information:
    - All building heights and envelopes measured from ground elevation.
    - Specifications of texture, materials and color for all exterior finishes.
  5. Landscaping plans showing open spaces, planting and trees.
  6. Any other pertinent information that shows compliance with the Mauka Area Rules, Chapter 217, Hawaii Administrative Rules.

**If warranted, HCDA may require one set of fully dimensioned Project plans.**

### **Fees:**

Permit Fee pursuant to Section 15-217-93, Fee Schedule. Fees are payable to: Hawaii Community Development Authority

### **Additional Requirements – if applicable:**

Refer to the following subchapters of the Mauka Area Rules for additional requirements, if applicable.

- Subchapter 2 for Neighborhood Zone designation.
- Subchapter 2 for development standards.
- Subchapter 4 for area wide standards.
- Subchapter 3 for thoroughfare standards.
- All Figures.