



County of Hawai'i Planning Department

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APPLICATION FOR PLAN APPROVAL

APPLICANT: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINTED NAME OF SIGNER: _____ TITLE: _____
(if for a corp., LLC, trust, partnership)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NO.: _____ EMAIL: _____

APPLICANT'S INTEREST: _____
(if not recorded land owner)

RECORDED LAND OWNER: _____
(Use counterpart forms for multiple owners)

LANDOWNER'S SIGNATURE: _____ DATE: _____

PRINTED NAME OF SIGNER: _____ TITLE: _____
(if for a corp., LLC, trust, partnership)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NO.: _____ EMAIL: _____

By signing above, ☐ LANDOWNER ☐ APPLICANT hereby authorizes the following to act on their behalf:

AUTHORIZED AGENT: _____

AGENT'S SIGNATURE: _____ DATE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NO.: _____ EMAIL: _____

PROPOSED USE: _____

STREET ADDRESS OF PROPERTY: _____

TAX MAP KEY: (3) _____ LAND AREA: _____ ZONING: _____

STATE LAND USE DISTRICT: _____ SPECIAL MANAGEMENT AREA: ☐ YES ☐ NO

This application must be accompanied by additional items as specified on the second page.

*Application for Plan Approval
Required Submittals*

Pursuant to the Zoning Code (Article 2, Divisions 1 and 7) and the Planning Department's Rules of Practice and Procedure, this application form, with original signatures, must be accompanied by:

1. A site plan, drawn to scale and fully dimensioned, indicating clearly the following information:
 - (a) *The location and dimension of the building site (the entire legal lot of record) with TMK No.;*
 - (b) *The location, size, and use of all existing and proposed structures;*
 - (c) *All yards and open spaces (building setback lines) and distance of buildings from property lines;*
 - (d) *Location, height, and material of all fences and walls;*
 - (e) *The location, number, and dimensions of all on-site parking and loading spaces, ADA parking/ access aisle signage, pavement for parking and accessway surfaces, drainage control facilities, waste collection enclosures, and vehicle circulation plan including points of street access;*
 - (f) *The location, general nature, and type of all exterior lighting, including shielding devices;*
 - (g) *All proposed landscaping and planting, meeting requirements of Planning Dept. Rule 17;*
 - (h) *All proposed street dedication and improvement, if any;*

Note: Please be aware that Accessible Parking Spaces shall be constructed in accordance with all current Federal and State standards and requirements. Recently, both the Federal and State standards have been amended. In order for the County to be in compliance with the new requirements, we are currently in the process of amending the standards listed in Hawaii County Code, Zoning, Chapter 25-4-55 . In the interim, the below links will take you to the Disability and Communications Access Board website for determining current Federal and State requirements for stalls, access aisle, striping, signage, and loading zone. These links are provided by the County for public education and information purposes. Additional resources may be available on their website. The Planning Department makes no representation as to completeness or currentness.

<http://health.hawaii.gov/dcab/files/2013/05/DCAB-Parking-Brochure-11-29-12A.pdf>

http://health.hawaii.gov/dcab/files/2013/01/DCAB-2011-20_Parking_Signs_Markings_Ruling.pdf

2. Building floor plans and elevations (front, rear, and side views), drawn to scale, of all existing and proposed above-ground structures, indicating height above finish grade;
3. A site drainage plan previously approved by the Director of Public Works in accordance with Section 25-2-72(3) of the Zoning Code, based on the improvements proposed in this application;
4. A certification of clearance from the Director of Finance that the real property taxes and all other fees relating to the subject parcel(s) have been paid and that there are no outstanding delinquencies; and
5. Any other information required by the director.

**THE PROJECT SHALL COMPLY WITH ALL REQUIREMENTS OF PERMITS/APPROVALS
GRANTED BY THE PLANNING DIRECTOR, PLANNING COMMISSION OR COUNTY COUNCIL.**