

**COUNTY OF HAWAI'I
PLANNING DEPARTMENT
REQUIREMENT TO INFORM SURROUNDING PROPERTY
OWNERS AND LESSEES OF FILING AN APPLICATION**

In accordance with the Hawai'i County Zoning Code 1983 (2005 Edition, as amended), Chapter 25, Section 25-2-4, within ten (10) days after the Planning Department or Planning Commission has officially acknowledged receipt of your application, you are required to serve notice of your application on surrounding owners and lessees of record.

In addition, within ten (10) days of receiving notice of the scheduled date of administrative action or public hearing and not less than ten (10) days prior to the scheduled date of action or hearing, you are required to serve a second notice to surrounding owners and lessees of record.

Notices shall include the following information:

1. Name of the applicant;
2. Precise location of the property involved; including tax map key identification, location map and site plan;
3. Nature of the application and the proposed use of the property;
4. Date on which the application was filed with the director or the commission;
5. Date, time and place that the scheduled administrative action or public hearing will be held to consider the application (to be included in second notice);
6. Planning Department mailing address and phone number should there be any questions.

When the subject property is located within the State Land Use Urban or Rural District, notice shall be served to owners and lessees of all lots within three hundred feet (300') of the perimeter boundary of the subject property.

For a change of zone application, when the subject property is located within the State Land Use Agricultural District or the County zoned agricultural district, notice shall be served to owners and lessees of all lots within one thousand feet (1,000') of the perimeter boundary of the subject property, or the two contiguous lots in all directions, whichever distance is greater. Except that if the surrounding properties are located within the State Land Use Urban or Rural District, notice shall be served to owners and lessees of all lots within three hundred feet (300') of the perimeter boundary of the subject property.

For applications other than those requesting a change of zone, when the subject property is located within the State Land Use Agricultural District, notice shall be served to owners and lessees of all lots within five hundred feet (500') of the perimeter boundary of the subject

property. Except that if the surrounding properties are located within the State Land Use Urban or Rural District, notice shall be served to owners and lessees of all lots within three hundred feet (300') of the perimeter of the subject property.

Data available from the Real Property Tax division of the Department of Finance shall be utilized in determining the names and addresses of the affected owners and lessees of record. The applicant shall also provide notice to such other owners and lessees of record when the applicant has actual knowledge of such names or as informed by the Planning Director or Planning Commission.

Proof of service for the first and second notice shall be submitted to the Planning Director or Planning Commission prior to the date of administrative action or public hearing. Proof of service may consist of certified mail receipts, affidavits, declarations or the like. The list of names, addresses and tax map keys of those individuals notified and one copy of the first and second notification letter shall also be submitted.

Should you have any questions, please contact the Planning Department at 961-8288 or 327-3510.