

SPECIAL PERMIT APPLICATION

COUNTY OF HAWAI'I PLANNING COMMISSION (Type or legibly print the requested information)

APPLICANT(S): _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ADDRESS: _____

LIST APPLICANT'S INTEREST (if not owner): _____

PHONE: (Bus.) _____ (Res.) _____ (Email) _____

REQUEST: _____

TAX MAP KEY: _____ ZONING: _____

SIZE OF PROPERTY / AREA OF REQUESTED USE: _____ / _____

LANDOWNER(S): _____

FEE SIMPLE LANDOWNER(S) WRITTEN AUTHORIZATION

(may be provided by letter with the below statement included):

_____ DATE: _____

_____ DATE: _____

Note: The above written authorization of the landowner(s) gives permission for the applicant/petitioner to file the application/petition and acknowledges that the landowner(s) and their successors are bound by the Special Permit and its conditions.

AGENT: _____

AGENT ADDRESS: _____

PHONE: (Bus.) _____ (Res.) _____ (Email) _____

Please indicate to whom original correspondence and copies should be sent.

ORIGINAL: _____ COPIES: _____

THIS SPECIAL PERMIT APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

1. A filing fee of five hundred dollars (\$500) to be paid via EPIC.
2. An Original (signed) copy of the completed application.
3. A written narrative, including the following background information on the subject request:
 - A. Detailed written description of the proposed use, a statement of objectives and reasons for the request, including proposed hours of operation and number of employees/clientele.
 - B. Description of the subject property in sufficient detail to precisely locate the property. Describe existing uses, structures, and topography. If portion of property to be used, state use of remainder of property.
 - C. State/County Plans affecting the subject request: State Land Use Boundary designation, General Plan designation, Zoning, Special Management Area and Community Development Plans.
 - D. Surrounding zoning and land uses.
 - E. Flood Insurance Rate Map (FIRM) designation (contact Department of Public Works - Engineering Division).
 - F. Archaeological and Historic Resources: Describe and show on the plot plan any known historic and archaeological resources on the property. Examples include human skeletal remains, structural remains, sand deposits, midden deposits, and lava tubes. The application may be provided to the State Department of Land and Natural Resources Historic Preservation Division (SHPD) for a determination of whether the project will affect archaeological/historic resources. Please be aware that a hearing before the Planning Commission may not be held until SHPD and the Planning Department determines resources on the property are adequately identified, recorded, mitigated and/or preserved.
 - G. Valued Cultural Resources: Identify any traditional and customary native Hawaiian rights that are exercised in the area; the extent in which the proposed development will affect these rights; and feasible action to be taken to protect native Hawaiian rights if they exist. Examples include areas of traditional collection of terrestrial resources (kī leaf, aho chord, thatch, medicinal plants, and ferns) or marine or riparian resources (limu, ‘ōpae, ‘o‘opu, hīhīwai) used for subsistence, cultural and religious purposes. Traditional and customary rights may also include rights of access to the archaeological and historical resources of the property.
 - H. Floral and Faunal Resources.
 - I. Public Access: Existing public access to and along the shoreline or to mountain areas and knowledge of whether public access is being used.
 - J. Description of access(es) to the area (e.g., width, type of surface and condition of roadway). If a private roadway, submit evidence of legal access rights.

K. Traffic impacts - assessment of existing traffic conditions, anticipated increase in traffic and traffic impacts from proposed use (a formal study may be requested by Department of Public Works or State Department of Transportation during the review process).

L. Availability of utilities: Water, telephone, electricity, solid waste and sewage disposal.

4. A written narrative including the following:

A. A statement of the reasons for the granting of the Special Permit citing how the proposed use would promote the effectiveness and objectives of chapter 205, HRS (which, for the Agricultural and Rural Districts, seeks to preserve or keep lands of high agricultural potential in agricultural use), and why the proposal is an unusual and reasonable use of the land. The following criteria shall also be addressed:

1. Discussion of how the desired use shall not adversely affect the surrounding properties.
2. Discussion of how such use shall not unreasonably burden public agencies to provide roads and streets, sewers, water, drainage, school improvements, and police and fire protection.
3. Discussion of unusual conditions, trends, and needs have arisen since the district boundaries and regulations were established.
4. Discussion of how the land upon which the proposed use is sought is unsuited for the uses permitted within the district.
5. Discussion of how the proposed use will not substantially alter or change the essential character of the land and the present use.
6. Discussion of how the proposed use will not be contrary to the goals, policies and standards of the General Plan and other applicable documents such as community development plans and design plans. (Note: The General Plan and Community Development Plans are available on the Planning Department website at <https://www.planning.hawaiicounty.gov>).

5. A scale-drawn plot plan of the property showing property lines and measurements; all existing and proposed structures with elevations, uses and improvements; and reference points such as roadways, shoreline, etc.

6. A list of the names, addresses, and tax map keys of all owners and lessees of record of surrounding properties who are required to receive notice.

7. Any other plans or additional information relevant to this application may be requested by the Planning Director to facilitate processing of this request.