

Aloha!

The County of Hawai'i Planning Department has launched its Electronic Processing and Information Center (EPIC) system, which allows applicants to submit applications and payments to the Planning Department electronically.

What is the EPIC system?

The EPIC system is an electronic **submittal system only**. What does this mean? EPIC replaces the process of mailing/dropping off your completed paper application and fee to the Planning Department; it does not replace the process of filling out the application form. Applicants will still need to download the appropriate Planning Department application form from our website (www.planning.hawaiicounty.gov), fill it out, and collect any supporting documents prior to submittal.

How does EPIC affect the application submittal process?

With the launch of the EPIC system, the Planning Department is no longer accepting paper applications. All application submittals and payments must be completed through EPIC.

I've filled out the application and collected my supporting documents. Now what?

- Save your application and documents in PDF form.
- Create your user account in EPIC. Visit www.planning.hawaiicounty.gov and click on the **Electronic Processing and Information Center** banner. You will be redirected to EPIC's Customer Self-Service (CSS) portal, where you may create a new user account.
- Once your account is created, select the application you wish to apply for. During the submittal process:
 - When prompted to **Add Contacts**, you may add any person/company as a Contact so long as that Contact has their own EPIC user account.
 - When prompted to **Add Attachments**, please upload your PDF file(s).

Where do I find out more information about the EPIC system and how to use it?

- How-to videos for navigating the EPIC system are available online.
 - Visit www.planning.hawaiicounty.gov
 - Click on the **Electronic Processing and Information Center** banner
 - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- Need more help? Please contact us:
 - HILO Main line: **(808) 961-8288**
 - KONA Main line: **(808) 323-4770**
 - Email: planning@hawaiicounty.gov



COUNTY OF HAWAII

**Electronic Processing and
Information Center (EPIC)**

NONSIGNIFICANT ZONING CHANGE APPLICATION

COUNTY OF HAWAII
PLANNING DEPARTMENT

APPLICANT: _____

APPLICANT'S
SIGNATURE: _____ DATE: _____

APPLICANT'S
ADDRESS: _____

APPLICANT'S
PHONE: (Bus.) _____ (Res.) _____ (Mobile) _____

APPLICANT'S AGENT: _____

AGENT'S ADDRESS: _____

AGENT'S
PHONE: (Bus.) _____ (Res.) _____ (Mobile) _____

LANDOWNER: _____

LANDOWNER'S
SIGNATURE: _____ DATE: _____

LANDOWNER'S
ADDRESS: _____

TAX MAP KEY: _____

REQUEST: _____ TO _____
Existing Zoning Proposed Zoning

SIZE OF AFFECTED AREA(S): _____

(OVER)

INSTRUCTIONS FOR FILING
A NONSIGNIFICANT ZONING CHANGE APPLICATION

A Nonsignificant zoning change (NZC) must comply with the General Plan designations for the property and any development plan adopted by ordinance. The zoning change must not result in an increase or decrease in any zoning designation affecting more than 5% of the area, or one acre, of any lot, whichever is less.

1. **Electronic-only submittal.** NZC applications must be submitted through the County of Hawai'i's Electronic Processing and Information Center (EPIC) online portal. The application form and supporting documents must be saved in PDF format and attached to the electronic submittal. See attached cover sheet for additional information.
2. **Required documents:**
 - a. Completed NZC Application form;
 - b. Description of the property in sufficient detail, including a location map and Tax Map Key identification, to determine its precise location;
 - c. Purpose of the request;
 - d. Plot plan and metes-and-bounds description of the property as certified by a surveyor. (If available, please provide a copy of the AutoCAD disk)
 - e. Percentage of land area within the parcel to be changed.
3. **Notice to surrounding property owners within 300 feet of the perimeter boundary of the property.** When filing the NZC Application in EPIC, please send out notification letters to surrounding property owners at the same time. The notice should include:
 - a. Name of the Applicant;
 - b. Precise location of the property involved;
 - c. Nature of the application and the proposed use of the property; and
 - d. Date that the application was filed, followed by this statement: **"Planning Director will make a decision 30 days after the Department has accepted the application."**
4. **A copy of the notification letter and a list of recipients' names and addresses** must be provided to the Department within 1 week of the application's submittal date.