

**COUNTY OF HAWAII  
PLANNING DEPARTMENT**

**DE MINIMIS YARD ENCROACHMENT APPLICATION**  
(Type or legibly print the requested information)

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

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

LIST APPLICANT'S INTEREST IF NOT OWNER: \_\_\_\_\_

TELEPHONE:(Bus.) \_\_\_\_\_ (Fax) \_\_\_\_\_ Email: \_\_\_\_\_

LANDOWNER(S): \_\_\_\_\_

LANDOWNER SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(May be by letter)

TAX MAP KEY: \_\_\_\_\_

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

ZONING: \_\_\_\_\_ SIZE OF PROPERTY: \_\_\_\_\_

DESCRIPTION OF ENCROACHING IMPROVEMENT (e.g., dwelling, garage: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF CORRECTIVE ACTION THAT WOULD BE REQUIRED TO CURE  
ENCROACHMENT: \_\_\_\_\_  
\_\_\_\_\_

LANDOWNER'S STATEMENT:

*I hereby attest that, to the best of my knowledge and information, the improvements that are the subject of this application were placed without my actual knowledge that those improvements did not meet the minimum yard or open space requirements under the prevailing requirements of the Hawaii County Zoning Code.*

\_\_\_\_\_  
Landowner's signature

\_\_\_\_\_  
Landowner's signature

(See Instructions on Reverse Side)

**THIS DE MINIMIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:**

1. A filing fee of twenty-five dollars (\$25). (Checks shall be made payable to the County Director of Finance)
2. The Original (signed) and two (2) copies of the completed application.
3. The Original and two (2) copies of a scale-drawn plot plan of the property prepared by a surveyor licensed in the State of Hawaii showing property lines; existing improvements; reference points such as roadways, shoreline, etc.; and relevant distances of the encroaching improvements and the required setback.
4. A certificate of clearance from the Director of Finance that the real property taxes and all other fees relating to the subject parcel(s) have been paid; and there are no outstanding delinquencies.