

APPENDIX HONOLULU-20

**State Land Use Boundary 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. Application Instructions
4. Revised Ordinances of Hawaii – Chapter 26

Approval or Permit Required: To change the boundary of a state land use district involving an area of 15 acres or less in an agricultural or urban district as the districts are defined by the state land use commission.

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/SLUApp.pdf>

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Steps	Time
1. Applicant meets with the DPP for an informal review of the project. (Call 808-768-8041 to schedule this Pre-Application Meeting)	
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2. Applicant presents the project to the Neighborhood Board of the district where the site is located. If no such board exists, then to an appropriate community association.	
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3. Complete and submit the “Planning Division Master Application Form” and all other requested information as outlined in the “Application Instructions”.	
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4. DPP must notify petitioner in writing if the application/ petition is accepted for processing, is deemed unacceptable, or is delayed in processing.	45 days from # 3
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5. Pay fee.	45 days from # 3
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6. Agencies’ review and comment / DPP prepares Director’s Report evaluating the proposed amendment and recommending either approval or disapproval	45 days from # 3
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7. DPP transmits Director’s Report to Planning Commission within 120 days of acceptance of petition for processing. Planning Commission holds a public hearing on the petition.	165 days from # 3
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8. Within 60 days of receipt of the petition, the Planning Commission transmits its written findings and recommendations to the City Council for consideration and adoption.	125 days from # 3
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9. City Council review and decision.	No Deadline
Total Time Period:	Varies

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