

## APPENDIX MAUI-44

**Project District Development Approval – Molokai  
County of Maui  
Department of Planning  
Current Planning Division**

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**Permit Packet Includes:**

1. Process Overview
2. Molokai Planning Commission Project District Development Approval Application Packet & instructions

**Resources:**

- Maui County Code, Chapter 19.45

**Approval or Permit Required:** To develop tracts of land designated as project districts by the adopted community plans.

**Contact Information:**

Department of Planning  
Current Planning Division  
2200 Main Street, Suite 619  
Wailuku, HI 96793  
Phone: 808-270-8205

**Website:**

<http://www.co.maui.hi.us/index.aspx?NID=1289>

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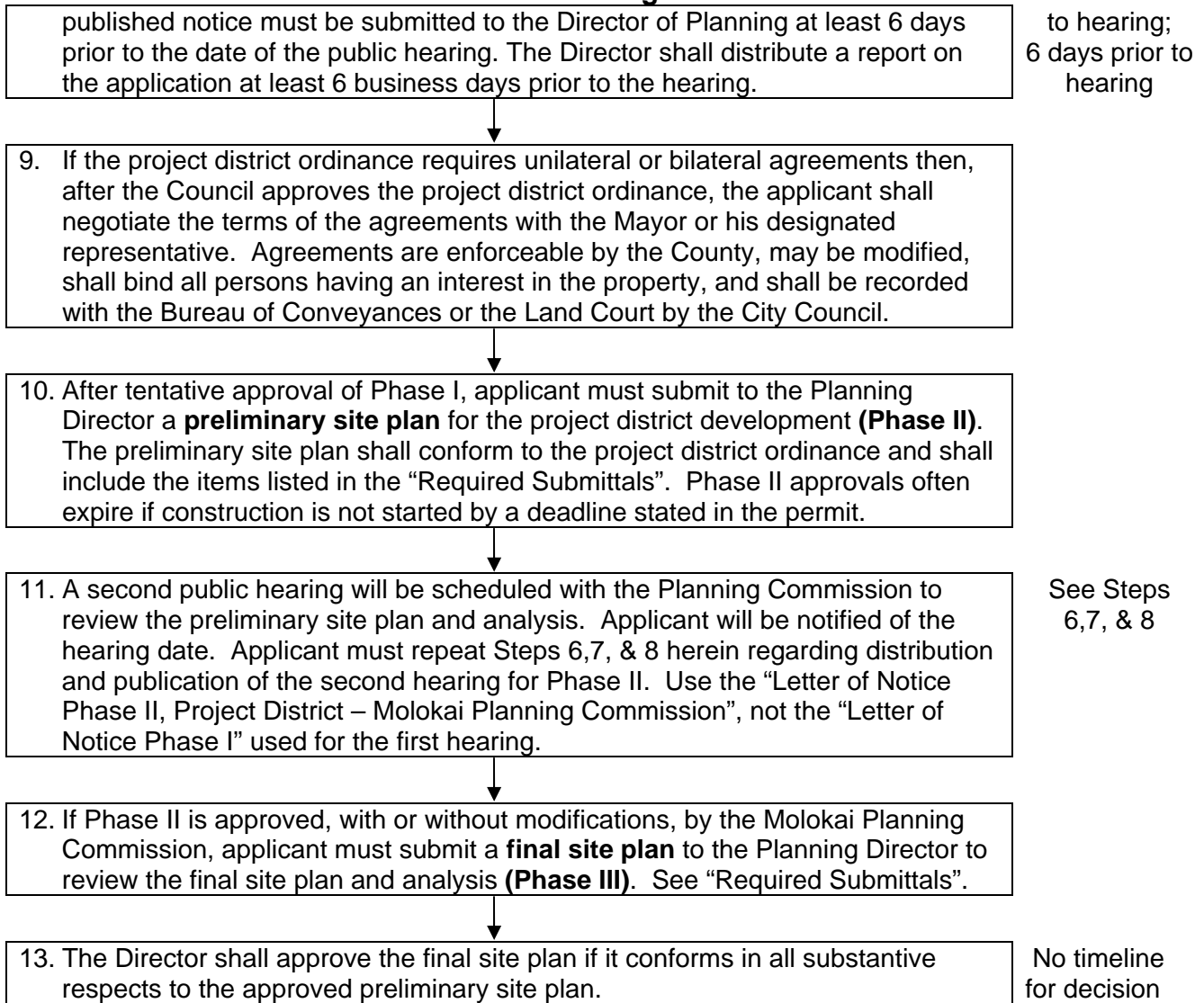
## APPENDIX MAUI-44

### Project District Development Approval – Molokai County of Maui Department of Planning Current Planning Division

Steps	Time
1. Obtain a Molokai Planning Commission “ <b><i>Project District Development Approval Application Packet</i></b> ” from the Maui Department of Planning or from the website listed above. Be aware that there may be protests to a Project District Approval application.	
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2. Complete the application packet. Review the “Informational Sheet” (page 1 of the packet) and “Flow Charts”. It is applicant’s duty to fully complete the application. The accepting agency may or may not inform the applicant of whether the application is complete. Incomplete applications will cause delay.	
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3. Submit completed application, one copy of the documents required in the “Required Submittals”, and all required forms and related documents to the Department of Planning. Note the required submittals for each Phase (I – III). Submit fee with the application (see below for fee amount). Note fees for each Phase. Make checks payable to the “County of Maui, Director of Finance”.	
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4. After acceptance of the application by the Department of Planning, it will be reviewed for completeness and sent to reviewing agencies.	
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5. If the application is complete, a public hearing will be scheduled with the Molokai Planning Commission to provide a recommendation to the City Council to tentatively approve or deny the <b>application and project district ordinances</b> proposed by the Commission ( <b>Phase I</b> ). The applicant will be notified of the hearing date. If the application is incomplete, the Director of Planning may provide the applicant with a written statement that identifies the portions of the application determined to be incomplete.	
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6. Upon notification of the hearing date, the applicant must complete the “Letter of Notice Phase I” provided in the Application Packet, sending notice of date of the hearing, by registered or certified mail, return receipt requested to each of the owners and lessees within 500 feet of the subject parcel, not less than 30 calendar days prior to the date of the public hearing. Prior to mailing the notice, applicant must verify the listing with the Real Property Tax Records of the County of Maui (Department of Finance, Real Property Division). Also complete and distribute the “Notarized Affidavit of Mailing of Notice of Public” in the Application Packet. A Location Map must be sent with this notice.	30 days prior to hearing
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7. Submit the certified mail receipts and each of the return receipts to the Director of Planning no less than 10 days prior to the date of the public hearing.	10 days prior to hearing
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8. Publish a notice of hearing as set forth in the application. A certified copy of the	21 days prior

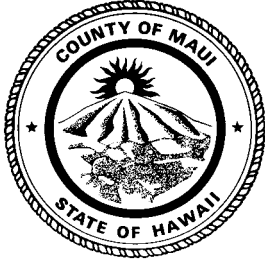
**APPENDIX MAUI-44**

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County of Maui  
Department of Planning  
Current Planning Division**



**Total Time Period: TBD**

Fees	Amount	Maximum
Fees depend on cost of project (Fee Schedule, Tables A & B).		
- Phase I (Table A)	\$550	
- Phase II (Table A)	\$550	
- Phase II (Table B)	\$55	
Public Hearing is required. *Applicant pays all notice, publication, and mailing fees.	~	
Total Fees:	\$1155 (minimum)	No maximum



COUNTY OF MAUI  
DEPARTMENT OF PLANNING  
250 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
TELEPHONE: (808) 270-7735 FAX: (808) 270-7634

**MOLOKAI PLANNING COMMISSION  
PROJECT DISTRICT DEVELOPMENT APPROVAL**

SOURCE OF LEGAL AUTHORITY: Chapter 19.45, Maui County Code, 1980, as amended.

**INFORMATIONAL SHEET**

The developer of land designated as a project district on an adopted community plan may initiate a project district development. Considered uses shall be in conjunction with the guidelines of the appropriate adopted community plan.

**PHASE I**

Upon submittal of the application for Project District Development, it will be reviewed for completeness.

A public hearing will be scheduled with the Molokai Planning Commission to review and provide a recommendation to the County Council.

Prior to the Planning Commission hearing, the following must be completed:

**PLANNING DEPARTMENT**

- Preparation of a bill for an ordinance relating to development standards.
- Referral to other agencies for comments.
- Preparation of report.

**APPLICANT**

Notification of hearing date by certified mail. (Notification letter to owners and lessees within 500 feet of the subject parcel(s) are to be mailed after application accepted, and public hearing scheduled. A location map of the proposed project will be sent with the notice (form attached.) Said notification shall be done 30 days prior to the public hearing.) The applicant shall submit an affidavit to the Director on a form provided by the Department certifying that notice, as required herein has been provided.

## PHASE II

A public hearing will be scheduled with the Planning Commission to review the preliminary site plan and analysis.

Prior to the Planning Commission hearing, the following must be completed:

### APPLICANT

Notification of hearing date by certified mail. (Notification letter to owners and lessees within 500-feet of the subject parcel(s) are to be mailed after application accepted, and parcel(s) are to be mailed after application accepted, and public hearing scheduled. A location map of the proposed project will be sent with the notice (form attached.) Said notification will be done 30 days prior to the public hearing.) The applicant will submit an affidavit to the Director on a form provided by the Department certifying that notice, as required herein has been provided.

Please note that prior to mailing said notice, the applicant shall reverify the listing with the Real Property Tax Records of the County of Maui.

### PLANNING DEPARTMENT

- Referral to other agencies for comments.
- Preparation of report and recommendation.

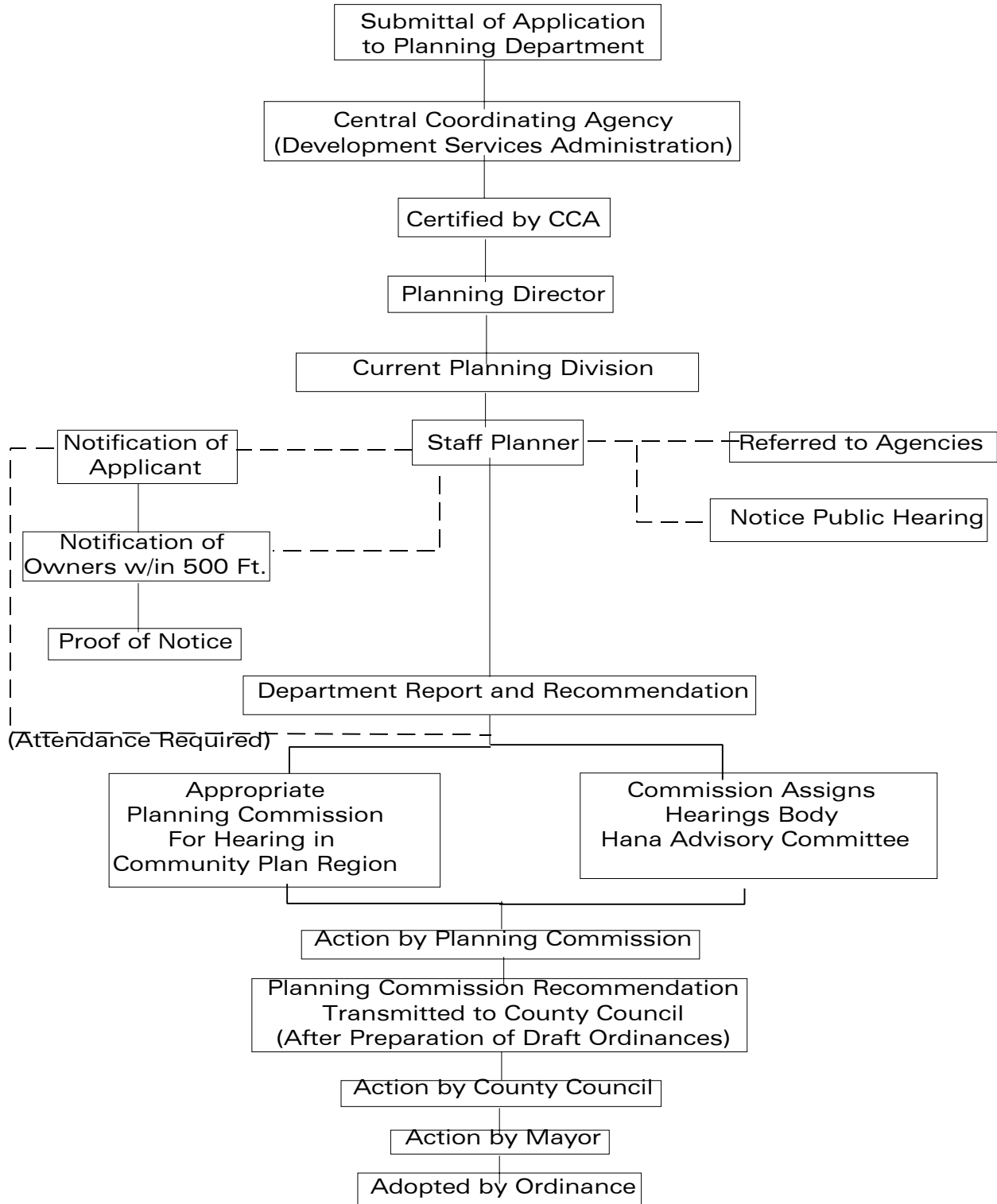
## PHASE III

Administrative Review of the final site plan in accordance with the Planning Commission's approval of the preliminary site plan and conditions.

# PROJECT DISTRICT PROCESSING

## FLOW CHART

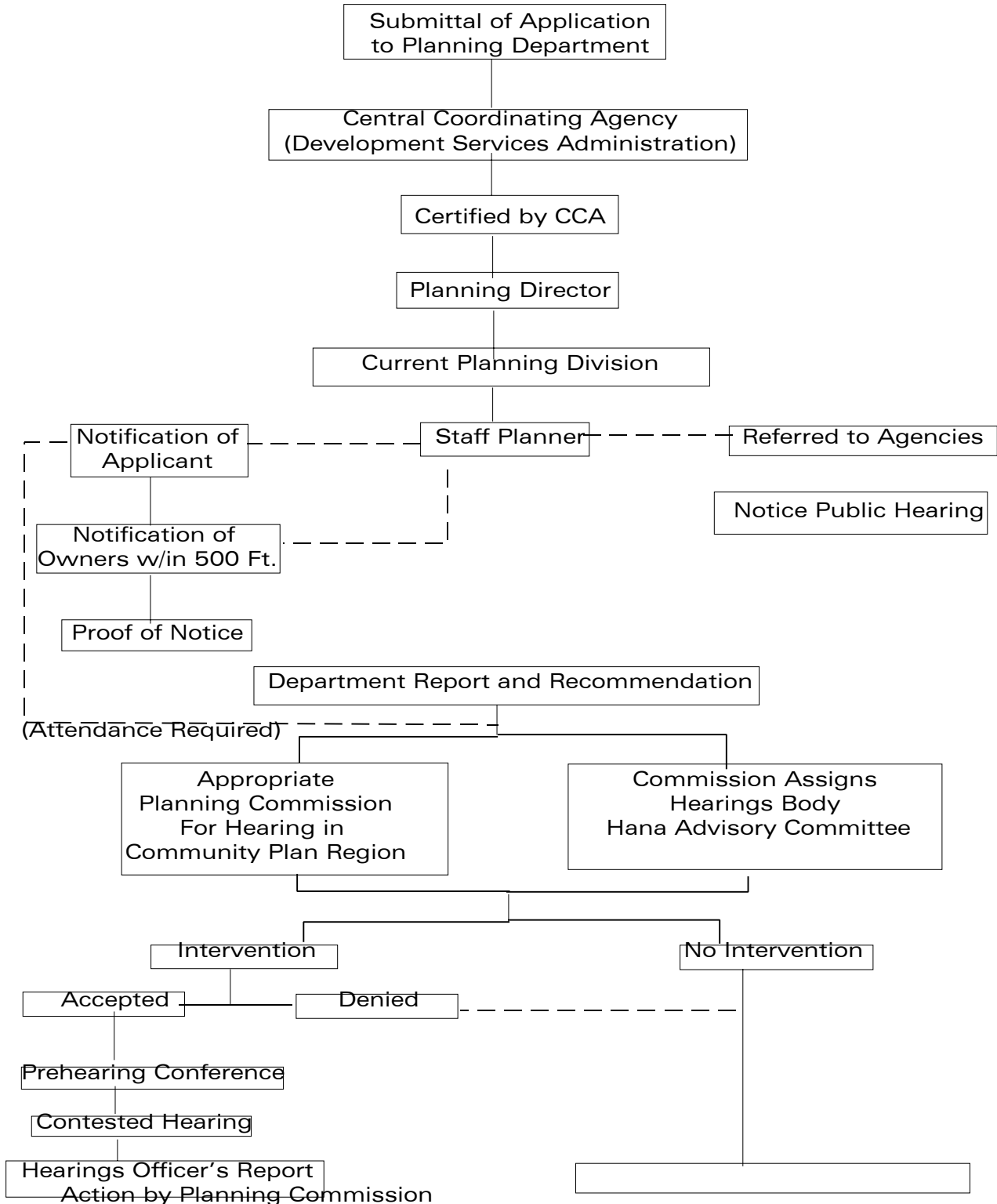
### PHASE I PROCESSING



# PROJECT DISTRICT PROCESSING

## FLOW CHART

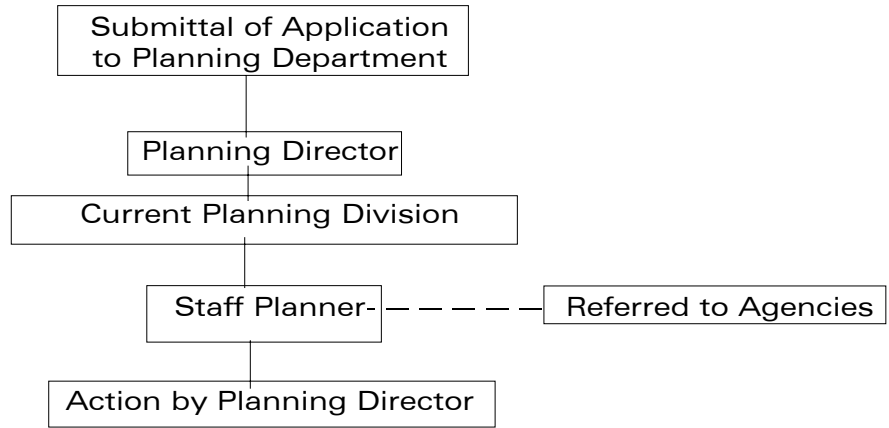
### PHASE II PROCESSING



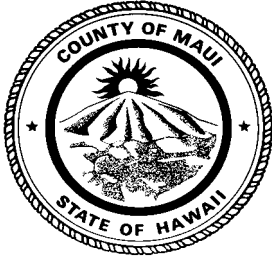
# PROJECT DISTRICT PROCESSING

## FLOW CHART

### PHASE III PROCESSING







COUNTY OF MAUI  
DEPARTMENT OF PLANNING  
250 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
TELEPHONE: (808) 270-7735 FAX: (808) 270-7634

APPLICATION TYPE: **MOLOKAI PLANNING COMMISSION  
PROJECT DISTRICT DEVELOPMENT APPROVAL**

DATE: \_\_\_\_\_ PROJECT VALUATION: \$ \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_

TAX MAP KEY NO.: \_\_\_\_\_ CPR/HPR NO.: \_\_\_\_\_ LOT SIZE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE:(B) \_\_\_\_\_ (H) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (B): \_\_\_\_\_ (H): \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

AGENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (B): \_\_\_\_\_ (H): \_\_\_\_\_ FAX: \_\_\_\_\_

EXISTING USE OF PROPERTY: \_\_\_\_\_

CURRENT STATE LAND USE DISTRICT BOUNDARY DESIGNATION: \_\_\_\_\_

COMMUNITY PLAN DESIGNATION: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

OTHER SPECIAL DESIGNATIONS: \_\_\_\_\_

**PROJECT DISTRICT DEVELOPMENT**  
**REQUIRED SUBMITTALS**

**PHASE I**

- \_\_\_ 1. Evidence that the applicant is the owner or lessee of record of the real property.
- \_\_\_ 2. A notarized letter of authorization from the legal owner if the applicant is the owner.
- \_\_\_ 3. Legal description of the land to be developed.
- \_\_\_ 4. List of landowners and recorded lessees of real property within 500 feet of the subject parcel. This available list at the Maui County Department of Finance, Real Property Division. This list should include the tax map key numbers and the names and addresses of all owners and lessees to be notified, including a map drawn to scale, clearly defining the 500-foot notification boundary and the parcels affected.
- \_\_\_ 5. Original and 1 copy of the proposed project district, including land uses, densities, infrastructural requirements, development standards, and a conceptual map showing the project district boundaries, and the acreage involved
- \_\_\_ 6. Original and 1 copy of an explanation of the impact of the project district development on the community.
- \_\_\_ 7. A **non-refundable filing fee** (See fee schedule, Table A); checks payable to *County of Maui, Director of Finance*.

After reviewing the application materials for completeness for agency transmittal, the Planning Department will notify the application on how many copies of the application packet to provide for agency transmittal.

**PHASE II**

In addition to Items 1-4 of the Phase I requirements, the following additional information shall be submitted:

- \_\_\_ 1. Original and 1 copy of a preliminary site plan and analysis to include the following:
  - a. Proposal for drainage, street, parking, utilities, grading, landscape planting, architectural design concepts and guidelines, building elevations, building sections, construction phasing, open spaces, land uses, and signage.
  - b. Proposals for recreation and community facilities,
  - c. Proposal for floor area ratios, lot coverages, net buildable areas, open space ratios, impervious ratios, and density factors.
  - d. Statement on potential environmental, socio-economic, and aesthetic impacts.

After reviewing the application materials for completeness for agency transmittal, the Planning Department will notify the application on how many copies of the application packet to provide for agency transmittal.

2. **Non-refundable filing fee** (See Fee Schedule, Table A), payable to *County of Maui, Director of Finance*.

### PHASE III

In addition to Item 1-2 of the Phase I requirements, the following additional information shall be submitted:

- \_\_\_ 1. Final site plans to include the following:
  - a. Drainage, street, parking, utilities, grading, landscape planting, architectural design concepts and guidelines, building elevations, building sections, construction phasing, open spaces, land uses, and signage.
  - b. Recreation and community facilities.
  - c. Floor area ratios, lot coverage, net buildable areas, open space ratios, impervious ratios, and density factors.
  
- \_\_\_ 2. **Non-refundable filing fee** (see Fee Schedule, Table A), payable to *County of Maui, Director of Finance*.

(Letter of Notice Phase I, Project District)

DATE:

TO:

Please be informed that the undersigned has applied to the \_\_\_\_\_  
Planning Commission of the County of Maui for a Phase I Project District Development  
Approval at the following parcel(s):

1. Tax Map Key: \_\_\_\_\_
2. Location: In the vicinity of \_\_\_\_\_
3. Zoning Designation: \_\_\_\_\_
4. Proposed use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT:**

Planning Commission: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Place: \_\_\_\_\_  
\_\_\_\_\_

Attached please find a map identifying the location of the specific parcel(s) being considered in the request for Phase I Project District Development.

The hearing is held under the authority of Chapter 92, Hawaii Revised Statutes; Title 19 of the Maui County Code and the appropriate Planning Commission rules.

Testimony relative to this request may be submitted in writing to the appropriate Planning Commission c/o the Maui Planning Department, 250 South High Street, Wailuku, Hawaii, 96793, or presented in person at the time of the public hearing.

Information relative to the application is available for review at the Planning Department, 250 South High Street, Wailuku, Maui, Hawaii, Telephone (808) 270-7735; toll free from Molokai 1-800-272-0117, Extension 7735; and toll free from Lanai 1-800-272-0125, Extension 7735.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
( ) \_\_\_\_\_  
Phone Number

(Letter of Notice Phase II, Project District - Molokai Planning Commission)

DATE:

TO:

Please be informed that the undersigned has applied to the Molokai Planning Commission for a Phase II Project District Development Approval at the following parcel(s):

1. Tax Map Key: \_\_\_\_\_
2. Location: In the vicinity of \_\_\_\_\_
3. Zoning Designation: \_\_\_\_\_
4. Proposed use \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT:**

Public Hearing Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Place: \_\_\_\_\_  
 \_\_\_\_\_

Attached please find a map identifying the location of the specific parcel(s) being considered in the request for Phase II Project District Development Approval.

The hearing is held under the authority of Chapter 92, Hawaii Revised Statutes; Title 19 of the Maui County Code and the appropriate Planning Commission rules.

Petitions to intervene shall be in conformity with § 12-1-16, 12-1-25, and 12-1-28 of the Rules of Practice and Procedure for the Molokai Planning Commission and shall be filed with the Molokai Planning Commission and served upon the applicant no less than ten days before the first public hearing date. Filing of all documents of the commission is c/o the Maui Planning Department, 250 South High Street, Wailuku, Maui, Hawaii 96793.

The computation of time begins with the day following the act, event, or default, and includes the last day of the period unless it is a Saturday, Sunday or legal state holiday in which event the period runs until the end of the next day which is not a Saturday, Sunday or state holiday When the described period of time is 10 days or less, Saturdays, Sundays, or state holidays within the designated period shall be excluded in the computation.

Testimony relative to this request may be submitted in writing to the Molokai Planning Commission c/o the Maui Planning Department, 250 South High Street, Wailuku, Hawaii, 96793, or presented in person at the time of the public hearing.

Information relative to the application is available for review at the Planning Department, 250 South High Street, Wailuku, Maui, Hawaii, Telephone (808) 270-7735; toll free from Molokai 1-800-272-0117, Extension 7735; and toll free from Lanai 1-800-272-0125, Extension 7735; and at the County's Administrator's Office, Mitchell Pauole Center, Kaunakakai, Molokai..

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
( )  
Phone Number

NOTARIZED AFFIDAVIT OF MAILING

\_\_\_\_\_, being first duly sworn on oath, deposes and says that:

1. Affiant is the applicant for a \_\_\_\_\_ for land situated at \_\_\_\_\_, TMK: \_\_\_\_\_
2. Affiant did on \_\_\_\_\_, \_\_\_\_\_, deposit in the United States mail, post paid, by certified or registered mail and delivery to addressee, a copy of a Notice of Hearing, a copy of which is attached hereto as "Exhibit A" and made a part hereof, addressed to each of the persons identified on "Exhibit B", attached here to and made a part hereof.
3. Thereafter there was returned to the Office of Affiant the United States Post Office Certified or Registered mail Receipts, which are attached hereto as "Exhibit C" and made a part hereof.

Further Affiant sayeth naught:

\_\_\_\_\_

**COUNTY OF MAUI  
DEPARTMENT OF PLANNING**

**ZONING AND FLOOD CONFIRMATION REQUEST FORM**

APPLICANT: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS AND/OR LOCATION: \_\_\_\_\_

TMK NUMBER(S): \_\_\_\_\_

**ZONING INFORMATION**

STATE LAND USE \_\_\_\_\_ COMMUNITY PLAN \_\_\_\_\_

COUNTY ZONING \_\_\_\_\_ SPECIAL DISTRICT \_\_\_\_\_

OTHER \_\_\_\_\_

**FLOOD INFORMATION**

FLOOD HAZARD AREA\* ZONE \_\_\_\_\_

BASE FLOOD ELEVATION \_\_\_\_\_ mean sea level, 1929 National Geodetic Vertical Datum or for Flood Zone A0, FLOOD DEPTH \_\_\_\_\_ feet.

FLOODWAY [ ] Yes or [ ] No

FLOOD DEVELOPMENT PERMIT IS REQUIRED [ ] Yes or [ ] No

\* For flood hazard area zones B or C; a flood development permit would be required if any work is done in any drainage facility or stream area that would reduce the capacity of the drainage facility, river, or stream, or adversely affect downstream property.

\*\*\*\*\*

**FOR COUNTY USE ONLY**

REMARKS/COMMENTS: \_\_\_\_\_

- Additional information required.
- Information submitted is correct.
- Correction has been made and initialed.

Reviewed and Confirmed by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Zoning Administration and Enforcement Division