

APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD)

COUNTY OF HAWAII
PLANNING DEPARTMENT

(Type or Print the requested information)

OWNER: _____

OWNER'S SIGNATURE: _____ DATE: _____

ADDRESS: _____

TELEPHONE: (Bus.) _____ (Home) _____

REQUEST: _____

TAX MAP KEY: _____

AREA OF PROPERTY (Minimum of 2 acres): _____

APPLICANT: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

APPLICANT'S INTEREST, IF NOT OWNER: _____

THIS APPLICATION MUST BE ACCOMPANIED BY A FILING FEE OF FIVE HUNDRED DOLLARS (\$500) PAYABLE TO THE COUNTY DIRECTOR OF FINANCE AND:

1. The Original and fifteen copies of the completed application form with attachments;
2. A description of the property in sufficient detail to determine the precise location of the property involved;
3. A statement of objectives and reasons for the requested P.U.D. permit, including an analysis of how the request satisfies the standards contained in section 25-6- 1 0;
4. A list of all requested deviations or variances from the requirements of chapter 23 (subdivisions) and chapter 25 (zoning) of the County code;
5. A schedule for the timetable of the proposed development;
6. An analysis of the relationship of the proposed development to the general plan;
7. Drawings and plans comprising a general development plan covering the entire area of the P.U.D., and providing the following information:
 - (A) Uses, dimensions, and locations of proposed structures;
 - (B) Widths, alignments, and improvements of proposed streets and pedestrian and drainage ways;
 - (C) Any proposed subdivision of property for individual parcel sale;
 - (D) Parking areas;
 - (E) Public areas and uses; and
 - (F) Landscaping and open spaces.
8. Architectural drawings for all buildings other than single-family dwellings demonstrating the design and character of the proposed buildings and uses;
9. A list of the names, addresses and tax map key numbers of all surrounding owners and lessees of property interests in property within the boundaries established by section 25-2-4, who you are required to notify; (see attachment)
10. A certification 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 that there are no outstanding delinquencies); and
11. Any other information or plans required by rules adopted by the director in accordance with chapter 91, Hawaii Revised Statutes.

**COUNTY OF HAWAII
PLANNING DEPARTMENT
REQUIREMENT TO INFORM SURROUNDING PROPERTY
OWNERS AND LESSEES OF FILING AN APPLICATION**

In accordance with the Hawaii County Zoning Code, Chapter 25, Section 25-2-4, adopted December 7, 1996, within ten (10) days after filing an application with the Planning Department, Planning Commission or Board of Appeals, you are required to serve notice of your application on surrounding owners and lessees of record.

In addition, within ten (10) days of receiving notice of the scheduled date of administrative action or public hearing and not less than ten (10) days prior to the scheduled date of action or hearing, you are required to serve a second notice to surrounding owners and lessees of record.

Notices shall include the following information:

1. Name of the applicant;
2. Precise location of the property involved; including tax map key identification, location map and site plan;
3. Nature of the application and the proposed use of the property;
4. Date on which the application was filed with the director or the commission;
5. Date, time and place that the scheduled administrative action or public hearing will be held to consider the application (to be included in second notice);
6. Contact name and phone number should there be any questions.

When the building site is located within the State Land Use Urban or Rural District, notice shall be served to owners and lessees within three hundred feet (300') of the perimeter boundary of the building site.

When the building site is located within the State Land Use Agricultural District, notice shall be served to owners and lessees within five hundred feet (500') of the perimeter boundary of the building site. Except, that if the surrounding properties are located within the State Land Use Urban or Rural District, notice shall be served to owners and lessees within three hundred feet (300') of the perimeter boundary of the building site.

Data available from the real property tax office shall be utilized in determining the names and addresses of the affected owners and lessees of record. The applicant shall also provide notice to such other owners and lessees of records when the applicant has actual knowledge of such names or as informed by the Planning Director, Planning Commission or Board of Appeals.

Proof of service for the first notice on owners and lessees of record may be submitted concurrently with or shortly after filing the subject application. Proof of service for the second notice shall be submitted to the Planning Director, Planning Commission or Board of Appeals prior to the date of administrative action or public hearing. Proof may consist of certified mail receipts, affidavits, declarations or the like. The list of names, addresses and tax map keys of those individuals notified shall also be submitted.

Should you have any questions, please contact the Planning Department at 961-8288.

COUNTY OF HAWAII
PLANNING DEPARTMENT
POSTING OF SIGNS FOR PUBLIC NOTIFICATION
Application for Planned Unit Development Permit

In accordance with the requirements of Chapter 25 (Zoning Code), Article 2, Division 1, Section 25-2-12, Hawaii County Code 1983 (2005 Edition) regarding the Posting of signs for Public Notification, the applicant shall post a sign on the subject property **within ten (10) days** of being notified of the acceptance of this application, notifying the public of the following:

- (1) The nature of the application;
- (2) The proposed use of property;
- (3) The size of the property;
- (4) The tax map key or keys of the property;
- (5) That they may contact the Planning Department for additional information; and
- (6) The address and telephone number of the Planning Department.

Notwithstanding any other provisions of law, the sign shall be not less than nine (9) square feet and not more than twelve (12) square feet in area, with letters not less than one (1) inch high. No pictures, drawings, or promotional materials shall be permitted on the sign.

The sign shall be posted at or near the property boundary adjacent to a public road bordering the property and shall be readable from said public road. If more than one public road borders the property the applicant shall post the sign to be visible from the more heavily traveled public road.

The sign shall, in all other respects, be in compliance with Chapter 3, Hawaii County Code 1983 (2005 Edition).

The applicant shall file an affidavit with the planning department not more than **five (5) days** after posting the sign stating that a sign has been posted in compliance with these requirements, and that the applicant and its agents will not remove the sign until the application has been granted, denied or withdrawn. A photograph of the sign in place shall accompany the affidavit.

The sign shall remain posted until the application is granted, denied or withdrawn. The applicant shall remove the sign promptly after such action.

Should you have any questions, please contact the Planning Department at (808) 961-8288.