APPENDIX HONOLULU-21

Zone Change City and County of Honolulu Department of Planning and Permitting (DPP) Planning Division

Permit Packet Includes:

- 1. Process Overview
- 2. DPP Planning Division Master Application Form
- 3. Instructions for completing application form

Approval or Permit Required:	To change the zoning in a particular area of the City and County of Honolulu.
Contact Information:	City and County of Honolulu Department of Planning and Permitting Planning Division 650 South King Street Honolulu, HI 96813

Website:

<u>http://www.honoluludpp.org/ApplicationsForms.aspx</u> To download the form, go to the "Planning Permits": <u>http://www.honoluludpp.org/ApplicationsForms/PlanningPermits.aspx</u> Form: http://www.honoluludpp.org/Portals/0/pdfs/planning/ZoneChangeApp.pdf

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Steps		Time
1.	Applicant meets with the DPP for an informal review of the project. (Call 808-768-8051 to schedule this Pre-Application Meeting).]
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2.	Applicant presents on the project to the Neighborhood Board of the district where the site is located, or if no such board exists, then to an appropriate community association.	
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3.	Applicant completes and submits the "Planning Division Master Application Form" and all other requested information as outlined in the "Application Instructions".	
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4.	DPP notifies the applicant in writing if the petition is accepted for processing or deemed unacceptable or delayed in processing.	45 days from Step 3
5	Applicant pays fee.	45 days from
5.	Applicant pays lee.	Step 3
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6.	Requests for comments are sent out by the DPP to public agencies, neighborhood boards and community associations, and other interested parties. After a 45-day period for agency/public review and comment, the DPP will prepare its final report and recommendation concerning the proposed zone change.	45 days from Step 3
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7.	DPP transmits the Director's report and recommendation and a draft bill for an ordinance for the zone change to the Planning Commission. The Director's recommendation may be for approval, approval with conditions, or denial.	90 days from Step 3
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8.	The Planning Commission holds at least one public hearing and decides on the Commission's own recommendation.	45 days from Step 7
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 The Planning Commission transmits the bill for an ordinance for the requested zone change and their Findings of Facts and Recommendation to the City Council for final decision-making. 		30 days from Step 8
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10	. The Council takes final action on the ordinance within 90 days of receipt	90 days from

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of the zone change from the Planning Commission or the zone change is denied.

Step 9

Total Time Period: 255 days

Fees	Amount	Maximum
Base Fee	\$600	
+ an additional \$225 per acre	Varies	
То	tal Fees: \$600	\$12,000