



Hawaii Community Development Authority

Planning Office
461 Cooke Street
Honolulu, Hawaii 96813
(808) 594-0300 FAX (808) 594-0299



**CONDITIONAL USE FOR
JOINT USE AND/OR OFF-SITE PARKING**

Makai Area

Attachment

1. Application - Development Permit

Standards and Conditions

A Conditional Use Permit for joint use and/or off-site parking facilities may be granted if certain standards and conditions are met.

- The application for **Joint Use of Parking Facilities** should include explanation of how the proposal will satisfy the criteria included in Section 15-22-67(h)(1) of the Mauka Area Rules or Section 15-23-68h(h)(1) of the Makai Area Rules.
- The application for **Off-Site Parking Facilities** should include explanation of how the proposal will satisfy the criteria in Section 15-22-67(h)(2) of the Mauka Area Rules or Section 15-23-68(h)(2) of the Makai Area Rules.

Application Forms

- Development Permit Application Form
- Supplemental Application Form (contact HCDA)

Written Information

- Documentation supporting the fact that the applicant (developer, owner or lessee) of principal site holds a recorded lessee for the property, the unexpired term of which is more than 5 years from the date of filing of the application.
- Documentation establishing that parking site owner or lessee maintains designated parking stalls.
- A Conditional Use Parking Agreement should be executed between the applicant and HCDA after submittal of the application.
- After HCDA issues a Conditional Use Parking Permit, a Parking License Agreement may be required between the applicant and parking provider.

Drawings/ Plans (Information should be provided for both principal use site and parking site.)

- **Location Map** - A plan drawn to scale indicating that the distance from the entrance of the parking facility to the nearest principal entrance of the establishment or establishments involved do not exceed 1,200 feet by normal, legal pedestrian routes. A sample map, illustrating this requirement, is attached.
- **Site Plan** - A plan drawn to scale showing property lines, lot dimensions and area; the sizes, location, and dimensions of existing and proposed structures; the number and arrangement of all off-street parking and loading spaces, access aisles, driveways, maneuvering areas, landscaping, open areas, and setbacks from property lines.
- **Floor Plans** - Floor plans drawn to scale showing all existing and proposed uses and structures on each site; and floor area and parking calculations for all uses on each site, to establish the number of required parking.

Additional Information

Additional information may be required by the Executive Director relating to the hours of operation of the various land uses, topography, access, surrounding land uses, written agreements and other matters as may reasonably be required in the circumstances of the case.



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**KAKAAKO
 KALAELOA**

DEVELOPMENT PERMIT APPLICATION

APPLICANT INFORMATION

Owner _____

Mailing Address _____

Telephone No. _____

Project Name _____

Project Site Address _____

Description of Work to be Done _____

TYPE OF REQUEST

- Base Zone Development (includes alterations)
- Planned Development
- Development (Makai)
- Temporary Use
- Conditional Use
- Certificate of Appropriateness
- Curb Cut
- Other _____

PARCEL INFORMATION

Tax Map Key: _____

Land Use Zone: _____

PROJECT INFORMATION

Existing Use and Floor Area (sf)

- Commercial _____
- Industrial _____
- Residential _____
- Other _____
- TOTAL _____

Nature of Work

- New Building * Repair
- Addition * Electrical
- Demolition Plumbing
- Alteration
- Other _____

Proposed Use and Floor Area (sf)

- Commercial _____
- Industrial _____
- Residential _____
- Other _____
- TOTAL _____

Notes: _____

* A project eligibility must be obtained from HCDA before a development permit can be issued for a new building or substantial addition.

NOTE TO APPLICANT

1. Final approval by HCDA is required prior to issuance of a building permit for any development within the Kakaako District.
2. For any development project where construction drawings are not available, submit two (2) sets of project information as listed in "Filing Procedures for a Planned (PD) or Base Zone (MUZ) Development Permit".
3. For approval of building permits, submit the building permit application form and the following sets of required plans or drawings: (1) Building Department file copy; (2) job site copy; and (3) HCDA file copy.
4. For any conditional use for joint use or off-site parking, attach supplemental application forms.

I hereby acknowledge that I have read this application and attached information for the above-referenced project site and state that the information is correct. I hereby agree to comply with all City and County of Honolulu ordinances and state laws regulating development and building construction and authorize HCDA to inspect the property or construction upon notification of the undersigned for compliance with the Development Permit.

Signature (owner or agent): _____ Date: _____

If agent, print name: _____ Agent's Telephone No.: _____