

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?

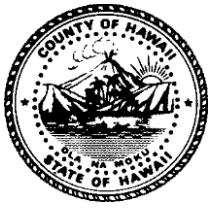
- How-to videos for navigating the EPIC system are available online.
 - Visit www.planning.hawaiicounty.gov
 - Click on the **Electronic Processing and Information Center** banner
 - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- 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 Hawai'i Planning Department

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Phone (808) 961-8288 · Fax (808) 961-8742

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Phone (808) 323-4770 · Fax (808) 327-3563

AGRICULTURAL-BASED COMMERCIAL OPERATION CERTIFICATION

Agricultural-based commercial operations are allowed in the County of Hawai'i on lands classified within the State Land Use AGRICULTURAL district. The state law, **Hawai'i Revised Statutes (HRS) section 205-2(d)(15)** states:

'(d) Agricultural districts shall include:

....(15) Agricultural-based commercial operations registered in Hawaii, including:

- (A) A roadside stand that is not an enclosed structure, owned and operated by a producer for the display and sale of agricultural products grown in Hawai'i and value-added products that were produced using agricultural products grown in Hawai'i;*
- (B) Retail activities in an enclosed structure owned and operated by a producer for the display and sale of agricultural products grown in Hawai'i, value-added products that were produced using agricultural products grown in Hawai'i, logo items related to the producer's agricultural operations, and other food items; and*
- (C) A retail food establishment owned and operated by a producer and permitted under Title 11, Chapter 12 of the rules of the Department of Health that prepares and serves food at retail using products grown in Hawai'i and value-added products that were produced using agricultural products grown in Hawai'i.*
- (D) A farmers' market, which is an outdoor market limited to producers selling agricultural products grown in Hawaii and value-added products that were produced using agricultural products grown in Hawaii; and*
- (E) A food hub, which is a facility that may contain a commercial kitchen and provides for the storage, processing, distribution, and sale of agricultural products grown in Hawaii and value-added products that were produced using agricultural products grown in Hawaii.*

The owner of an agricultural-based commercial operation shall certify, upon request of an officer or agent charged with enforcement of this chapter under section 205-12, that the agricultural products displayed or sold by the operation meets the requirements of this paragraph.'

CERTIFICATION: I, _____, CERTIFY THAT I HAVE READ THE ABOVE AND THAT THE AGRICULTURAL PRODUCTS DISPLAYED OR SOLD BY THIS OPERATION MEET THE REQUIREMENTS OF HRS SECTION 205-2(d)(15). I AM THE AGRICULTURAL PRODUCER WHO OWNS AND OPERATES THIS AGRICULTURAL-BASED COMMERCIAL OPERATION. I HAVE A COPY OF THIS SIGNED CERTIFICATION.

Owner/Producer/Operator's Name (*print*)

Owner/Producer/Operator's Signature

TMK: _____

Date: _____

Phone

Number:

Email: _____

(over)

If the operator cannot meet the requirements of HRS sec. 205-2(d)(15), a Special Permit is required. Contact Planning Division staff at (808) 961-8288 for additional information about the Special Permit application process.

Landowner(s): (print) _____
Landowner(s): (sign) _____
Location (Address): _____
Description of Agricultural-based Commercial Operation (Type of activity; type and size of structures; days/hours of operation; expected number of vehicles; number of off-street parking stalls, ADA parking, etc.): _____ _____ _____
Primary Hawaii-Grown Agricultural Products Promoted: _____

Other Information: _____

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.

Clearance (To be completed by Planning Department):	
SLU: _____	Zoning: _____
Size of Property: _____	District: _____
☐ ALLOWED	☐ NOT ALLOWED: SPECIAL PERMIT REQUIRED
Comments: _____	

Planning Department Reviewer: _____	Date: _____

Agricultural-related Activities: *(please answer the following questions on a separate page)*

1. Describe in detail, the Agricultural activity you want to operate on your property.
2. Is owner/operator growing or raising Agriculture on the subject property or on other property owned or leased? List what is grown.
3. Will owner/operator sell what is grown or raised in its raw form? List what will be sold.
4. Will the owner/operator process, package, sell what is grown on the premises?
5. Will owner/operator use what is grown or raised to create a finished commercial product that will be sold/served on the premises? List items to be sold.
6. Will owner/operator use what is locally grown or raised by others in creating/ serving the commercial product? List all ingredients.
7. Will the owner/operator need to use ingredients or serve items that are not locally grown?
8. Will owner/operator create and sell value-added products on the premises? List items.
9. Will owner/operator sell logo items related to the ag operations and other food items? List items.
10. What type of structure will be built for your business operation?
11. Is a retail food establishment permit required from DOH? If Yes, Certification required that you are in compliance with DOH rules.
12. If proposing Ag-based Commercial Operation, what type of operation are you proposing?

FOR STAFF USE ONLY:

Categories:

- ☐ Determination: Ag-Processing Minor
- ☐ Determination: Ag-Processing Major
- ☐ Determination: Ag-Tourism
- ☐ Determination: Special Permit
- ☐ Determination: Ag-based Commercial (A) Roadside stand (Sell Ag products grown in HI & valued- added products using locally-grown)
- ☐ Determination: Ag-based Commercial (B) Retail activities in Enclosed structure (Sells Ag products grown in HI, value-added, logo, food)
- ☐ Determination: Ag-based Commercial (C) Retail Food Establishment (prepare/serve food in facility approved by DOH)
- ☐ Determination: Ag-based Commercial (D) Farmers' Market
- ☐ Determination: Ag-based Commercial (E) Food Hub