

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?

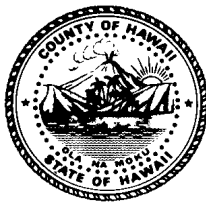
- How-to videos for navigating the EPIC system are available online.
 - Visit www.planning.hawaiicounty.gov
 - Click on the **Electronic Processing and Information Center** banner
 - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- 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 FOR VARIANCE FROM THE BUILDING, ELECTRICAL, AND PLUMBING CODES- DEPARTMENT OF PUBLIC WORKS

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

SUBJECT PROPERTY (land in question):

Tax Map Key (TMK): _____ Area of Property: _____
State Land Use _____
Designation: _____ County Zoning: _____
Street Address: _____

APPELLANT INFORMATION:

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

Interest in Subject _____
Property: _____

LANDOWNER INFORMATION (leave blank if same as

Appellant): Name(s): _____
Signature(s)¹: _____ Date: _____
Mailing Address: _____
Telephone: _____ Email: _____

APPELLANT REPRESENTATIVE INFORMATION (leave blank if not applicable):

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

¹ Not required if the Landowner is not a party to the application .

Identification of the provision of the Code for which a variance is being sought and a description of the type of variance being requested:

[illegible]

Statement of circumstances or conditions particular to the land or building, circumstances or conditions that deprive the owner of reasonable use, how variance is necessary for reasonable use, impact to other persons or property, and facts indicating that the variance is consistent with the intent and purpose of the Code (*see full description in 2.c. of the Instructions*):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Statement of any other relevant facts:

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

INSTRUCTIONS

PETITION FOR VARIANCE FROM THE BUILDING, ELECTRICAL, AND PLUMBING CODES- DEPARTMENT OF PUBLIC WORKS (Does not include Zoning & Subdivision)

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 for Variance from the Building, Electrical, and Plumbing Code filed with the Board of Appeals to be considered complete, it must contain the following:

1. A filing fee of two hundred fifty dollars (\$200) payable to the County Director of Finance [RPP Section 7-5].
2. The original in electronic form of the following:
 1. The Petition for Variance application form above.
 2. Supplemental documents that provide the following:
 - a. A description of the property involved in the variance in sufficient detail for the public to precisely locate the property.
 - b. Identification of the provision of the Code for which a variance is being sought and a description of the type of variance being requested.
 - c. A statement explaining:
 - (i) The special or unusual circumstances or conditions applying to the land or building for which a variance is sought, which circumstances or conditions are peculiar to such land or building and do not apply generally to lands or buildings in the neighborhood or surrounding property.
 - (ii) The circumstances or conditions that deprive the owner of the reasonable use of the land or building by the strict application of the particular provision of the Code.
 - (iii) How the granting of a variance is necessary for the reasonable use of the land or building.
 - (iv) The effects, if any, that the variance will have on other persons or property.
 - (v) The facts indicating that the proposed variance is consistent with the intent and purpose of the applicable chapter of the Code.
 - d. A clear and concise statement of any other relevant facts.

Note that the Board of Appeals is a separate entity from the Director of Public Works. Pursuant to RPP Section 7-6, you are required to serve a copy of the petition to the Director of Public Work and to all landowners of the affected property if the landowners are not the Appellants.

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).