

APPENDIX HONOLULU-19

**State Special Use Permit (SUP)
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. Additional Special Use Permit Application
4. Application Instructions

Approval or Permit Required: To permit certain unusual and reasonable uses within agricultural and rural districts other than those for which the district is classified. If 15 acres or less, the City Planning Commission will be the final authority for approval or denial. If greater than 15 acres, the Planning Commission will make a recommendation, and the State Land Use Commission will be the final authority for approval or denial.

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

Website:

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

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/SUPAPP.pdf>

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Steps	Time
1. Applicant meets with the DPP for an informal review of the project. (Call 808-768-8049 to schedule this Pre-Application Meeting.)	
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2. Applicant provides a presentation to the Neighborhood Board. If no such board exists, then a presentation should be given to an appropriate community association.	
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3. Complete and submit the “Planning Division Master Application Form”, “Additional Special Use Permit Application”, and all other requested information as outlined in the “Application Instructions” (including fee, written statement, drawings/plans, photos of project site, and a notarized affidavit confirming that adjoining property owners were sent written notification of the presentation given in Step #2)	
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4. DPP determines that application is acceptable for processing and notifies the Planning Commission and the applicant.	
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5. Agency / public review and comment closes. DPP prepares the Director’s Report and Recommendation concerning the proposed Special Use Permit for transmittal to the Planning Commission with the application.	30 days from Step 4
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6. Planning Commission conducts a public hearing.	90 days from Step 4
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7. If SUP is for 15 acres or less, then Planning Commission will issue a written Decision and Order, either accepting or denying the permit.	60 days from Step 6
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8. If SUP is for greater than 15 acres, the Planning Commission will transmit application along with their written Decision and Order to the State Land Use Commission (LUC).	
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9. The LUC accepts, accepts with modifications, or denies the SUP application.	45 days from Step 8

Total Time Period: 150 days

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Fees	Amount	Maximum
Base Fee + an additional \$225 per acre	\$600 Varies	
Total Fees:	\$600 (minimum)	\$6,000 (maximum)