

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 HAWAII
PLANNING DEPARTMENT**

DE MINIMIS YARD ENCROACHMENT APPLICATION

(Type or legibly print the requested information)

Applicant: _____

Applicant Signature: _____ Date: _____

Address: _____

List Applicant's Interest if not Owner: _____

Telephone: _____ Email: _____

Landowner(s): _____

Landowner Signature(s): _____ Date: _____

Address: _____

Tax Map Key: _____

Street Address of Property: _____

Zoning: _____ Size of Property: _____

Description of Encroaching Improvement (e.g., dwelling, garage):

Description of Corrective Action That Would be Required to Cure Encroachment:

Landowner's Statement:

I hearby attest that, to the best of my knowledge and information, the improvements that are the subject of this application were placed without my actual knowledge that those improvements did not meet the minimum yard or open space requirements under the prevailing requirements of the Hawaii County Zoning Code.

Landowner's Signature

Landowner's Signature

(See Instructions on Reverse Side)

THIS DE MINIMIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

1. A filing fee of twenty-five dollars (\$25). (Checks shall be made payable to the County Director of Finance)
2. A signed and completed application.
3. A scale-drawn plot plan of the property prepared by a surveyor licensed in the State of Hawaii showing property line; existing improvements; reference points such as roadways, shoreline, etc.; and relevant distances of the encroaching improvements and the required setback;
4. All applications are required to be submitted through the County of Hawaii's new Electronic Processing and Information Center (EPIC). All documents including this application needs to be submitted and attached to the electronic application. See attached sheet for additional information.