

## ***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](http://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](http://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).

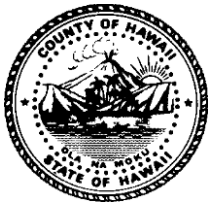
### **Where do I find out more information about the EPIC system and how to use it?**

- How-to videos for navigating the EPIC system are available online.
  - Visit [www.planning.hawaiicounty.gov](http://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](mailto:planning@hawaiicounty.gov)



COUNTY OF HAWAII 

**Electronic Processing and  
Information Center (EPIC)**



# County of Hawai'i Planning Department

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## **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. 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.

**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<br>Sq. feet or acres | Future<br>Sq. feet or acres |
|----------------|------------------------------|-----------------------------|
| 1              |                              |                             |
| 2              |                              |                             |
| 3              |                              |                             |
| 4              |                              |                             |
| 5              |                              |                             |
| TOTALS:        | 0                            | 0.00                        |

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<br>labor-hrs per wk | Future average<br>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<br>Vendor/market | Intended/Planned<br>Future<br>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 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter |
|----------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Crop/Livestock | Work to be done         | Work to be done         | Work to be done         | Work to be done         |
|                |                         |                         |                         |                         |
|                |                         |                         |                         |                         |
|                |                         |                         |                         |                         |
|                |                         |                         |                         |                         |

| Year 2:        | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter |
|----------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Crop/Livestock | Work to be done         | Work to be done         | Work to be done         | Work to be done         |
|                |                         |                         |                         |                         |
|                |                         |                         |                         |                         |
|                |                         |                         |                         |                         |
|                |                         |                         |                         |                         |