

State of Hawaii
OFFICE OF PLANNING
Hawaii Coastal Zone Management Program

**Instructions for Filing an Application for a
SPECIAL MANAGEMENT AREA (SMA) USE APPROVAL**
(Pursuant to Hawaii Administrative Rules, 15-1-150, as amended)

Filing Requirements:

1. Submit a completed Special Management Area Use Application form.
2. A written description of the proposed development.
Describe the use characteristics; construction characteristics (demolition, removal, modification of existing structures, clearing, grubbing, grading, filling, new structure height and design); utility requirements (water, electricity, gas, etc.); liquid waste disposal; solid waste disposal; access to site; estimated valuation (fair market value) of the development, time and phasing of construction and other pertinent information. Identify the impacts of the project relative to the CZM objectives and policies and the SMA guidelines, as detailed in Chapter 205A, HRS and Chapter 15-150, HAR. Describe mitigation measures and best management practices that will be followed, as appropriate.
3. A written description of the affected environment which addresses the development's technical and environmental characteristics.
Compliance with Chapter 343, HRS, is required prior to acceptance of application. Describe the affected environment including soils and topography; hydrology and drainage; flood and tsunami hazards; erosion and geological hazards; coastal views; water quality; flora and fauna; historical and cultural resources; open space and recreational resources; and other pertinent information. Identify the affected technical and environmental impacts of the project relative to the CZM objectives and policies and the SMA guidelines, as detailed in Chapter 205A, HRS and Chapter 15-150, HAR. Describe the mitigation measures and best management practices that will be followed, as appropriate.
4. A shoreline certification.
Provide a current copy of a shoreline certification, if the subject parcel abuts the shoreline.
5. A plot plan of the proposed development, drawn to scale.
Provide maps and drawings which include the SMA boundary in relation to the project site, all existing structures and all proposed structures.
6. Other relevant information or plans pertinent to the analysis of the proposed development, as required by the Office of Planning (OP).
Provide the following additional information as they pertain to your project: a Hawaii Community Development Authority (HCDA) approval; a signed landlord

authorization; land use approvals required and previously granted; copies of agency correspondence; (i.e. Historic Preservation Division) and additional information as requested by OP. An informal meeting with OP/CZM staff is recommended prior to the submittal of an application.

7. Filing fee.

For applications for which a public hearing is required, a nonrefundable filing fee of five hundred dollars (\$500) is due upon notification of the public hearing date. The filing fee shall be by check or money order, payable to the "State of Hawaii". This filing fee is waived for government agencies.

Assessment and Determination:

Upon receipt of a completed application and all supporting documentation, OP has seven (7) days to notify the applicant, by certified mail, whether the application has been accepted for processing.

Within thirty (30) days of acceptance, OP will assess the project's impact on the SMA and determine whether the proposal requires SMA Use Approval, SMA Minor Approval or is exempt (§15-150-11). SMA Use Approvals require compliance with the Chapter 343, HRS. The assessment requirement by OP can be waived if the development has been assessed under Chapter 343, HRS and a negative declaration has been filed or a required EIS has been accepted (§15-150-12).

If OP determines that the proposal is valued at less than one hundred twenty five thousand dollars (\$125,000) and has no substantial adverse environmental, ecological or cumulative effect, a SMA Minor Approval may be granted. **No public hearing** is required for issuance of a SMA Minor Approval. The applicant will be notified in writing when the assessment is completed.

Public Hearing and Action:

If a public hearing is required, OP will schedule it no less than twenty one (21) days and no more than sixty (60) calendar days from acceptance of the application. OP shall publish a written notice of the hearing in a newspaper of general circulation in the City and County of Honolulu at least twenty (20) calendar days prior to the public hearing date.

The applicant is required to give notice of the hearing at least fifteen (15) days prior to the hearing to pertinent neighborhood boards, owners of all property within three hundred (300) feet of the affected property (including CPR owners), all owners of the property described in the application, and to persons who have requested in writing to be notified of SMA Use Approval hearing or applications. The applicant is required to submit proof of the notices to OP at least five (5) days prior to the public hearing.

Within sixty (60) calendar days after the public hearing, unless an extension is agreed to by the applicant, OP will issue a decision on the application.