



COUNTY OF MAUI
DEPARTMENT OF PLANNING
2200 MAIN STREET, SUITE 619
WAILUKU, HI 96793
(Office) 270-8205
email: planning@mauicounty.gov

Application for Amendment to Permit Terms, Conditions & Time Stipulations

I. PURPOSE

The purpose of the **Application for Amendment to Permit Terms, Conditions and Time Stipulations** is to provide a means by which applicants can request a specific change to a term, condition and/or time clause of an existing permit.

II. APPLICATION CONTENTS

This application contains the following documents.

1. Application purpose, contents, and general processing procedures (pg 1)
2. *Required Submittals Checklist* (pg 2)
3. *Application for Amendment to Permit Terms, Conditions & Time Stipulation* (pg 3)
4. *Zoning and Flood Confirmation Form* (pg 4)

III. PROCESSING PROCEDURES

Upon submittal of a completed Application for Amendment to Permit Terms, Conditions & Time Stipulations, the Department of Planning (Department) will review it for completeness. The Department will determine whether an administrative approval by the Planning Director or decision by the appropriate Planning Commission is warranted. Should a public hearing be required, the application will be transmitted to other agencies for comment. Once the comment period has ended and the responses are adequate, a public hearing will be scheduled with the appropriate Planning Commission to review and act upon the request. At least 30 days prior to the public hearing date, the applicant must mail the Notice of Public Hearing and a location map to surrounding owners and lessees within 500 feet via certified mail. The Department will draft a report on the application and transmit to the Planning Commission. On the date of public hearing, the Planning Commission will review and act upon the application.

REQUIRED SUBMITTALS CHECKLIST

Instructions:

- **The following checklist items shall be completed and submitted at the time of application submittal. Incomplete applications will delay their processing and may be returned.**
- **Please number all documents and arrange them in the order they are listed below.**

1. Completed ***Required Items Checklist*** (THIS CHECKLIST) (pg 2)

2. Completed ***Application Form*** (pg 3)

3. A notarized letter of authorization from the legal owner, if the applicant is not the owner.

4. An electronic copy in PDF format of the completed application packet on a flash drive or compact disk.

5. Completed ***Zoning and Flood Confirmation Form***, when the proposed amendment would modify the site area subject to development (pg 4)

6. A ***non-refundable filing fee***, payable to County of Maui, Director of Finance.

The current fee schedule is available at the Department of Planning or at the Department of Planning section of the County of Maui website under "Development Permits, Applications & Reviews".
www.mauicounty.gov.

7. Other information, as required by the Planning Director.

Application for Amendment to Permit Terms, Conditions & Time Stipulation

Please print legibly or type in the information below.

PROPERTY ADDRESS / PROJECT INFORMATION	
Name of Project: <i>(If project name is not provided, applicants name will be used)</i> _____	
Tax Map Key No: _____	Total Lot Area: _____
Physical Address / Location of Project: _____	
Additional Location Information: _____ _____	

DESCRIPTION OF PROPOSED ACTIVITY OR DEVELOPMENT
Written description of the proposed action shall include, but not be limited to: use, length, width, height, depth, building material(s), and statement of objectives of the proposed action. <u>Attach additional sheets, if needed:</u>
Describe the Existing Use: _____ _____
Describe the Proposed Use: _____ _____
<i>Include a description of all proposed ground altering activities (e.g., area of disturbance, quantity of fill, depth of excavation, etc.).</i>
Valuation*: _____ Building Permit Application No: <i>(if applicable)</i> _____
<small>*Total cost or fair market value as estimated by an architect, engineer, or contractor licensed by the Department of Commerce and Consumer Affairs, State of Hawaii; or, by the administrator of Department of Public Works, Development Services Administration.</small>

CONTACT INFORMATION	
APPLICANT INFORMATION	
Applicant's Name(s): _____	Email: _____
Mailing Address: _____	
Phone Number(s): bus _____ hm _____ cell _____ fax _____	
Signature(s): _____	Date: _____
CONSULTANT INFORMATION	
Contact Name(s): _____	Email: _____
Mailing Address: _____	
Phone Number(s): bus _____ hm _____ cell _____ fax _____	
Signature(s): _____	Date: _____
OWNER INFORMATION	
Owner's Name(s): _____	Email: _____
Mailing Address: _____	
Phone Number(s): bus _____ hm _____ cell _____ fax _____	
Signature(s): _____	Date: _____



ZONING AND FLOOD CONFIRMATION FORM

(This section to be completed by the Applicant)

APPLICANT NAME _____ TELEPHONE _____

PROJECT NAME _____ E-MAIL _____

PROPERTY ADDRESS _____ TAX MAP KEY _____

Yes No Will this Zoning & Flood Confirmation Form be used with a Subdivision Application?
IF YES, answer questions A and B below and comply with instructions 2 & 3 below:

A) Yes No Will it be processed under a consistency exemption from [Section 18.04.030\(B\), MCC?](#)
IF YES, which exemption? (No. 1, 2, 3, 4 or 5) _____

B) State the purpose of subdivision and the proposed land uses (*ie 1-lot into 2-lots for all land uses allowed by law*):

- INSTRUCTIONS:**
- 1) Please use a separate Zoning & Flood Confirmation Form for each Tax Map Key (TMK) number.
 - 2) If this will be used with a subdivision application AND the subject property contains multiple districts/designations of (1) State Land Use Districts, (2) Maui Island Plan Growth Boundaries, (3) Community Plan Designations, or (4) County Zoning Districts; submit a signed and dated Land Use Designations Map, prepared by a licensed surveyor, showing the metes & bounds of the subject parcel and of each district/designation including any subdistricts.
 - 3) If this will be used with a subdivision application AND the subject property contains multiple State Land Use Districts; submit an approved District Boundary Interpretation from the State Land Use Commission.

(This section to be completed by ZAED)

LAND USE DISTRICTS/DESIGNATIONS (LUD) AND OTHER INFORMATION: ¹

STATE DISTRICT: Urban Rural Agriculture Conservation (SMA) Special Management Area

MAUI ISLAND PLAN Growth Boundary: ² Urban Small Town Rural Planned Growth Area Outside Growth Boundaries

PLAN Protected Area: ² Preservation Park Greenbelt Greenway Sensitive Land Outside Protected Areas

COMMUNITY PLAN: ² (PD) Planned Development

COUNTY ZONING: (PH) Project District

OTHER/COMMENTS: See Additional Comments (Pg.2)

FEMA FLOOD INFORMATION:

FLOOD HAZARD AREA ZONES ³ & BASE FLOOD ELEVATIONS:

FEMA DESIGNATED FLOODWAY For Flood Zone AO, FLOOD DEPTH: See Attached LUD Map

FLOOD DEVELOPMENT PERMIT REQUIRED (Zones V, VE, A, AO, AE, AH, D, & Floodways)

SUBDIVISION LAND USE CONSISTENCY: Not Consistent, (LUDs appear to have NO permitted uses in common).

(Signature) Not Applicable, (Due to processing under consistency exemption No. 1, 2, 3, 4, 5).

Interim Zoning, (The parcel or portion of the parcel that is zoned interim shall not be subdivided).

⁴ Consistent, (LUDs appear to have ALL permitted uses in common).

⁴ Consistent, upon obtaining an SMA, PD, or PH subdivision approval from Planning.

⁴ Consistent, upon recording a permissible uses unilateral agreement processed by Public Works (See Pg.2).

- NOTES:**
- 1 The conditions and/or representations made in the approval of a State District Boundary Amendment, Community Plan Amendment, County Change In Zoning, SMA Permit, Planned Development, Project District and/or a previous subdivision, may affect building permits, subdivisions, and uses on the land.
 - 2 Please review the Maui Island Plan and the Community Plan document for any goals, objectives, policies or actions that may affect this parcel.
 - 3 Flood development permits might be required in zones X and XS for any work done in streams, gulches, low-lying areas, or any type of drainageway; Flood development permits are required for work in all other zones. Subdivisions that include/adjoin streams, gulches, low-lying areas, or any type of drainageway might require the following designations to be shown on the subdivision map: 100-year flood inundation limits; base flood elevations; drainage reserves.
 - 4 Subdivisions will be further reviewed during the subdivision application process to verify consistency, unilateral agreement requirements, and the conditions associated with a unilateral agreement [Section 18.04.030.D, Maui County Code].

REVIEWED & CONFIRMED BY:

(Signature) _____
(Date)

For: John S Rapacz, Planning Program Administrator, Zoning Administration and Enforcement Division