

USE PERMIT APPLICATION

COUNTY OF HAWAII 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: _____

TAXMAP KEY(S): _____ 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: _____

AGENT: _____

AGENT ADDRESS: _____

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

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

ORIGINAL: _____ COPIES: _____

THIS USE 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. 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.
 - J. 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).
 - K. Availability of utilities: Water, telephone, electricity, solid waste and sewage disposal.

4. A written narrative including the following:
 - A. Discussion on how the granting of the proposed use shall be consistent with the general purpose of the zoned district, the intent and purpose of the Zoning Code and the County General Plan (Note: The General Plan is available on the Planning Department website at <https://www.planning.hawaiicounty.gov>).
 - B. Discussion on how the granting of the proposed use shall not be materially detrimental to the public welfare nor cause substantial adverse impact to the community's character or to surrounding properties.
 - C. Discussion on how the granting of the proposed use shall not unreasonably burden public agencies to provide roads and streets, sewers, water, drainage, school improvements, police and fire protection and other related infrastructure.
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.