APPENDIX MAUI-34

Project Master Plan Review County of Maui Department of Planning Planning Commission

Permit Packet Includes:

- 1. Process Overview
- 2. Project Master Plan Review Application Packet & instructions

Resources:

- MCC, Section 19.510.090, Application and Procedures, Development Plan
- MCC, Section 19.27.010, Maui Central Park District, Purpose and Intent
- MCC, Section 19.615.040 D, Park Districts, PK-3 Regional Park District
- MCC, Section 19.615.050 D, Park Districts, PK-4 Golf Course Park District

Approval or Permit Required: To establish general planning and development control

parameters as required for a few zoning districts of Title 19, Maui County Zoning Ordinance, including regional park and golf course park districts; allow sufficient flexibility to permit detailed planning at the time of

development.

Contact Information: Department of Planning

Current Planning Division 2200 Main Street, Suite 619

Wailuku, HI 96793 Phone: 808-270-8205

Website: http://www.co.maui.hi.us/index.aspx?NID=1290

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NOTE:

- If the application for a project master plan is being processed concurrently with an application for a change of zoning, the appropriate Planning Commission (Maui, Lanai, or Molokai) shall approve the project master plan if the development shown on the plan complies with the district being requested and any conditions placed on the approval of the change of zoning.
- If the applicant desires to phase the development plan, the anticipated pattern of development shall be included in the master plan.

Steps Time

- 1. Obtain a "*Project Master Plan Review*" application packet from the Maui Department of Planning or from the website listed above. Please read the criteria portion on the "Informational Sheet" (page 1 of the packet) thoroughly. All proposed construction or development must substantially in accordance with the approved project master plan.
- 2. Complete the application packet. Please review and complete the "General Submittal Requirements" provided in the application packet. Also review and complete the "Zoning and Flood Confirmation Request Form" provided in the application packet, which may prompt applicant to obtain a Flood Development Permit or submit additional information. It is the responsibility of the applicant to fully complete the application. The accepting agency may or may not inform the applicant of whether the application is complete. Incomplete applications will cause delay.
- 3. Prior to submittal of the application, the applicant must prepare a "Notice of Filing of Application" (Attachment A included in the application packet) along with a legible location map. Notice and location map must be mailed by the applicant to all owners and recorded lessees within 500 feet of the subject property boundaries. A copy of the Notice, location map, and Affidavit of Mailing must be submitted along with the application to the Maui Department of Planning. Prior to mailing the notice, applicant must verify the listing with the Real Property Tax Records of the County of Maui (Department of Finance, Real Property Division). After acceptance of the application by the Department of Planning, a public hearing will be scheduled. See "Notice of Filing of Application" and "Notarized Affidavit of Mailing" attached to the application.
- 4. Submit completed application and one copy (see "General Submittal Requirements") and all required forms and related documents to the Department of Planning. Submit fee with the application (see below for fee amount). Make checks payable to the "County of Maui, Director of Finance".
- 5. After acceptance of the application by the Department of Planning, it will be transmitted to the Central Coordinating Agency (CCA) and reviewing agencies to be reviewed for completeness.

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6. If the application is complete, a public hearing will be scheduled by the appropriate Planning Commission and the applicant will be notified of the hearing date. If the application is incomplete, the Director of Planning shall provide the applicant with a written statement that identifies the portions of the application determined to be incomplete.

Applicant notified of hearing 45 days prior to hearing

7. Upon notification of the hearing date, the applicant must complete Attachment D, Form 4, of the Application Packet for Molokai projects only, sending notice of date of the hearing, by registered or certified mail, return receipt requested to each of the owners and lessees within 500 feet of the subject parcel, not less than 30 calendar days prior to the date of the public hearing. For projects on Maui and Lanai, substitute Attachment D, Form 4, with Attachment A found in the County Special Use Permit (CUP) Application packet available from the Maui Department of Planning or via the Department's website.

30 days prior to hearing

8. Submit the certified mail receipts and each of the return receipts to the Director of Planning no less than 10 days prior to the date of the public hearing.

10 days prior to hearing

9. Publish a notice of hearing as set forth in the application packet. A certified copy of the published notice must be submitted to the Director at least 6 days prior to the date of the public hearing. The Director shall distribute a report on the application at least 6 business days prior to the hearing.

21 days prior to hearing; 6 days prior to hearing

10. Public hearing with the appropriate Planning Commission.

11. Decision by the Planning Commission to approve or deny permit. The Commission may impose conditions on the granting of a request for a special use if the conditions are reasonably conceived to mitigate the impacts emanating from the proposed land use. Applications requiring final action by the City Council will be transmitted to the City Council upon completion of all necessary documents (i.e., ordinances, maps, unilateral agreements).

No timeline for decision

Total Time Period: TBD

Fees	Amount	Maximum
Fees dependent on project cost. See Fee Schedule, Table A.	\$550	
Public hearing is required.		
*Applicant pays all notice, publication, and mailing fees.	~	
Total Fees:	\$550 (minimum)	No maximum