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Hawaii Community Development Authority

Planning Office  
677 Ala Moana Boulevard, Suite 1001  
Honolulu, Hawaii 96813  
(808) 587-2870 FAX (808) 587-8150

HAWAII COMMUNITY  
DEVELOPMENT AUTHORITY



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

Makai Area

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*Attachment*

1. Application - Development Permit

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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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**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**

<b>Existing Use and Floor Area (sf)</b>		<b>Nature of Work</b>	
<input type="checkbox"/> Commercial _____		<input type="checkbox"/> New Building * <input type="checkbox"/> Repair	
<input type="checkbox"/> Industrial _____		<input type="checkbox"/> Addition * <input type="checkbox"/> Electrical	
<input type="checkbox"/> Residential _____		<input type="checkbox"/> Demolition <input type="checkbox"/> Plumbing	
<input type="checkbox"/> Other _____		<input type="checkbox"/> Alteration	
TOTAL _____		<input type="checkbox"/> Other _____	
<b>Proposed Use and Floor Area (sf)</b>		<b>Notes:</b> _____	
<input type="checkbox"/> Commercial _____		_____	
<input type="checkbox"/> Industrial _____		_____	
<input type="checkbox"/> Residential _____		_____	
<input type="checkbox"/> Other _____		_____	
TOTAL _____		_____	

**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.

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

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.: \_\_\_\_\_