

APPENDIX HONOLULU-3

Flood Hazard District Variance
City and County of Honolulu
Department of Planning and Permitting (DPP)
Site Development Division

Permit Packet Includes:

1. Process Overview
2. Instructions for completing application form
3. Elevation Certificate
4. Flood Fringe District Certification
5. Flood Hazard District Certification
6. Revised Ordinances of Honolulu – Chapter 21 (See **Appendix ROH – Chapter 21**)

Approval or Permit Required: To request a variance to build in the flood hazard district.

Note: The DPP Site Development Division Master Application Form is only available as a secure document from the DPP website (see web link below).

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

Website:

<http://www.honoluludpp.org/Home.aspx>

Go to “Applications & Forms”: <http://www.honoluludpp.org/ApplicationsForms.aspx>

Go to “Building Permits”:

<http://www.honoluludpp.org/ApplicationsForms/BuildingPermits.aspx>

Flood Hazard Variance Form:

<http://www.honoluludpp.org/Portals/0/pdfs/construction/flhazvarinstr.pdf>

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Flood Hazard District Variance City and County of Honolulu Department of Planning and Permitting (DPP) Site Development Division Steps

1. Complete and submit the "Site Development Division Master Application Form" to the Director of DPP's Site Development Division and signed and stamped by a registered professional architect or engineer.

2. The application should include three sets of documents with the following information as may be applicable:

- (1) Plans and specifications showing the site and location; dimensions of all property lines and topographic elevation of the zoning lot; existing and proposed structures and improvements, fill, storage areas; location and elevations of existing and proposed streets and utilities; floodproofing measures; relationship of the site to the location of the flood boundary; and the existing and proposed flood control measures and improvements.
- (2) Cross sections and profile of the area and the regulatory flood elevations and profile based on elevation reference marks on flood maps.
- (3) Flood study and drainage report in areas where study and report have not been reviewed and accepted by the city.
- (4) Description of surrounding properties and existing structures and uses and the effect of the regulatory flood on them caused by the variance.
- (5) Justification and reasons for the variance with consideration of the intent and provisions of this part and information as may be applicable on the following:
 - i. The danger to life and property, including surrounding properties due to increased flood elevations or velocities caused by the variance.
 - ii. The danger that materials may be swept on to other lands or downstream to the injury of others.
 - iii. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
 - iv. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
 - v. The importance of the services provided by the proposed facility to the community.
 - vi. The availability of alternative locations not subject to flooding for the proposed use.
 - vii. The compatibility of the proposed use with existing development anticipated in the foreseeable future.
 - viii. The relationship of the proposed use to the flood plain management program for the area.
 - ix. The safety of access to the property in times of flood for ordinary and emergency vehicles.
 - x. The expected elevations and velocity of the regulatory flood expected at the site due to the variance.
 - xi. That failure to grant the variance would result in exceptional hardship to the applicant.
 - xii. That the variance will not result in increase to the regulatory flood elevations, additional threat to surrounding properties and to public safety, extraordinary public expense or conflict with other laws or regulations.

3. The application is denied, accepted, or accepted with modification.

(Timeline and fees not provided)