



County of Hawai'i Planning Department

www.hiplanningdept.com · planning@co.hawaii.hi.us

East Hawai'i Office · 101 Pauahi Street, Suite 3 · Hilo, Hawai'i 96720
Phone (808) 961-8288 · Fax (808) 961-8742

West Hawai'i Office · 74-5044 Ane Keohokalole Hwy · Kailua-Kona, Hawai'i 96740
Phone (808) 323-4770 · Fax (808) 327-3563

ADDITIONAL FARM DWELLING AGREEMENT APPLICATION

Additional farm dwellings may be permitted in the County-zoned FA, A, and IA districts provided that a farm dwelling agreement is executed between the owner or the lessee of the affected building site and the County. The farm dwelling shall be used to provide shelter to person(s) involved in the agricultural or farm-related activity on the building site. Family members of the farm worker(s), who are not engaged in agricultural or farm-related activity, are allowed to reside in the farm dwelling.

APPLICANT(s) (Print): _____
(The applicant must be either an owner or lessee of the subject TMK)

APPLICANT'S SIGNATURE(s): _____

DATE: _____

ADDRESS: _____

EMAIL: _____

PHONE (Bus): _____ (Res./Cell): _____

TAX MAP KEY: _____ Land Area: _____

If applicant is not the sole landowner, complete below:

LANDOWNER(S) (Print): _____

LANDOWNER SIGNATURES: _____

INSTRUCTIONS: All the information requested on this application must be provided. Lack of required information will render the application incomplete, and it will not be processed.

Note: If your application for an Additional Farm Dwelling Agreement (AFDA) is approved, an appropriate AFDA form and the necessary instructions for submittal of the AFDA will be included with your approval letter from the Planning Department. Your AFDA may contain conditions requiring implementation of up to seventy-five percent (75%) of your proposed farm plan within three (3) years of the AFDA approval date, and that the Planning Department shall be allowed to inspect the farm upon reasonable prior notice.

(over)

The Original and three (3) copies of this application shall be accompanied by four (4) copies of Items 1 and 2, following:

1. A written description of the applicant's agricultural development and use program, farm plan, or other evidence of the applicant's continual agricultural productivity or farming operation within the County, and show how the additional farm dwelling will be utilized for farm-related purposes. Your written description should include as much of the following information as possible:
 - (a) Details as to the specific crops, livestock, etc. and the land area utilized for each agricultural activity;
 - (b) Documentation or an estimation as to the number of man-hours per week that are required for each specific ongoing and proposed agricultural activity;
 - (c) Clear differentiation between ongoing and proposed agricultural activities;
 - (d) The amount of income generated from each ongoing agricultural activity and the amount of income anticipated for each proposed agricultural activity;
 - (e) A timetable for the implementation of each proposed agricultural activity.
2. A site plan drawn to scale showing the following:
 - (a) All existing and proposed improvements to the TMK parcel. This must include all buildings, accessory structures, roads and driveways, fencing, and wastewater disposal systems. All existing and proposed dwellings should be labeled as to whether it is the first, second, etc. dwelling on the property and the number of bedrooms it contains;
 - (b) The specific existing and proposed agricultural activities described in the written agricultural use farm plan should be located on the site plan.

In addition to the items listed above, your application must include one of each of the following:

3. Verification of the applicant's engagement in agricultural productivity or farming operation. Such evidence includes, but is not limited to the following:
 - (a) State of Hawaii Department of Taxation's General Excise Tax License;
 - (b) Approved agricultural dedication from the County of Hawaii Department of Finance, Real Property Tax Division;
 - (c) Receipts of income from the sale of agricultural products;
 - (d) Receipts or invoices from expenses incurred in the development of a farm or agricultural activity.
4. A 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.

Farm Plan Summary

Attachment to Additional Farm Dwelling Application

Applicant: _____

TMK: _____

Agricultural development and use program, farm plan, or other evidence of applicant's continual agricultural productivity or farming operation.

- A. ☐ ATTACH evidence of Current Income, if any, from farming operation:

☐ Copy of the farm's most recently filed Schedule F (Form 1040, IRS).

OR

Remove your Social Security number.

☐ Copy of your last General Excise/Use Annual Return and Reconciliation (Form G-49) and receipts to show farm expenses.

☐ Is there active farming occurring on the subject property now? ☐ No ☐ Yes

- B. ☐ List the specific crops/livestock and the current and future land area for each.

Crop/Livestock	Current Sq. feet or acres	Future Sq. feet or acres
1		
2		
3		
4		
5		
TOTALS:		

- C. ☐ Documentation or estimation of the labor-hours per week that are required for each specific ongoing and proposed agricultural activity. For PROPOSED agricultural activities, the estimated hours shall be for the ongoing period after plantings or livestock operations have been established.

Crop/Livestock	Current average labor-hrs per wk	Future average labor-hrs per wk
1		
2		
3		
4		
5		
TOTALS:		

- D. ☐ Current and Future annual incomes to be generated from each agricultural activity.

Crop/Livestock	Current income	Future income
1		
2		
3		
4		
5		
TOTALS:		

- E. ☐ List of vendors/markets that buy your products.

Crop/Livestock	Current Vendor/market	Intended/Planned Future Vendor/market
1		
2		
3		
4		
5		

- F. ☐ Timetable for the implementation of each proposed agricultural activity. Add more pages, if needed.
(See attached suggested template)
- G. ☐ Site plan, drawn to scale, showing all existing and proposed improvements and the specific existing and proposed agricultural production activities.
- H. ☐ Certificate 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.
- I. ☐ Do you have a conservation plan from the NRCS? (Optional) ☐ Yes ☐ No
- J. ☐ Have you applied for/received approval from the Department of Finance-Real Property Tax Office for the Agricultural Use Dedication Program? ☐ Yes ☐ No
Effective date: _____ (Optional)
- K. ☐ Explain why another farm dwelling is needed for your agricultural operations and how it will support your existing or proposed productivity. Include an estimate of the portion of the total average labor hours/week that will be provided by at least one occupant of the proposed Additional Farm Dwelling. Add additional sheets, if necessary.

Year 1:	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Crop/Livestock	Work to be done	Work to be done	Work to be done	Work to be done

Year 2:	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Crop/Livestock	Work to be done	Work to be done	Work to be done	Work to be done