

**COUNTY OF HAWAII
PLANNING DEPARTMENT
REQUIREMENT TO INFORM SURROUNDING PROPERTY
OWNERS AND LESSEES OF FILING AN APPLICATION**

In accordance with the Hawaii County Zoning Code, Chapter 25, Section 25-2-4, adopted December 7, 1996, within ten (10) days after filing an application with the Planning Department, Planning Commission or Board of Appeals, you are required to serve notice of your application on surrounding owners and lessees of record.

In addition, within ten (10) days of receiving notice of the scheduled date of administrative action or public hearing and not less than ten (10) days prior to the scheduled date of action or hearing, you are required to serve a second notice to surrounding owners and lessees of record.

Notices shall include the following information:

1. Name of the applicant;
2. Precise location of the property involved; including tax map key identification, location map and site plan;
3. Nature of the application and the proposed use of the property;
4. Date on which the application was filed with the director or the commission;
5. Date, time and place that the scheduled administrative action or public hearing will be held to consider the application (to be included in second notice);
6. Contact name and phone number should there be any questions.

When the building site is located within the State Land Use Urban or Rural District, notice shall be served to owners and lessees within three hundred feet (300') of the perimeter boundary of the building site.

When the building site is located within the State Land Use Agricultural District, notice shall be served to owners and lessees within five hundred feet (500') of the perimeter boundary of the building site. Except, that if the surrounding properties are located within the State Land Use Urban or Rural District, notice shall be served to owners and lessees within three hundred feet (300') of the perimeter boundary of the building site.

Data available from the real property tax office shall be utilized in determining the names and addresses of the affected owners and lessees of record. The applicant shall also provide notice to such other owners and lessees of records when the applicant has actual knowledge of such names or as informed by the Planning Director, Planning Commission or Board of Appeals.

Proof of service for the first notice on owners and lessees of record may be submitted concurrently with or shortly after filing the subject application. Proof of service for the second notice shall be submitted to the Planning Director, Planning Commission or Board of Appeals prior to the date of administrative action or public hearing. Proof may consist of certified mail receipts, affidavits, declarations or the like. The list of names, addresses and tax map keys of those individuals notified shall also be submitted.

Should you have any questions, please contact the Planning Department at 961-8288.