

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).

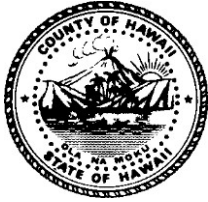
Where do I find out more information about the EPIC system and how to use it?

- 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)**



County of Hawai'i Planning Department

Website: www.planning.hawaiicounty.gov · Email: 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 Keohokalole Hwy · Kailua-Kona, Hawai'i 96740
Phone (808) 323-4770 · Fax (808) 327-3563

APPLICATION FOR PLAN APPROVAL

LEGAL

LANDOWNER(S): _____

LANDOWNER

SIGNATURE(S): _____ DATE: _____

SIGNER(S) (Please print): _____ TITLE: _____
(if for a Corp, LLC, Trust, or Partnership)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: _____ EMAIL: _____

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

APPLICANT (Please print): _____

Owner Authorization ☐ YES
letter attached? ☐ NO

APPLICANT'S SIGNATURE: _____

APPLICANT'S INTEREST, IF NOT OWNER: _____

PRINTED NAME OF SIGNER: _____ TITLE: _____

(if for a Corp, L.L.C., Trust or Partnership)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: _____ EMAIL: _____

PROPOSED USE: _____

STREET ADDRESS OF PROPERTY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

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

- For Agricultural Tourism: Please see attached Hawai'i County Code §25-2-75, which lists the required information to be submitted with your Plan Approval Application.
- For Telecommunication Antennas: Please see attached Hawai'i County Code §25-4-12 for required information to be submitted with your Plan Approval Application.

*Application for Plan Approval
Required Submittals*

1. This application must be submitted through the County of Hawaii's new Electronic Processing and Information Center (EPIC) online portal. All documents including this application must be submitted and attached to the electronic application. See attached cover sheet for additional information
2. **Required documents:**
 - a. **Completed Plan Approval Application form.**
 - b. **Site plan**, drawn to scale and fully dimensioned, clearly indicating the following information:
 - i. *The location and dimensions of the building site (the entire legal lot of record) with TMK No.;*
 - ii. *The location, size, and use of all existing and proposed structures;*
 - iii. *All yards and open spaces (building setback lines) and distance of buildings from property lines;*
 - iv. *Location, height, and material of all fences and walls;*
 - v. *The location, number, and dimensions of all on-site parking and loading spaces, ADA parking/ access aisle signage, pavement for parking and access way surfaces, drainage control facilities, waste collection enclosures, and vehicle circulation plan including points of street access;*
 - vi. *The location, general nature, and type of all exterior lighting, including shielding devices;*
 - vii. *All proposed landscaping and planting, meeting requirements of Planning Dept. Rule 17;*
 - viii. *All proposed street dedication and improvement, if any;*
 - c. **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;
 - d. **Site drainage plan previously approved** by the Director of Public Works in accordance with Hawai'i County Code §25-2-72(3), based on the improvements proposed in this application;
 - e. **Any other information required by the director.**
 - f. **Accessible Parking Spaces** shall be designed and installed in accordance with all current Federal and State standards and requirements for a facility or site. The links below are provided to assist you in determining current Federal and State requirements for number of stalls, access aisle, striping, signage, and loading zone. These links are not inclusive and are provided by the County for public education and information purposes. The Planning Department makes no representation for the completeness or correctness of this list.

State of Hawaii Disability and Communications Access Board:

<http://health.hawaii.gov/dcab/parking> and

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

Hawaii Revised Statutes Section 103-50:

http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0050.htm

Hawaii Administrative Rules Title 11, Chapter 219:

<http://health.hawaii.gov/dcab/files/2013/01/Hawaii-Administrative-Rules-Title-11-Chapter-219-Parking-for-Persons-With-Disabilities1.pdf>

U.S. Department of Justice: https://www.ada.gov/2010ADASTandards_index.ht

U.S. Dept. of Housing and Urban Development:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp

If any of the above federal and state laws recommend and require more stringent parking standards for persons with disabilities than those contained in this section, those requirements shall be followed.

*Application for Plan Approval
Required Submittals*

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

Section 25-2-74. Plan approval application requirements for telecommunication antennas.

In addition to the application requirements for plan approval contained in section 25-2-72, an application for plan approval for a telecommunication antenna or tower shall contain the following information:

- (1) A plot plan showing the location of the proposed antenna or tower;
- (2) Building plans for the tower, certified by a licensed structural engineer, verifying that the tower, together with the initial antennas and other equipment proposed to be installed thereon, will have a hard survivability for sustained winds of one hundred miles per hour;
- (3) A statement from the Federal Aviation Administration that the application has not been found to be a hazard to air navigation; and
- (4) A statement from the Federal Communications Commission that the application complies with the regulations of the Commission or a statement that no such compliance is necessary.

Note: For use regulations governing telecommunication antennas, see Hawaii County Code, Chapter 25 (Zoning) and Section 25-4-12. Telecommunication antennas or towers.

Section 25-2-75. Plan approval application requirements for agricultural tourism.

In addition to the application requirements for plan approval contained in section 25-2-72, an application for plan approval for agricultural tourism operations shall include sufficient information to ensure the following provisions are met:

- (1) A statement whether the operation will allow visits by buses;
- (2) Adequate off street parking, loading/unloading, and turn-around space to accommodate all specified tour transportation modes, including buses, if they are allowed, shall be provided and shown on the site plan;
- (3) The subject property must have an existing legal access to a public highway, which may be via a private road or easement, and new driveways shall meet applicable county or state standards;
- (4) New and existing facilities to be utilized principally for the agricultural tourism activity shall be clearly indicated on the plot plan and shall not exceed one thousand square feet in total area, not including parking and vehicular accesses; and
- (5) Proof, acceptable to the director, of income from agricultural activities and/or agricultural products processing, or investment, as required under section 25-4-15(d)(1). (2008, Ord. No. 08-155, sec. 4.)

Note: For use regulations governing agricultural tourism operations, see Hawaii County Code, Chapter 25 (Zoning) and Section 25-4-15. Agricultural tourism