



County of Hawai'i Planning Department

www.cohplanningdept.com · planning@hawaiicounty.gov

East Hawai'i Office · 101 Pauahi Street, Suite 3 · Hilo, Hawai'i 96720

Phone (808) 961-8288 · Fax (808) 961-8742

West Hawai'i Office · 74-5044 Ane Keohokālole Hwy · Kailua-Kona, Hawai'i 96740

Phone (808) 323-4770 · Fax (808) 327-3563

SUBDIVISION AND/OR CONSOLIDATION APPLICATION

SUBDIVIDER: _____

SIGNATURE(S): _____ **DATE:** _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

SUBDIVIDER'S INTEREST: _____

(If not recorded owner)

Any entity acting on behalf of recorded landowner must also provide written authorization.

RECORDED OWNER(S): _____

SIGNATURE(S): _____ **DATE:** _____

(All recorded owners must sign. Attach additional pages if necessary.)

DATE: _____

DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

ENGINEER/SURVEYOR: _____

Letter of authorization included: ☐ Yes ☐ No

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

DESCRIPTION OF SUBDIVISION: _____

TAX MAP KEY(S): _____ **NO. OF LOTS:** _____

AVERAGE SIZE LOTS: _____ **ZONING:** _____ **TOTAL ACRES:** _____

THIS APPLICATION MUST BE ACCOMPANIED BY:

- 10 copies of the preliminary map** drawn to scale, stamped and **signed by a licensed surveyor**, and prepared in accordance with Article 4, Divisions 1 and 2, Chapter 23, Subdivision Control Code of the County of Hawai'i. This also includes a vicinity map. **The Planning Director requests an additional copy** of the Final Plat Map be submitted as a ".dwg" or ".dxf" file prepared by CAD software.
- Filing fee** based on \$250.00 plus \$25.00 per lot resulting from the subdivision and/or consolidation action, exclusive of roadway or easement parcels, by check payable to "County Director of Finance."
- Original and 5 copies** of the letter of transmittal and completed application form.
- Written authorization** from landowner(s) authorizing an engineer, surveyor, or other agent to act on their behalf, if applicable.

WITHIN TEN (10) DAYS OF FILING THIS APPLICATION, THE APPLICANT SHALL POST A SIGN NOTIFYING THE PUBLIC OF THE SUBDIVISION/CONSOLIDATION APPLICATION (see reverse).

(over)

POSTING OF SIGNS FOR PUBLIC NOTIFICATION

In accordance with the requirements of Chapter 23 (Subdivision Code), Article 4, Division 1, Section 23-58.1, Hawai'i County Code 1983 (2016 Edition, as amended) regarding the Posting of signs for Public Notification, the applicant shall post a sign on the subject property **within ten (10) days** of filing the application for a subdivision and/or consolidation, notifying the public of the following:

- (1) The nature of the application;
- (2) The proposed number of lots;
- (3) The size of the property;
- (4) The tax map key or keys of the property;
- (5) That they may contact the planning department for additional information; and
- (6) The address and telephone number of the planning department.

Notwithstanding any other provisions of law, the sign shall be not less than nine square feet and not more than twelve square feet in area, with letters not less than one inch high. No pictures, drawings, or promotional materials shall be permitted on the sign.

The sign shall be posted at or near the property boundary adjacent to a public road bordering the property and shall be readable from said public road. If more than one public road borders the property the applicant shall post the sign to be visible from the more heavily traveled public road.

The sign shall, in all other respects, be in compliance with Chapter 3, Hawai'i County Code 1983 (2016 edition, as amended).

The applicant shall file an affidavit with notary statement or notarized affidavit with the planning department **not more than five days after posting the sign** stating that a sign has been posted in compliance with this section, and that the applicant and its agents will not remove the sign until the application has received final approval, or has been rejected or withdrawn. A photograph of the sign in place shall accompany the affidavit.

The sign shall remain posted until final approval, or until the application has been rejected or withdrawn. The applicant shall remove the sign promptly after such action.

Should you have any questions, please contact the Planning Department at (808) 961-8288.