

## Conditional Use Permit - Minor

City and County of Honolulu, Department of Planning and Permitting (DPP), Land Use Permits Division

**Purpose:** This permit covers projects that are considered appropriate in zoning districts if certain standards and conditions are met. The Master Use Table of the Revised Ordinance of Honolulu (ROH) lists within each zoning district permitted uses that may be permitted only after obtaining a Conditional Use Permit Minor. Generally, solar and wind projects, including distributed wind, require a Condition Use Permit - Minor. Biofuel Processing Facilities in I-2 and I-3 zoning districts require a CUPm.

**Regulations / Authority:** ROH Chapter 25

### Potential Approval Prerequisites:

- The applicant is encouraged to schedule a pre-application meeting with DPP to discuss the application and processing requirements. Preliminary project and site details should be provided at this meeting in order to engage in useful dialogue.
- If the proposed project triggers Hawaii Revised Statutes (HRS) Chapter 343, the Hawaii Environmental Impact Statement law, submit a completed Environmental Assessment (EA), Environmental Impact Statement (EIS), or a letter of exemption from HRS Chapter 343 from the proper authority.

**Fees:** Application Fee is required – Review permit link below

### For Permit Application, Guidelines and Fees:

<http://www.honoluluodpp.org/Portals/0/pdfs/zoning/CUP%20minor.pdf>

<http://www.honoluluodpp.org/ApplicationsForms/ZoningandLandUsePermits.aspx>

**Contact Information:** DPP Land Use Permits Division (808) 768-8021

Checklist / Process	Chronology
1. Complete and submit a Conditional Use Permit Minor (CUPm) application which includes (a) Land Use Permits Division Master Application Form; (b) a written statement; (c) drawings/plans (site plan, building elevations and sections, grading plans, etc.); (d) photos; and (e) documentation of compliance with HRS Chapter 343, Environmental Impact Statements.	Generally, 1 to 3 months (not including time to prepare technical studies)
2. DPP shall notify the applicant by mail that the application has been accepted.	Within 10 working days after Step 1
3. DPP shall approve, approve with conditions, or deny the application.	Within 45 days from Step 2
<b>Estimated Time from Completed Application Acceptance</b>	<b>45 days</b>

### Other Application Considerations:

1. Evidence of the project's approval to interconnect to the grid from Hawaiian Electric Company, or approval of the project by the Hawaii Public Utilities Commission, is required to be included in the CUPm application to demonstrate project viability and support application review.
2. Generally, a Waiver Permit are required along with the CUPm Permit for solar and wind projects. The Waiver Permit will allow for the project to cover more than the maximum building area allowed for the parcel in that zoning district, as well as allow for relief from other development standards.
3. A Joint Development Permit will likely be required for projects that extend over multiple parcels. A Joint Development Agreement can benefit the project applicant/proponent by identifying the types of attached infrastructure (e.g., roads, utilities) required for the project.
4. For solar projects, review DPP's "Solar Farm Guidelines" (<http://www.honoluluodpp.org/Portals/0/pdfs/zoning/Solar%20Farm%20Guidelines.pdf>) and "Solar Farm Self-Certification Form"

(<http://www.honolulu.gov/Portals/0/pdfs/zoning/Solar%20Farm%20Self%20Certification%20Form.pdf>). Solar projects are considered “utility installations” for DPP zoning permit purposes.

5. A decommissioning and site restoration requirement is likely to be a condition of a CUPm for wind, solar, and other renewable energy projects.
6. CUPm applications for solar projects should discuss screening and buffering from neighboring residential areas.
7. CUPm applications for wind projects should discuss noise, shadow flicker, and visual impacts from the proposed project.
8. It is the applicant’s responsibility to obtain all required Federal Aviation Administration (FAA) approvals.
9. Community sentiment for the project should be discussed in the CUPm application. Demonstration of a community’s support for a given project will facilitate the processing of a CUPm.