

APPENDIX KAUAI-14

Zoning Permit County of Kauai Department of Planning

Permit Packet Includes:

1. Process Overview
2. Zoning Permit Application
3. Zoning Permit Checklist
4. Zoning Permit Required Information
5. Comprehensive Zoning Ordinance (CZO) Chapter 8, Article 19 (See **Appendix CZO, Chapter 8**)

Approval or Permit Required: To undertake any construction or development or carry on any activity or use for which a zoning permit is required; or to obtain a building permit for construction, development, activity or use regulated by CZO, Chapter 8, Article 19.

Contact Information: 4444 Rice Street, Suite 473
Lihue, HI 96766
Phone: 808-241-4050

Website:

Zoning Permit Application must be picked up at the Planning Department

Zoning Permit Checklist: The Planning Department recommends using the **Zoning Permit Checklist** when preparing to submit your application for a zoning permit.

http://www.kauai.gov/portals/0/Planning/Permitting/Zoning_Permit_Checklist.pdf

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NOTE: In most cases involving a renewable energy development project, a Class IV Zoning Permit is required, since development will generally involve over 1 acre in area. The flow chart below therefore depicts the process for a Class IV Zoning Permit.

Steps	Time
1. File a "Zoning Permit Application" provided by the Planning Department along with all other applicable items as identified in the "Zoning Permit Checklist". The application should contain: <ul style="list-style-type: none"> (1) A non-refundable filing and processing fee. (2) A description of the property. (3) A plot plan of the property, drawn to scale, showing all existing and proposed structures and any other information necessary: <ul style="list-style-type: none"> i. to show conformity with the standards established in this CZO Chapter 8, and ii. to a proper determination relative to the specific request. (4) Any other plans and information required by the Planning Department. 	
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2. The Planning Director will prepare and distribute a report that indicates the reasons supporting the issuance, issuance with conditions, or denial of the application. The report is made public in addition to being sent to the applicant, the Planning Commission, and any persons who have duly requested the report.	60 days from Step 1
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3. Notice of the proposed public hearing is given to the applicant and published at least once in a newspaper of general circulation in the county.	20 days prior to Step 5
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4. The applicant either hand delivers written notice or sends certified mail to all persons listed on the current Notice of Property Assessment Card File located at the Real Property Division of the Department of Finance for the County of Kauai. <ul style="list-style-type: none"> - This should be completed for at least 85% of all parcels of real property within 300 feet from the nearest point of the premises involved in the application to the nearest point of the affected property. - See CZO Section 8-19.6 (d) for more details 	12 days prior to Step 5
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5. The Planning Commission holds at least one public hearing on the application, then issues the permit with or without conditions or denies the permit. See CZO Section 8-22.3 for more details on Public Hearing procedures.	60 days from Step 2
Total Time Period: 120 days*	

* If the Planning Director or the Planning Commission fails to take action within the time limits prescribed in CZO, Chapter 8, Article 19, unless the applicant assents to a delay, the application shall be deemed approved.

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Fees	Amount	Maximum
Application Fee for Zoning Permit	\$150	
Fee if the permit application is for a Variance Permit request only	\$50	
Total Fees:	\$50 (minimum)	\$150 (maximum)