

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. Contacts will be able to view your application and any documents associated with your submittal. As some applications may contain personal financial information, please do not add contacts whom you do not wish to be able to access this information.
 - 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?

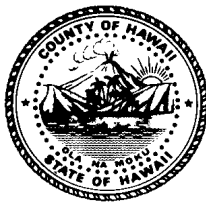
- How-to videos for navigating the EPIC system are available online.
 - Visit www.planning.hawaiicounty.gov
 - Click on the **Electronic Processing and Information Center** banner
 - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- 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

BOARD OF APPEALS

Aupuni Center • 101 Pauahi, Suite 3 • Hilo, Hawai'i 96720
(808) 961-8288 • Fax (808) 961-8742

PETITION TO INTERVENE

(Type or legibly print the requested information. *See instructions attached.*)

BOARD OF APPEALS CASE (on which you wish to intervene):

BOA Appellant: _____
BOA Case No.: _____ Tax Map Key (TMK): _____

INTERVENOR INFORMATION:

Name(s): _____
Signature(s): _____ Date: _____
Mailing Address: _____
Telephone: _____ Email: _____

INTERVENOR REPRESENTATIVE INFORMATION (leave blank if not applicable):

Name(s)/Title(s): _____
Signature(s): _____ Date: _____
Mailing Address: _____
Telephone: _____ Email: _____

Nature of petitioner's statutory or other right:

Nature and extent of petitioner's interest and if an abutting property owner, the Tax Map Key description of the property:

Effect of any decision in the proceeding or petitioner's interest:

If applicable, the extent that the petitioner's interest in the proceeding differs from that of the other parties and/or can assist in development of a complete record:

If there is insufficient space on this form to provide the information, then please include supplemental documents.

INSTRUCTIONS

PETITION TO INTERVENE

Board of Appeals Rules of Practice and Procedure (RPP) can be reviewed in the Planning Department or on the following website: <https://records.hawaiicounty.gov/Weblink/1/doc/34351/Page1.aspx>.

For a Petition to Intervene filed with the Board of Appeals to be considered complete, it must contain the following:

- 1) The original in electronic form of the following:
 - a) The Petition for Variance application form above.
 - b) Supplemental documents that provide the following:
 - i) The nature of the petitioner's statutory or other right.
 - ii) The nature and extent of petitioner's interest and if an abutting property owner, the Tax Map Key description of the property.
 - iii) The effect of any decision in the proceeding or petitioner's interest.
 - iv) If applicable, the petition shall also include the following points:
 - (1) The extent that petitioner's interest in the proceeding differs from that of the other parties.
 - (2) The extent that petitioner's interest in the proceeding can assist in development of a complete record.

Note that the Board of Appeals is a separate entity from the Planning Director and the Director of Public Works. Pursuant to RPP Section 2-6, you are required to serve a copy of the petition to all parties of the petition on which you wish to intervene. This includes the Director, Appellant, Landowners, and Representatives that are parties to the Petition to Appeal in question.

For questions, please email boardofappeals@hawaiicounty.gov.

You may submit the completed petition as a PDF document at the on-line Electronic Processing & Information Center (EPIC).