

Hawaii Community Development Authority

Planning Office
461 Cooke Street
Honolulu, Hawaii 96813
(808) 594-0300 FAX (808) 594-0299



BASE ZONE (MUZ) DEVELOPMENT PERMIT

Mauka Area

Attachments

1. Application - Development Permit
 2. Application - Project Eligibility
 3. General Processing Flowchart - Base Zone (MUZ) Permit
 4. Mauka Area Boundaries
-

This form is for the construction of new buildings or structures under the Base Zone (MUZ) development option.

The construction of new buildings or structures is permitted under either Base Zone MUZ or Planned Development requirements. The Base Zone MUZ requirements limit a development to a maximum height of 45 feet and a maximum floor area ratio (FAR) of 1.5 with a bonus of 0.3 FAR for the provision of industrial uses or nursing facilities. New developments within the Kakaako District shall not be issued a building permit prior to the application for either a Base Zone Planned Development Permit or a Planned Development Permit. All Base Zone Development projects require administrative approval from the Executive Director of the Hawaii Community Development Authority.

Redevelopment activities in the Kakaako area are governed by the development provisions established in the Mauka and Makai Area Plan and Rules. The Mauka Area was designated by the Hawaii State Legislature as the original Kakaako Community Development District (see Attachment 3).

Application Process Summary

- **Project Eligibility Permit** - The developer is required to submit a preliminary design for review by City and State agencies to assess the impact of the project on existing and planned infrastructure capacity and other potential development concerns, e.g., historic, etc.
- **Development Check (optional)** - In preparation for the Development Permit application, the developer is encouraged to submit a detailed design package to determine if all necessary information and drawings are being provided. The Development Check is recommended to assist the developer in preparing a complete application package.
- **Development Permit** - HCDA staff will review the Development Permit application for conformance to the Mauka Area Plan and Rules. The Development Permit can also impose conditions for approval.

Submit the following with your completed application forms:

Step 1 (Project Eligibility Application)

- A. Submit an application for a Project Eligibility Permit. The application form is attached to this handout.
- B. Provide a copy of the lease agreement, if the property is leased.
- C. Provide a development timetable, if the project is to be constructed in increments.
- D. Submit 23 copies of a site plan which identifies the following items:
 - 1. Property lines and easements with dimensions and area.
 - 2. Location, size, spacing, setbacks and dimensions of all proposed buildings, structures, improvements and utilities.
 - 3. Building elevations, sections, floor plans and site plans that clearly define the character of the project.
 - 4. Topographic information identifying existing utilities and improvements to the site, and adjacent development parcels.
 - 5. Access to the project, proposed private roadways, a layout of the off-street parking and loading facilities and the number of proposed stalls.
 - 6. Floor area allocations and the location of proposed land uses.
 - 7. The location of the development in relation to the surrounding land uses.

Step 1A (Development Check - optional)

- A. Submit a cover letter indicating the project name and the application number issued when the project was granted eligibility certification.
- B. The cover letter shall also be signed by the landowner of the property or by the landowner's authorized agent.
- C. Submit 4 copies of the proposed project, which include the information in the project eligibility permit and the following:
 - 1. A location map.
 - 2. Proposed setbacks and view corridor setbacks.
 - 3. A preliminary classification of dwelling units by unit size.

4. The number of reserved housing units by unit size.
5. The location and estimated area of dedicated land.
6. The location of required on-site recreational space.
7. The location of open spaces.

Step 2 (Development Permit Application)

- A. Submit 4 copies of the proposed project, which include the information in the development check and the following:
 1. A detailed cross-section of buildings and structures, which includes details on facade treatment.
 2. Describe the manner in which the development would conform to the Mauka Area Plan.
 3. Provide details on the fulfillment of the dedication requirement, including the amount of land to be dedicated and/or the amount of cash in-lieu of the land dedication.
 4. A landscaping plan which identifies the species, size and location of landscaping elements, and a summary of the proposed maintenance procedures. An explanation of the type, amount and location of street furniture is also required.
 5. A relocation analysis which includes the number of people and businesses to be displaced, and the relocation assistance to be provided.

Additional Information

- A. A signed letter of authorization from the landowner of the property if the applicant is not the landowner.
- B. An informal meeting with HCDA staff is recommended prior to the submittal of a formal request for a Mixed-Use Zone permit.
- C. Modification of Base Zone Development may be granted as per Sections 15-22-22 and 15-22-88 of the Mauka Area Rules.
- D. Refer to the Mauka Area Rules (Sections 15-22-10 and 15-22-85) for additional details.



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DEVELOPMENT PERMIT APPLICATION

APPLICANT INFORMATION

Owner _____

Mailing Address _____

Telephone No. _____

Project Name _____

Project Site Address _____

Description of Work to be Done _____

TYPE OF REQUEST

- Base Zone Development (includes alterations)
- Planned Development
- Development (Makai)
- Temporary Use
- Conditional Use
- Certificate of Appropriateness
- Curb Cut
- Other _____

PARCEL INFORMATION

Tax Map Key: _____

Land Use Zone: _____

PROJECT INFORMATION

Existing Use and Floor Area (sf)

- Commercial _____
- Industrial _____
- Residential _____
- Other _____
- TOTAL _____

Nature of Work

- New Building * Repair
- Addition * Electrical
- Demolition Plumbing
- Alteration
- Other _____

Proposed Use and Floor Area (sf)

- Commercial _____
- Industrial _____
- Residential _____
- Other _____
- TOTAL _____

Notes: _____ _____

* A project eligibility must be obtained from HCDA before a development permit can be issued for a new building or substantial addition.

NOTE TO APPLICANT

1. Final approval by HCDA is required prior to issuance of a building permit for any development within the Kakaako District.
2. For any development project where construction drawings are not available, submit two (2) sets of project information as listed in "Filing Procedures for a Planned (PD) or Base Zone (MUZ) Development Permit".
3. For approval of building permits, submit the building permit application form and the following sets of required plans or drawings: (1) Building Department file copy; (2) job site copy; and (3) HCDA file copy.
4. For any conditional use for joint use or off-site parking, attach supplemental application forms.

I hereby acknowledge that I have read this application and attached information for the above-referenced project site and state that the information is correct. I hereby agree to comply with all City and County of Honolulu ordinances and state laws regulating development and building construction and authorize HCDA to inspect the property or construction upon notification of the undersigned for compliance with the Development Permit.

Signature (owner or agent): _____ Date: _____

If agent, print name: _____ Agent's Telephone No.: _____

Reviewed By HCDA: _____ Date: _____ HCDA Approved _____ Date: _____



APPLICATION
PROJECT ELIGIBILITY
Mauka & Makai Areas



Application No. _____

RECORDED OWNER:

Name: _____

Mailing Address: _____

Telephone/FAX: _____

AGENT:

Name: _____

Mailing Address: _____

Telephone/FAX: _____

SITE:

Street Address: _____

Tax Map Key: _____

Lot Size: _____

Zoning: _____

Present Use of Property and/or Buildings: _____

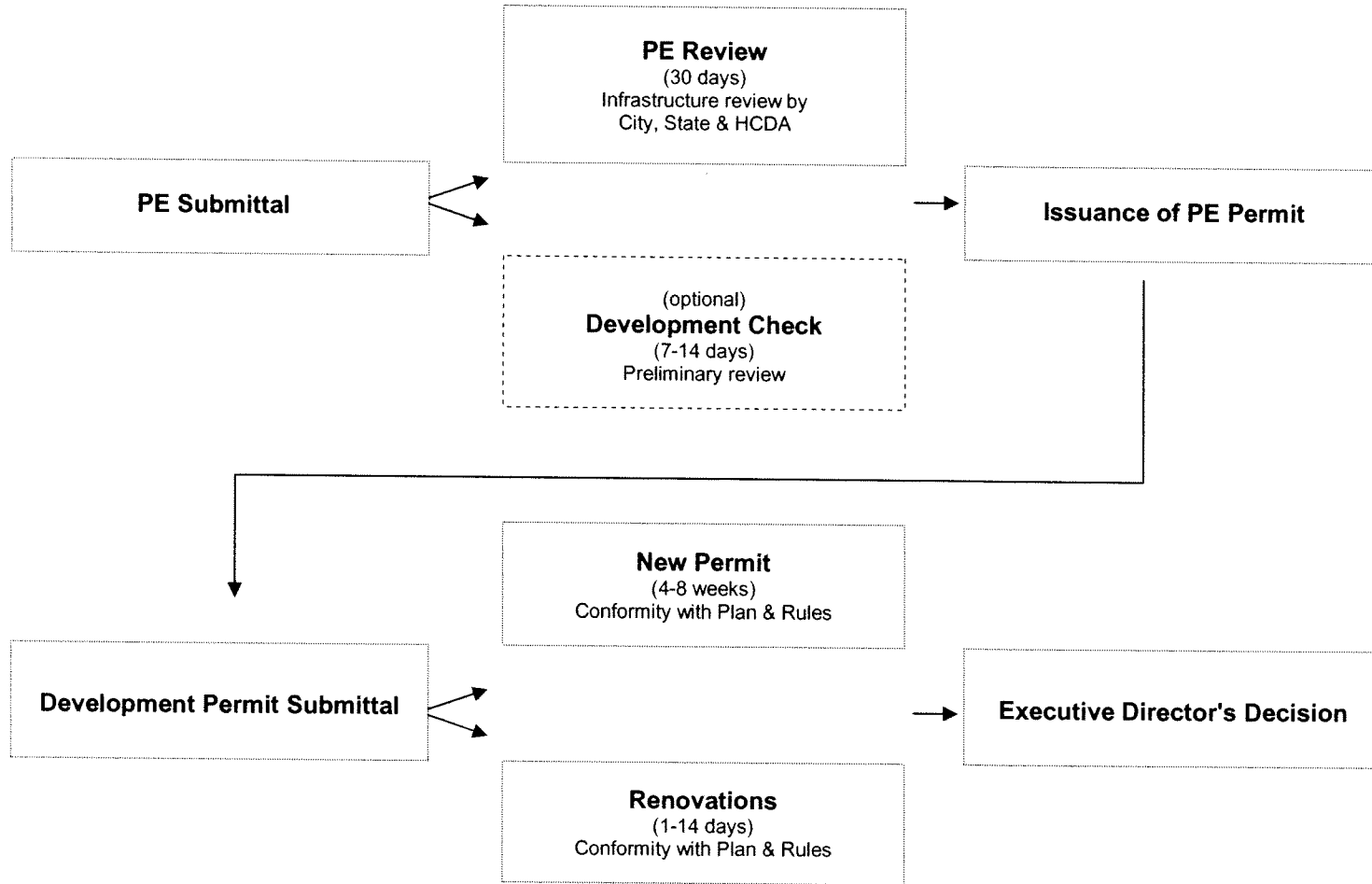
SIGNATURE:

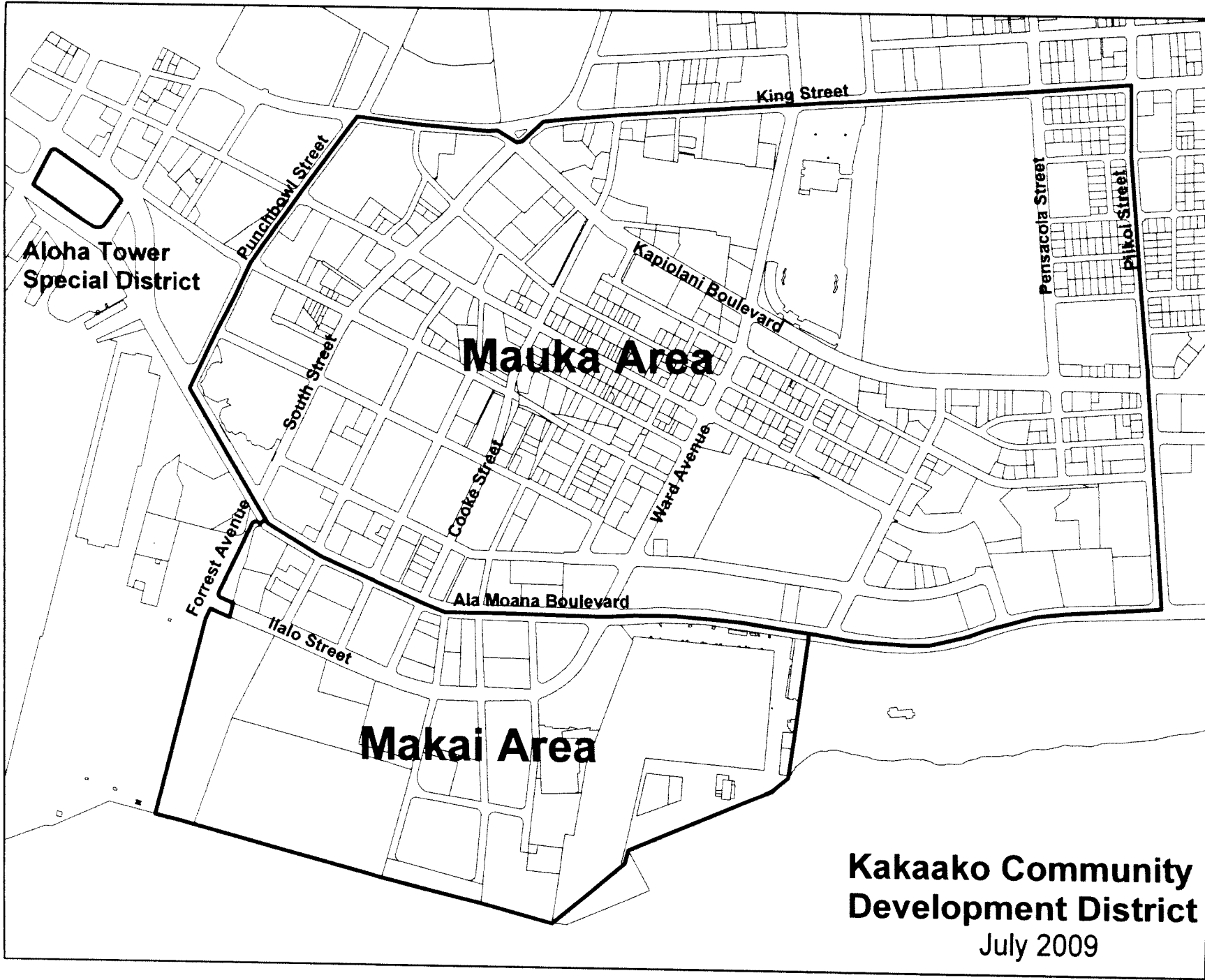
Recorded Owners

Date

General Processing Flowchart
BASE ZONE (MUZ) PERMIT

Mauka Area





**Aloha Tower
Special District**

Mauka Area

Makai Area

**Kakaako Community
Development District**

July 2009