

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)**

APPLICATION FOR DESIGN REVIEW
KAILUA VILLAGE DESIGN COMMISSION
COUNTY OF HAWAII
PLANNING DEPARTMENT

APPLICANT: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

APPLICANT'S INTEREST, if not recorded owner: _____

RECORDED OWNER: _____

OWNER'S SIGNATURE: _____ DATE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PROPOSED USE: _____

TAX MAP KEY: _____ LAND AREA: _____

STREET ADDRESS OF PROPERTY: _____

STATE LAND USE DISTRICT: _____ COUNTY ZONING: _____

This application must be accompanied by one set of presentation size (recommended 24" x 36") and eleven sets of reduced size (recommended either 11" x 17" or 8-1/2" x 11") of the site plan drawings (same information as required for Plan Approval application; see attached). For presentation to the Kailua Village Design Commission, the applicants should make certain that the following are also clearly depicted in the submitted drawings:

- (1) Site plan showing TMK parcel boundaries, and showing existing and proposed building locations;
- (2) Building elevations showing the architectural design of the building exteriors, depicting or describing proposed exterior colors and materials. Notation of ground elevation with contour lines or selected spot elevations is recommended. Earth tone colors are recommended. Color samples should be provided. If reasonable and appropriate, samples of exterior building materials may be provided; and
- (3) Location, design, and colors of proposed sign(s), if any.

All submitted drawings and samples of colors/materials will not be returned.

KAILUA VILLAGE DESIGN COMMISSION
DESIGN REVIEW PROCESS FOR PROJECTS WITHIN
THE KAILUA VILLAGE SPECIAL DISTRICT

Proposed projects within the Kailua Village Special District that require Plan Approval will require the Kailua Village Design Commission (KVDC) review and recommendations. The KVDC's recommendations are forwarded to the Planning Director for consideration during the review of subsequent land use approvals, including Plan Approval. Final Plan Approval must occur prior to Building Permit approval.

The KVDC provides architectural and design review of projects within the Kailua Village Special District when an application requiring Plan Approval is submitted to the Planning Department, pursuant to Section 25-7-4 of the Hawaii County Zoning Code. See Section 25-2-72 of the Zoning Code for the requirements for an application for Plan Approval. Plan Approval is required for any new structure or development or any addition to an existing structure or development in all districts except the RS, RA, FA, A, and IA districts, and except for the construction of one single family dwelling and any accessory buildings per lot.

View the Hawaii County website on the internet to obtain information:

Plan Approval Application is available at: <http://co.hawaii.hi.us/forms/planforms.html>

Zoning Code information is available at: <http://co.hawaii.hi.us/planning/rules.htm>

All or a portion of the Tax Map Key Plats identified below are within the Kailua Village District. Call the Planning Department (tel. 327-3510) to find out if your project is in the Kailua Village District:

7-4-08; 7-4-10; 7-4-15;
7-5-03; 7-5-04; 7-5-05; 7-5-06; 7-5-07; 7-5-08; 7-5-09; 7-5-10;
7-5-17; 7-5-18; 7-5-22; 7-5-23; 7-5-26; 7-5-30; 7-5-31.

For a proposed project that is located within the Kailua Village Special District, KVDC review is scheduled when an application requiring Plan Approval is submitted to the Planning Department. Call the Planning Department for information on when the KVDC meets, scheduling deadlines, and submittal requirements.

For KVDC design review, applicants are to submit to the Planning Department the identical general information and site plan information that is required for the Plan Approval application. The general information should be submitted using the attached form to the Planning Department. In addition, applicants are to submit supplemental architectural and design information that will be used by the KVDC to review the architectural features and design of the project.

For KVDC design review, applicants are to submit the following to the Planning Department.

1. GENERAL INFORMATION (Same As Required in Plan Approval application)

Provide the following general information:

- (1) Applicant's Name, Signature with Date, Address, Telephone number, and Applicant's Interest, if not recorded owner;
- (2) Recorded Owner's Name, Owner's Authorization Signature with Date, Address, and Telephone Number; and
- (3) Proposed Use, Tax Map Key, Street Address of Property, State Land Use District, Land Area (in acres or sq. ft.) , and County Zoning.

2. SITE PLAN (Same As Required in Plan Approval application)

Provide a site plan, drawn to scale and fully dimensioned, indicating clearly the following:

- (1) The location and dimension of the building site;
- (2) The location, size, height, and use of all existing and proposed structures;
- (3) All yards and open spaces;
- (4) Location, height, and material of all fences and walls;
- (5) The standard of improvement and location, number, and size of spaces, arrangements and on-site circulation of all off-street parking and loading facilities including points of access thereto from adjoining streets;
- (6) The location, general nature, and type, and protection or shielding devices of all exterior lighting;
- (7) All proposed landscaping and planting;
- (8) All proposed street dedication and improvement, if any; and
- (9) Any other information required by the director.

[Note: The certification of clearance (from the Director of Finance that the real property taxes and all other fees relating to the subject parcel(s) have been paid and that there are no outstanding delinquencies) is not required for KVDC review, but will be required when the Plan Approval application is submitted.]

3. ARCHITECTURAL AND DESIGN INFORMATION (For presentation to the KVDC)

Applicants are to provide one presentation size (recommended 24 in. x 36 in.) set and eleven sets of reduced size (recommended either 11 in. x 17 in. size or 8-1/2 in. x 11 in. size) of the SITE PLAN drawings (this is the same as indicated in Paragraph No. 2. SITE PLAN above). For presentation to KVDC, the applicants should make certain that the following are clearly depicted in the submitted drawings:

- (1) Site Plan showing TMK Parcel boundaries, and showing existing and proposed building locations.
- (2) Building elevations showing the architectural design of the building exteriors, depicting or describing proposed exterior colors and materials. Notation of ground elevation with contour lines or selected spot elevations is recommended. Earth tone colors are recommended. Applicants should provide color samples. If reasonable and appropriate, Applicants may provide samples of exterior building materials.
- (3) Location, design, and colors of proposed sign(s), if any.

All submitted drawings and samples of colors/materials will not be returned.