

**Special Management Area (SMA) Minor Permit
County of Kauai, Planning Department (PD)**

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).

Regulations / Authority: Hawaii Revised Statutes (HRS) 205A and County of Kauai Rules of Practice and Procedures of the Planning Commission

Potential Approval Prerequisites: If the proposed project triggers HRS Chapter 343, the Environmental Impact Statements, 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 – pick up application requirements at the PD.

For Permit Application, Guidelines and Fees:

Available at the PD Office for pick up.

Contact Information: Kauai PD (808) 241-4050

Checklist / Process	Chronology
1. Complete and submit an application to PD. 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. PD reviews the application for completeness.	
3. PD 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. DP 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 and 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. Generally, only the portion of the development that falls within the SMA would need to be included in the SMA application.
4. Analysis of potential impacts to endangered / protected species and habitats must be included in the SMA application, in addition to all other impacts analyses required.

5. For projects near residential areas or other inhabited structures, be sure to analyze and consider the potential impacts from fires, explosions, and hazardous materials releases, in addition to all other impacts analyses required.
6. Kauai County may not issue a Building Permit for a project until all zoning permits for that project are approved.
7. Consult the Kauai PD regarding the permitting requirements for the accessory utility infrastructure. Certain infrastructure (e.g., transmission lines) may not be included in the Kauai County permitting processes.