APPENDIX HONOLULU-17

Development Plan and Sustainable Communities Plan Amendment
City and County of Honolulu
Department of Planning and Permitting (DPP)
Planning Division

Permit Packet Includes:
1. Process Overview
2. DPP Planning Division Master Application Form
3. Development Plan Amendment Application Instructions
4. Supplemental Application Instructions

Approval or Permit Required: To amend the Development Plan in the area of a proposed project, and ensure that the suggested amendment(s) are consistent with the respective Development Plan.

Contact Information: City and County of Honolulu
Department of Planning and Permitting
Planning Division
650 South King Street
Honolulu, HI 96813

Website:
To download the form, go to the “Planning Permits”:
http://www.honoluludpp.org/ApplicationsForms/PlanningPermits.aspx
Form: http://www.honoluludpp.org/Portals/0/pdfs/planning/DPSCP_application_instructions.pdf

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Steps

1. Applicant attends a Pre-Application Meeting with the DPP Planning Division. (Call 768-8054 to schedule the meeting).

2. Although it is not required, private applicants are recommended to make a presentation to the neighborhood board(s) affected by the proposed amendment prior to submitting their application to the DPP.

3. Complete and submit the “Planning Division Master Application Form” and all other requested information as outlined in “Application Instructions” (including fee).

4. DPP informs the applicant in writing whether the application is complete, and if complete, whether the amendment request will be processed immediately or processed in the next scheduled five-year DP or SCP review. Incomplete applications will not be accepted for processing.

5. Notification and requests for comments are sent out by DPP to the applicant, public agencies, neighborhood boards, community organizations, and other interested parties. Public meeting held.

6. Notification of the completion of the Draft Director’s Report and requests for comments are sent out to the applicant, public agencies, neighborhood boards, community organizations, and other interested parties. There will be a public review draft information meeting.

7. Final Director’s Report and Recommendation is prepared and transmitted to the Planning Commission and City Council for their formal review and decision making.

8. The Planning Commission holds at least one public hearing on the amendment. After the hearing is closed, the Commission will decide on their recommendation on the amendment.

9. The Council takes final action on the ordinance within 90 days of receipt or the ordinance fails.

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10. The ordinance is sent to the Mayor for approval. If the Mayor vetoes the ordinance, it goes back to the Council which can override the veto if six of the nine Council members vote to approve the ordinance.

Total Time Period: 365 days**

* Processing of this application by the DPP and preparation of the Director’s Report and Recommendation is only the first step in review and decision making on a Development Plan (DP) amendment. After the Director’s Report and Recommendation is transmitted to the Planning Commission and City Council, the proposed amendment must first be considered by the Planning Commission and then approved as an ordinance by the City Council.

** There is no specific time frame for the DPP to complete the processing of an amendment to the DP because the amount of time required to insure a thorough analysis and community discussion of a proposed amendment will vary depending on the nature and complexity of the proposed change.

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