

Special Management Area (SMA) Minor Permit
City and County of Honolulu, Department of Planning and Permitting (DPP), Land Use Permits Division

Purpose: This permit covers any development within the Special Management Area (SMA), which is valued less than \$500,000 and is not an exempted action (see No. 1 under Other Application Considerations). To note, exempted actions must still fill out the SMA Assessment Application.

Regulations / Authority: Hawaii Revised Statutes (HRS) 205A and Revised Ordinances of Honolulu Chapter 25 Special Management Area

Potential Approval Prerequisites: If the proposed project triggers HRS Chapter 343, the Environmental Impact Statements 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.honoluludpp.org/Portals/0/pdfs/zoning/smpminor.pdf>

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

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

Checklist / Process	Chronology
1. Complete and submit an application to DPP. If an EA or EIS is required, the completed EA or EIS must be submitted as part of the SMA application.	Generally, 1 to 3 months (not including time to prepare EA or EIS)
2. DPP reviews the application for completeness.	Within 10 working days
3. DPP transmits the application to relevant government agencies for comments and recommendations, as necessary. The applicant will need to satisfactorily address each comment and recommendation.	1 to 2 months
4. DPP will issue an SMA Minor approval or denial letter.	Within 2 weeks from Step 3
Estimated Time from Completed Application Acceptance	1 to 3 months

Other Application Considerations:

1. The following actions may be exempted from the SMA rules. See HRS 205A-22 for a full list of exempt actions.
 - a. Repair and maintenance of underground utility lines;
 - b. Repair, maintenance or interior alterations to existing structures;
 - c. Demolition or removal of structures, except those structures located on any historic site designated on national or state registers;
 - d. Installation of underground utility lines and appurtenant aboveground fixtures less than four feet in height along existing corridors; and
 - e. Nonstructural improvements to existing commercial structures.
2. Submit a cost estimate signed by an architect or contractor that the value of the project is less than \$500,000.
3. If a portion of the development, structure, or activity falls within the SMA, the SMA must disclose impacts for the entire project even if the majority of development, structure, or activity falls outside of the SMA. For example, transmission lines, driveway, or substation are located within the SMA while

the major components of the project (i.e., turbines or solar array) are located outside of the SMA – all impacts should be addressed.

4. If the project does not trigger a National Pollutant Discharge Elimination System (NPDES) permit, the SMA application will need to include a list of best management practices for stormwater management.
5. Evidence of a project's approval to interconnect to the grid from Hawaiian Electric Company (HECO), or approval of the project by the Hawaii Public Utilities Commission (PUC), should be attached to the SMA application to demonstrate project viability and support application review.