

**COUNTY OF HAWAI‘I
PLANNING DEPARTMENT**

**Nonconforming Use Certificate (NUC) Annual Renewal
Statement of Compliance**

I/we, _____,
(Name of Owner(s) / Authorized Agent)

the registered owner(s)/authorized agent of the STVR property located at: _____
(STVR Physical Address)

Tax Map Key (3) _____, do hereby state:
(12-digit Tax Map Key / Parcel ID #)

- I/We do not reside on the STVR property when it is rented to guests and do not use the STVR property as a primary residence. I/We understand that residing on the property while it is rented by STVR guests or using the property as a primary residence may result in cancellation of the STVR/NUC permit and/or denial of future renewal requests.
- The final approvals for building, electrical, and plumbing permits from the County of Hawai‘i Department of Public Works-Building Division accurately reflect the structure as it currently exists without unpermitted modifications or changes of use.
- There are no public, private, or financial covenants, conditions, or restrictions prohibiting the use of this property as a vacation rental.
- After this application is accepted, the Director may request a site inspection to verify that the STVR complies with Hawai‘i County Code (HCC), Chapter 25, any rule adopted thereunder, or any permit or variance issued pursuant thereto.
- This STVR will comply with all applicable County, State, and Federal laws, rules, regulations, and requirements, and will continue to operate within those laws, which shall also include, but is not limited to, the STVR Standards outlined in this Statement.
- Any misrepresentation made in this STVR Registration may render the Registration invalid.
- Any discussions with Planning Department staff about conditions of approval are preliminary only, and are not final, nor are they the specific conditions required to gain approval of the application, unless the conditions are part of the Director’s final written determination.
- Any rental of this STVR after March 25, 2020 has and will comply with all State and County COVID-19 emergency proclamations and rules in effect at the time the subject rental commences.

SHORT-TERM VACATION RENTAL STANDARDS

Maximum Number of Guests. The maximum number of guests temporarily residing within an STVR at any one time shall be consistent with the definition of “Family” under HCC Chapter 25.

Owner/Reachable Person Responsibilities. The Owner or Reachable Person shall:

- (1) Reside in the County of Hawai‘i;
- (2) Be reachable by guests, neighbors, and County agencies on a 24-hour, 7-days-per-week basis;
- (3) Be able to respond via telephone to a request from a guest, neighbor or County agency within 1 hour of receiving that request and be physically present at the STVR within 3 hours of receiving a call from a guest, neighbor or County agency, when that guest, neighbor, or County agency requests the presence of the reachable person;
- (4) Ensure that activities taking place within the STVR conform to the character of the existing neighborhood in which the rental is located;
- (5) Notify the Department within 5 days of a change in the owner or reachable person’s contact information; and
- (6) Notify the Department within 30 days, should the STVR permanently cease operations for any reason.

Advertising. All print and internet advertising of STVRs, including listings with a rental service or real estate firm, shall include the STVR and NUC numbers.

Guest Parking. All guest parking for STVRs shall be off-street and shall meet the requirements set forth in HCC Sections 25-4-50 through 25-4-54 and applicable parking standards in HCC Chapter 25. If there is any doubt as to the requirements for off-street parking for an STVR, the Director shall determine the required number of parking spaces.

Signage. Any commercial signage that advertises an STVR shall comply with the requirements of HCC Section 22-2.6 and HCC Chapter 3.

Display Requirements. All STVRs shall display the following documents in compliance with the provisions below:

- (1) The STVR/NUC placard shall be displayed on the back of the front door of all sleeping quarters.
- (2) Good Neighbor Policy. At a minimum, the following shall be prominently displayed within the dwelling unit and recited in the rental agreement signed by the tenant:
 - (a) Quiet hours shall be from 9:00 p.m. to 8:00 a.m., during which time the noise from the STVR shall not unreasonably disturb adjacent neighbors.
 - (b) Sound that is audible beyond the property boundaries during non-quiet hours shall not be more excessive than would be otherwise associated with a residential area.
 - (c) Guest vehicles shall be parked in the designated parking area.
 - (d) The STVR shall not be used for commercial purposes.

- (3) The STVR/NUC placard shall be displayed in a conspicuous place on the premises that is readily visible to an inspector. In the event that a single address is associated with multiple STVR/NUC permits, a listing of all units at that address holding current permits may be displayed in a conspicuous, readily visible common area instead.

OPTIONAL: DOCUMENT WAIVER for ENTITY OWNERS

This document waiver is available for STVR/NUC properties in which the registered owner is a non-person/entity (e.g., trust, LLC, etc.). It waives the requirement to provide a copy of the authorization document (e.g., trust document, Articles of Incorporation, etc.) with this renewal application so long as:

- The STVR property is owned by a non-person/entity owner (i.e., Trust, LLC, etc.);
- A copy of an authorization document has previously been submitted to the Planning Department with an STVR application; and
- The authorization document has not been amended, restated, cancelled, or voided since it was originally submitted to the Planning Department.

Owner Statement:

I am authorized to sign this Statement of Compliance for this NUC Renewal Application on behalf of the entity owner of the subject STVR property. I have been granted this authority under the:

_____,
(Name of Document)

dated _____.
(Date of Document)

I have read and understand the contents of this Statement of Compliance. I agree to the statements and Short-Term Vacation Rental Standards as stated above.

STVR/NUC TMK: (3) _____

Owner/Authorized Agent Signature

Print Name

Date

Owner/Authorized Agent Signature

Print Name

Date