



**Hawaii Community Development Authority**

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



**PLANNED DEVELOPMENT (PD) PERMIT**

**Mauka Area**

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*Attachments*

1. Application - Development Permit
  2. Application - Project Eligibility
  3. General Processing Flowchart - PD Permit
  4. Mauka Area Boundaries
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**This form is for proposed new buildings or structures under the Planned Development option.**

The construction of new buildings or structures is permitted under either Base Zone MUZ requirements or Planned Development requirements. The Planned Development requirements allow a development to exceed the height and FAR limits of Base Zone MUZ development. New developments within the Kakaako District shall not be issued a building permit prior to the application of either a MUZ or Planned Development Permit. All Planned Development projects require a public hearing and a final decision from the 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., environmental, 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 and to improve the efficiency in processing the Development Permit application.
- **Development Permit** - HCDA staff will review the Development Permit application for conformance to the Mauka Area Plan and Rules. A public hearing will be required if the application includes a request for modification or variance. If approved, the Development Permit will be in effect for two years. (The Development Permit can also impose conditions for approval such as requirements for reserved housing, dedication for public facilities, etc.)

**Submit the following with your completed application forms:**

**Step 1** (Project Eligibility Permit)

- 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. A plot plan which identifies the distance of existing tower faces from proposed tower faces, if the existing structures are within 300 feet of the proposed development lot.

3. The plot plan should also include the height of the existing towers ("towers" are defined as structures greater than 45 feet), and the orientation of these towers.
4. Additional Information:
  - a. Proposed setbacks and view corridor setbacks.
  - b. A preliminary classification of dwelling units by unit size.
  - c. The number of reserved housing units by unit size.
  - d. The location and estimated area of dedicated land.
  - e. The location of required on-site recreational space.
  - f. The location of open spaces.
  - g. A general sequencing program of development, if applicable.
  - h. The identification of any proposed land use transfers.

**Step 2** (Development Permit)

Submit 4 copies of the proposed project, which includes 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 or Makai Area Plan and Rules.
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.
6. An analysis of the pedestrian and vehicular circulation and noise impacts among the users in the project.
7. Perspective drawings of the proposed project. A three-dimensional study model may also be required depending upon the nature, scale and location of the project.

8. An analysis of the tower orientation and design with respect to:
  - a. Minimizing the impact of direct sunlight.
  - b. Conformance to the tower spacing guidelines.

**Fees**

- A. Administrative Fee: \$325
- B. Public Hearing Notice Fee: Contact HCDA
- C. Fees are payable to: Hawaii Community Development Authority

**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 planning staff is recommended prior to the submittal of an application for a Planned Development Permit.
- C. Modification of Planned Development provisions may be granted as per Sections 15-22-22 and 15-22-120 of the Mauka Area.
- 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:** \_\_\_\_\_

**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.

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

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.: \_\_\_\_\_



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:**

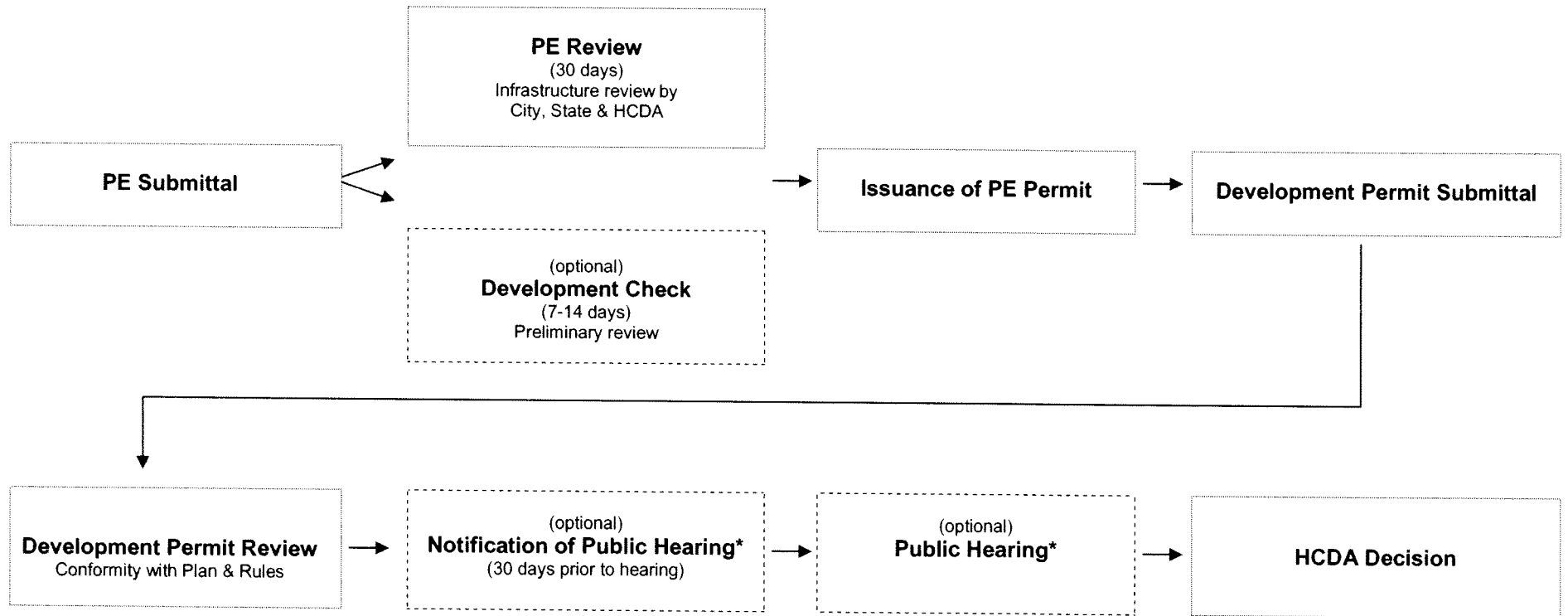
\_\_\_\_\_  
Recorded Owners

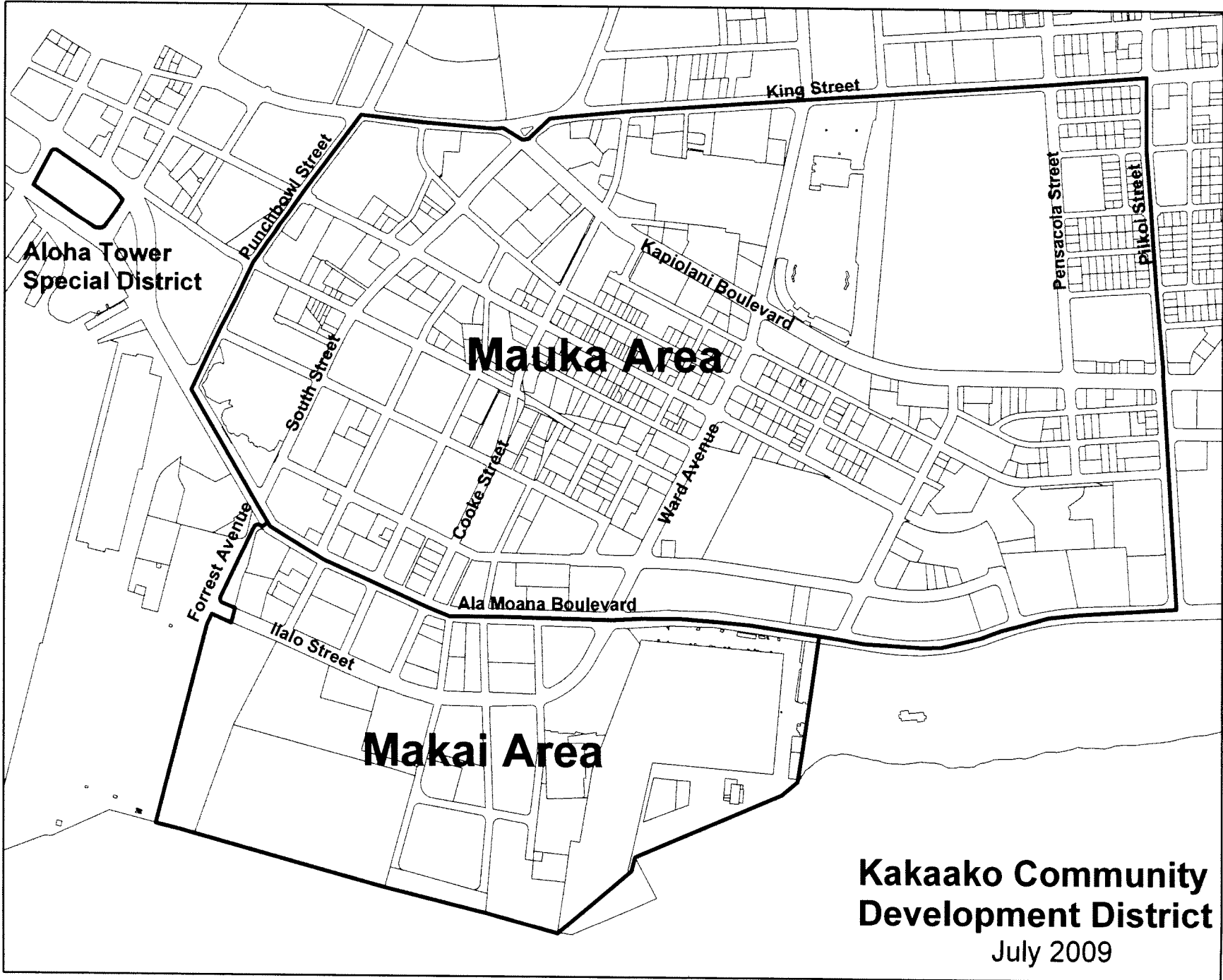
\_\_\_\_\_  
Date

General Processing Flowchart

**PLANNED DEVELOPMENT PERMIT**

Mauka Area





**Aloha Tower  
Special District**

**Mauka Area**

**Makai Area**

**Kakaako Community  
Development District**

July 2009