



County of Hawai'i Planning Department

www.hiplanningdept.com · planning@hawaiiicounty.gov

East Hawai'i Office · 101 Pauahi Street, Suite 3 · Hilo, Hawai'i 96720
Phone (808) 961-8288 · Fax (808) 961-8742

West Hawai'i Office · 74-5044 Ane Keohokalole Hwy · Kailua-Kona, Hawai'i 96740
Phone (808) 323-4770 · Fax (808) 327-3563

For Office Use Only

SHORT-TERM VACATION RENTAL (STVR) WITH NONCONFORMING USE CERTIFICATE (NUC) RENEWAL APPLICATION

STVR REGISTRATION NUMBER: _____ NUC NUMBER: _____

TAX MAP KEY: (3) _____ DATE OF NUC EXPIRATION: _____

RENEWALS CAN BE ACCEPTED NO EARLIER THAN 90 DAYS BEFORE EXPIRATION: _____

RENEWALS CAN BE ACCEPTED NO LATER THAN 15 DAYS BEFORE EXPIRATION: _____

STVR STREET ADDRESS: _____

CITY: _____/HI ZIP CODE: _____

APPROVED BEDROOM COUNT: _____ APPROVED PARKING STALLS: _____

☐ Please check (✓) if the STVR has a Street Address verified by the County of Hawai'i Planning Department. If not, please contact the County of Hawai'i Planning Department.

APPLICANT (Please Print): _____

APPLICANT'S INTEREST, IF NOT THE OWNER: _____

SIGNATURE: _____ DATE: _____

SIGNER(S) (Please Print): _____ TITLE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: (_____) _____ EMAIL: _____

Please provide information for all owners of the STVR property. A Landowner Addendum is attached, if needed.

LANDOWNER(S): _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: (_____) _____ EMAIL: _____

If the Landowner of record of the STVR is a Trust, LLC or other Entity, please attach a copy of the documentation (such as Trust Documents, Articles, Agreements, etc.) that established the Entity and sets forth the names of the person(s) authorized to act and sign on behalf of the Landowner Entity. Incomplete proof of authorization may result in a Denial of your NUC Renewal

☐ Please check (✓) if you have attached the Trust, LLC and/or other legal ownership documentation.

*Nonconforming Use Certificate Renewal
Required Submittals*

REACHABLE PERSON: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____/HI ZIP CODE: _____

PHONE NO.: Bus. (_____) _____ Hm./Mobile (_____) _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

Instructions: Pursuant to Rule 23 of the Planning Department Rules of Practice and Procedure the following must be submitted at the time of renewal. The Director may request additional information, to facilitate processing your STVR and NUC Renewal request:

1. **Completed STVR Nonconforming Use Certificate Renewal Application Form.**
2. **Landowner Authorization, if applicable.**
3. **Annual \$250 Non-refundable Renewal filing and processing fee.** Payments by check may be made payable to the Director of Finance. Returned checks will result in automatic denial of this application.
4. **New Notarized Affidavit of Compliance.** All landowners must complete and sign the Affidavit of Compliance and submit the notarized affidavits with this renewal application.
5. **County of Hawai'i Real Property Tax Clearance Certificate** obtained from the Real Property Tax Division within the past 30 days.
6. **State of Hawai'i General Excise (GE) and Transient Accommodations Taxes (TAT).** Please submit proof that GE and TAT taxes are up-to-date and fully paid. Such proof can include a printout from the State of Hawaii Department of Taxation website (<https://tax.hawaii.gov/>).
7. **Proof of Continued Verifiable STVR use.** Please submit current GE and TAT tax filings and verifiable proof to show that the property has been used as an STVR within the previous twelve (12) months. Verifiable proof includes but not limited to, confirmed reservation receipts from online advertisements showing a direct correlation of the STVR use on the subject parcel and proof of STVR payments. Failure to meet this condition will result in automatic denial of this application.
8. **Change of Information Application.** Please attach a completed Change of Information Application if there are changes to the Legal Landowner and or Reachable Person of your STVR.
9. **Conditional Approval (If Applicable).** If your STVR received a conditional approval, you will need to submit confirmation and verifiable proof that any and all conditions of the previous approvals have been met and all prior issues have been resolved.

Please make copies of all of your documents for your records.