



# County of Hawai'i

## BOARD OF APPEALS

Aupuni Center • 101 Pauahi, Suite 3 • Hilo, Hawai'i 96720  
(808) 961-8288 • Fax (808) 961-8742

### PETITION FOR VARIANCE FROM THE BUILDING, ELECTRICAL, AND PLUMBING CODES – DEPARTMENT OF PUBLIC WORKS

(Type or legibly print the requested information. See instructions attached.)

APPELLANT: \_\_\_\_\_

APPELLANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (EMAIL): \_\_\_\_\_

APPELLANT'S INTEREST IN THE PROPERTY: \_\_\_\_\_

APPELLANT'S NATURE OF APPEAL AND REQUEST: \_\_\_\_\_

LAND OWNER: \_\_\_\_\_

TAX MAP KEY:(land in question) \_\_\_\_\_ AREA OF PROPERTY: \_\_\_\_\_

STATE LAND USE DESIGNATION: \_\_\_\_\_ COUNTY ZONING: \_\_\_\_\_

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

APPELLANT'S REPRESENTATIVE: \_\_\_\_\_ TITLE: \_\_\_\_\_

REPRESENTATIVE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REPRESENTATIVE'S ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (EMAIL): \_\_\_\_\_

■ See instructions attached.

## INSTRUCTIONS

### PETITION FOR VARIANCE FROM THE BUILDING, ELECTRICAL, AND PLUMBING CODES – DEPARTMENT OF PUBLIC WORKS

(Does not include Zoning & Subdivision)

Board of Appeals Rules of Practice and Procedure (RPP) can be reviewed in the Planning Department or on the following website: <http://www.hiplanningdept.com/boards-and-committees/>

1. This petition must be accompanied by a filing fee of two hundred dollars (\$200) payable to the County Director of Finance [RPP Section 7-5], and:
2. The Original and ten (10) copies of this completed petition with the following:
  - a. A description of the property involved in the variance in sufficient detail for the public to precisely locate the property.
  - b. Identification of the provision of the Code for which a variance is being sought and a description of the type of variance being requested.
  - c. A statement explaining:
    - (i) The special or unusual circumstances or conditions applying to the land or building for which a variance is sought, which circumstances or conditions are peculiar to such land or building and do not apply generally to lands or buildings in the neighborhood or surrounding property.
    - (ii) The circumstances or conditions that deprive the owner of the reasonable use of the land or building by the strict application of the particular provision of the Code.
    - (iii) How the granting of a variance is necessary for the reasonable use of the land or building.
    - (iv) The effects, if any, that the variance will have on other persons or property.
    - (v) The facts indicating that the proposed variance is consistent with the intent and purpose of the applicable chapter of the Code.
  - d. A clear and concise statement of any other relevant facts.
3. Proof of Service by the Appellant to the Director and all landowners of the affected property, as reflected in County Real Property Tax Division records, if owners are not the Appellants.
4. A list of the names, address and tax map keys of all owners of property within three hundred feet (300') of the perimeter boundary of the affected property.

Completed petitions should be remitted to the Board of Appeals, 101 Pauahi Street, Suite 3, Hilo, HI 96720. For questions, please call 808-961-8288 or email [planning@hawaiicounty.gov](mailto:planning@hawaiicounty.gov).