



COUNTY OF KAUA'I DEPARTMENT OF PLANNING

STATE LAND USE DISTRICT BOUNDARY, GENERAL PLAN & ZONING AMENDMENTS

○ APPLICATION INSTRUCTIONS:

Attached is an outline of a SAMPLE petition document form for a proposed amendment(s) to the State Land Use District (SLUD) Boundary, General Plan (GP), and Zoning (ZA) designations. When preparing the petition, please be cognizant of the following:

1. Type or Print clearly. Address all necessary item required in the application;
2. Provide as much information as possible to support your request. If certain items do not apply to your application, please indicate with a "N/A" (Not Applicable) note;
3. File applications in a timely manner, at least sixty (60) days prior to the public hearing date. Applications which involve a GENERAL PLAN Amendment are conducted by the Planning Commission only during the months of January and July. For STATE LAND USE DISTRICT BOUNDARY and ZONING Amendments, public hearing dates are held during the months of January, April, July, and October.

Please be advised that the procedures for the State Land Use Boundary, General Plan, and Zoning Amendments are outlined in Article 22, Chapter 8 of the Kaua'i County Code (1987), as amended.

○ What are the submittal requirements?

1. Please provide Original plus eleven (11) copies of the Petition;
2. Submit the required Application Fees, as noted below:

\$150 State Land Use District Boundary Amendment
\$600 General Plan Amendment
\$300 Zoning Amendment

(NOTE: Fee is based on the applicability of the proposed boundary amendment; i.e. if SLUD, GP, and ZA being proposed, the filing fee is \$1,050)

Make checks payable to the "Director of Finance, County of Kaua'i." Fees are non-refundable.

3. Letter of Authorization, if applicable;

COUNTY OF KAUAI
DEPARTMENT OF PLANNING

**STATE LAND USE DISTRICT BOUNDARY,
GENERAL PLAN & ZONING AMENDMENTS**

4. Title Report or Deed: Submit a current title report (dated within 6 months prior to submittal) or certified copy of the recorded deed.
5. Twelve (12) copies (drawn to scale) of:
 - Plot/Site Plan: showing all existing and proposed structures, including fences and walls. In addition, the site plan should also show existing structures to be removed and/or modified; on-site traffic circulation patterns & access; details of parking areas including dimensions of parking stalls and maneuvering; and details for each existing & proposed structure including building heights, setbacks from property lines, street setbacks, floor area, and building area;
 - Location Map: identifies the project site relative to the surrounding neighborhood.
5. Photos: The Applicant should include as part of their transmittal, photos of the project site showing the following:
 - Street access (ingress & egress) to the project site;
 - Uses on adjoining properties; and
 - Building setbacks from property lines, distances to neighboring buildings, parking areas, and other uses on the site.
6. ELECTRONIC DOCUMENT SUBMITTALS:

The submittal of electronic documents, either in whole or in part of this application IS REQUIRED. Electronic document submittals shall adhere to the following formats: PDF (Adobe Reader), JPEG, or Word. However, .PDF files are highly encouraged. Electronic documents **must** be submitted on either CD or DVD. No individual electronic document shall exceed 15 megabytes in size; any electronic document involving a larger size **must** be broken down into smaller size files. ALL maps, drawings and/or plan **must** be drawn to an appropriate scale (architectural or engineering), and must be indicated on the document.

Pre-Application Meeting: The department encourages Applicant(s) to schedule a pre-application meeting with staff to discuss the application and processing requirements.

**COUNTY OF KAUAI
DEPARTMENT OF PLANNING**

**STATE LAND USE DISTRICT BOUNDARY,
GENERAL PLAN & ZONING AMENDMENTS**

APPLICATION CHECK LIST

a.	Pre-Application meeting with Department of Planning	
b.	Completed Petition Application	
c.	Fees	
d.	Current Title Report of Certified Copy of Recorded Deed	
e.	Scaled Drawings: <ul style="list-style-type: none">○ Site/Plot Plan○ Location Map○ Building/Floor Plans	
f.	Photos (labeled and keyed to a general site map)	

NOTE: The above provides a general summary and overview of the requirements for an Amendment Petition application. Other requirements may apply during the process and instructions will be made available. Please verify with the Department of Planning at (808) 241-4050 for any additional details, requirements, and questions before preparing/submitting an Amendment Petition application.

BEFORE THE COUNTY OF KAUA'I

STATE OF HAWAI'I

In the Matter of the Petition)

DOCKET NO. A-20_____-_____)

of)

GPA-20_____-_____)

ZA-20_____-_____)

(Applicant))

To reclassify and/or amend _____)

(Area - square feet/acres))

of land currently situated within the State)

_____ District,)

(Urban, Rural, Agricultural))

General Plan Designation _____,)

and County Zoning _____ into)

_____)
(requested change))

located at _____,)

(City, Town))

Kaua'i, Hawai'i, further identified as Tax Map Key:)

(4) _____)

PETITION FOR STATE LAND USE DISTRICT BOUNDARY,
GENERAL PLAN, AND/OR ZONING AMENDMENT

SECTION I: PETITIONER'S/APPLICANT'S ADDRESS & TELEPHONE

Note: All communications relative to the petition are to be sent to this address

SECTION II: IDENTIFICATION OF PETITIONER

Note: Place of business, landowner/representative; if representative provides Letter of Authorization from at least 75% of the legal and equitable landowner and attach as an Exhibit.

SECTION III: PROPERTY DESCRIPTION

Note: Subdivision name, if any, Town, County, State of Hawai'i, Tax Map Key No., Lot Size (if portion of a larger parcel, state the actual land area that is the subject of the petition); General Location Map identifying the project area relative to its surroundings.

SECTION IV: PETITIONER'S/APPLICANT'S ADDRESS & TELEPHONE

Note: Also include applicable Regional Development Plan designation.

SECTION V: DESCRIPTION OF PROPERTY

1. Location;
2. Existing Use(s);
3. Elevation;
4. Slope;
5. Drainage;
6. Rainfall;
7. Soil Classification;
8. Demographic or Ecological Studies, if any.

SECTION VI: DESCRIPTION OF PROPOSED DEVELOPMENT

1. Type – e.g. Residential, Commercial, Industrial, etc.
2. Projected number of lots/units, size, selling; if residential development, whether the development considers housing for all economic and social groups;
3. When applicable, location of proposed development in relationship to adjacent urban districts and developments whether contiguous or part of a planned community project;
4. Development Timetable;
5. Preliminary development plans (site layout, architectural renderings of proposed structure(s)), topographic data, soil conditions/data, traffic or demographic studies, including charts, tables, analysis and reports supporting the above data;
6. Availability of public service and facilities such as schools, sewer, parks, water, sanitation, drainage, roads, police and fire protection – adequacy thereof or whether public agencies providing said services or facilities would be unreasonably burdened by the proposed development;
7. Projected Costs of Development;
8. Financial Ability – Attach financial statements as an Exhibit;
9. When applicable, any unique planning or development feature; long-range plans for adjacent areas or community development; changing characteristics of community or area in question.

SECTION VII: EFFECTS UPON RESOURCES OF THE AREA

1. Environmental and Ecological
 - a. Flora;
 - b. Fauna;
 - c. Coastal waters.
2. Agricultural;
3. Recreational;
4. Historical & Archaeological;
5. Scenic; and

6. Noise & Air Quality.

SECTION VIII: REASONS AND JUSTIFICATION FOR THE PROPOSED RECLASSIFICATION

1. Need and Demand;
2. Appropriateness of Location, and Time of Reclassification (provide information to indicate why the proposed amendment(s) is/are necessary at this time and location);
3. Creation of Employment; and
4. Economic Benefits.

SECTION IX: COMPLIANCE WITH STATE LAND USE DISTRICT REGULATIONS

Note: Is the petition consistent with the objectives of the State Land Use regulations, pursuant to Chapter 205, Hawai'i Revised Statutes; and have the criteria for amendment of the District Boundary been complied with?

SECTION X: COMPLIANCE WITH STATE AND COUNTY LAWS

Note: Is the petition consistent with the objectives of the Hawai'i State Plan and the County General Plan policies and guidelines? Explain why and how the proposed changes will meet such objectives.

SECTION XI: CONCLUSION