

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)**

CLUSTER PLAN DEVELOPMENT (C.P.D.) APPLICATION

COUNTY OF HAWAII PLANNING DEPARTMENT

SUBDIVIDER: _____

SUBDIVIDER'S SIGNATURE: _____ DATE: _____

ADDRESS: _____

TELEPHONE NO.: _____ EMAIL: _____

SUBDIVIDER'S INTEREST, if not recorded owner: _____

RECORDED OWNER: _____

OWNER'S SIGNATURE: _____ DATE: _____

ADDRESS: _____

TELEPHONE NO.: _____ EMAIL: _____

ENGINEER/SURVEYOR: _____

ADDRESS: _____

TELEPHONE NO.: _____ EMAIL: _____

DESCRIPTION OF SUBDIVISION: _____

TAX MAP KEY: _____ NO. OF LOTS: _____

AVERAGE SIZE LOTS: _____ TOTAL ACRES: _____

ZONING: _____

THIS APPLICATION MUST BE ACCOMPANIED BY:

1. **Preliminary map** drawn to scale, stamped, **signed by a licensed surveyor**, and prepared in accordance with Article 4, Divisions 1 and 2, Chapter 23, Subdivisions Code and Article 6, Division 2, Zoning 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 to be submitted as a ".dwg" or ".dxf" file prepared by CAD software.

2. **Filing fee** based on \$250.00 plus \$25.00 per lot resulting from the Cluster Plan Development Subdivision action, exclusive of roadway or easement parcels.
3. **Letter of transmittal** and completed application form.
4. **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).

COUNTY OF HAWAII
PLANNING DEPARTMENT
POSTING OF SIGNS FOR PUBLIC NOTIFICATION
Application for Cluster Planned Development Permit

In accordance with the requirements of Chapter 25 (Zoning Code), Article 2, Division 1, Section 25-2-12, Hawaii County Code 1983 (2005 Edition) regarding the Posting of signs for Public Notification, the applicant shall post a sign on the subject property **within ten (10) days** of being notified of the acceptance of this application, notifying the public of the following:

- (1) The nature of the application;
- (2) The proposed use of property;
- (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 (9) square feet and not more than twelve (12) square feet in area, with letters not less than one (1) 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, Hawaii County Code 1983 (2005 Edition).

The applicant shall file an affidavit with the planning department not more than **five (5) days** after posting the sign stating that a sign has been posted in compliance with these requirements, and that the applicant and its agents will not remove the sign until the application has been granted, denied or withdrawn. A photograph of the sign in place shall accompany the affidavit.

The sign shall remain posted until the application is granted, denied 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.