

COUNTY OF MAUI  
DEPARTMENT OF PLANNING  
2200 MAIN STREET, SUITE 619  
WAILUKU, MAUI, HAWAII 96793  
TELEPHONE: (808) 270-8205 FAX: (808) 270-7634

## PROJECT MASTER PLAN REVIEW

SOURCE OF LEGAL AUTHORITY: Title 19, Maui County Code, As amended  
(Chapter 19.510 Application and Procedures, Section 19.510.080 Project Master Plan)

### INFORMATIONAL SHEET

The purpose of the Master Plan review is to establish general planning and development control parameters while allowing sufficient flexibility to permit detailed planning at the time of development.

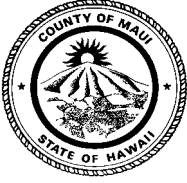
Pursuant to Section 19.510.080(C) the project master plan shall be a scaled graphic representation of the following information together with all necessary explanatory information:

1. The boundaries of the area involved and the owners of the land contained therein, as well as, all existing public streets and rights-of-way within and adjacent to the site;
2. The existing and proposed location of all buildings and uses on the site and the descriptions of buildings and uses proposed;
3. The general location of all existing and proposed parking facilities which includes, but which is not limited to, the approximate number of parking spaces at each location and all existing and proposed means of vehicular access to parking areas and to public streets, and any proposed changes in the location, width, or character of public streets within and adjacent to the site; and
4. The general use of major existing and proposed open spaces within the site and general features of the plan, such as screening, buffering, or retention of natural areas which are intended to enhance the compatibility of the site with adjacent properties.

## PROJECT MASTER PLAN REVIEW

All applications for a project master plan shall require a public hearing and shall be approved by the appropriate planning commission, if the development shown on the plan complies with the provisions of the district.

If the application for a project master plan is being processed concurrently with an application for a change in zoning, the planning commission shall approve the project master plan if the development shown on the plan complies with the district being requested and any conditions placed on the approval of the change in zoning.



COUNTY OF MAUI  
DEPARTMENT OF PLANNING  
2200 MAIN STREET, SUITE 619  
WAILUKU, MAUI, HAWAII 96793  
TELEPHONE: (808) 270-8205 FAX: (808) 270-7634

**APPLICATION TYPE: PROJECT MASTER PLAN REVIEW**

**DATE:** \_\_\_\_\_ **VALUATION: \$** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROPOSED DEVELOPMENT:** \_\_\_\_\_

**TAX MAP KEY NO.:** \_\_\_\_\_ **CPR/HPR NO.:** \_\_\_\_\_ **LOT SIZE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **PHONE:(B)** \_\_\_\_\_ **(H)** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_

**APPLICANT(PRINT)** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE (B):** \_\_\_\_\_ **(H):** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**CONTACT NAME:(PRINT)** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE (B):** \_\_\_\_\_ **(H):** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EXISTING USE OF PROPERTY:** \_\_\_\_\_

**CURRENT STATE LAND USE DISTRICT BOUNDARY DESIGNATION:** \_\_\_\_\_

**COMMUNITY PLAN DESIGNATION:** \_\_\_\_\_ **ZONING DESIGNATION:** \_\_\_\_\_

**OTHER SPECIAL DESIGNATIONS:** \_\_\_\_\_

**BUILDING APPLICATION NO.** \_\_\_\_\_ **PROJECT VALUATION \$** \_\_\_\_\_

PROJECT MASTER PLAN  
GENERAL SUBMITTAL REQUIREMENTS

- \_\_\_\_\_ 1. Application Form (original + 1 copy)
- \_\_\_\_\_ 2. Documents which identify the owner of the subject parcel of land.
- \_\_\_\_\_ 3. If the applicant is not the owner of the subject parcel, then notarized written authorization for the application by the owner shall be included. Said authorization shall include the owner's name, address, and telephone numbers.
- \_\_\_\_\_ 4. Agent's name, address, and telephone numbers, if applicable.
- \_\_\_\_\_ 5. Location Map identifying the site, adjacent roadways and identifying landmarks.
- \_\_\_\_\_ 6. List of owners and lessees of record of real property located within a 500 feet radius of the subject parcel. The list shall be compiled from the most current list available at the Real Property Tax Division of Finance at the time of filing of the application with the Planning Director.

This list shall include the names and addresses of each owner and recorded lessees by tax map key. A map drawn to scale, which clearly identifies the five hundred foot boundary surrounding the subject parcel and the parcels within the boundary shall be included.

- 7. A Report addressing the following (original and copy):
  - a) Policies and objectives of the general plan, the provisions of the community plan applicable to the application, the provisions of the applicable district and an analysis of the extent to which the application, if granted, conforms to these policies, objective, and provisions.
  - b) Detailed land use history of the parcel which includes, but which is not limited to, former and existing state and county land use designations, violations, and uses.
  - c) Preliminary archaeological and historical data and comments from the Department of Land and Natural Resources and Office of Hawaiian Affairs of the State of Hawaii. If applicable, a preservation/mitigation plan which has been reviewed and approved by the Department of Land and Natural Resources and Office of Hawaiian Affairs.

- d) Analysis of the secondary impacts of the proposed use on surrounding uses which includes, but which is not limited to, increases in population value, population, housing, community services and facility needs, secondary jobs and employment generated, and compatibility with surrounding uses. If applicable, affordable housing program and comments from the Department of Human Concerns of the County and other mitigation plans and comments from the respective governmental and community services agencies.
- e) Traffic impact analysis and, if applicable, a traffic master plan, which includes, but which is not limited to, comments from the Department of Transportation of the State of Hawaii and the Department of Public Works of the County.
- f) If applicable, an assessment of the impact which the proposed use may have on agricultural use of the parcel which includes, but which is not limited to, a feasibility analysis of potential agricultural uses suited to the site and written comments from the department of agriculture of the State of Hawaii and the U. S. Soil Conservation Service.
- g) Water source, supply and distribution system analysis which includes, but is not limited to, methods of irrigation existing on the parcel and proposed for the application, location and use of groundwater and nonpotable water sources. If applicable, a water master plan, which includes but which is not limited to, comments from the Department of Land and Natural Resources of the State of Hawaii and the Departments of Water Supply and Public Works of the County.
- h) Sewage disposal analysis, a description of a proposed method of sewage disposal and comments, if applicable, from the Department of Health and Land and Natural Resources of the State of Hawaii and Departments of Public Works and Water Supply of the County.
- i) Solid waste disposal analysis, a description of a proposed method of solid waste disposal and comments, if applicable, from the Departments of Health and Land and Natural Resources of the State of Hawaii and the Departments of Public Works and Water Supply of the County.
- j) Identification of environmentally sensitive areas, habitat, and botanical features which includes, but which is not limited to, wetlands, streams, rock outcroppings, endangered plants and animals, and exceptional trees. If applicable, baseline study

and preservation/mitigation plan, and comments, if applicable, from the Department of Land and Natural Resources of the State of Hawaii, U.S. Fish and Wildlife Service and the U.S. Army Corps of Engineers.

- k) Identification of the topographical and drainage patterns existing on the subject parcel and any proposed alterations to these patterns.
- l) Identification of all meetings held between the applicant and any community or residential group which may be impacted by the applicant's request, the issues raised by these meetings, and any measures proposed by the applicant to deal with or to mitigate these issues.
- m) Development Schedule
- n) Operations and management of the proposed use which includes, but is not limited to, number of employees, proposed employee housing plan, hours of operation, fees charged to residents and visitors, provisions for off-site parking.
- o) Identification of traditional beach and mountain access trails and additional trails which may be required for public access to the beaches and mountains, and if applicable, preservation/mitigation plan, and comments from the Departments of Land and Natural Resources and Office of Hawaiian Affairs.
- p) Identification and assessment of chemicals and fertilizers used, including but not limited to, detailing effects upon surface, underground, and marine water resources and neighboring properties and surrounding flora and fauna. If applicable, a mitigation plan and maintenance program and schedule, and comments from the Departments of Health and Land and Natural Resources of the State of Hawaii, U.S. Fish and Wildlife Service, and U.S. Environmental Protection Agency.

\_\_\_\_\_ 8. Photographs of the subject site, existing structures and surrounding area which are dated.

\_\_\_\_\_ 9. Schematic Site Development Plans, if applicable, drawn to scale, which identifies the following (rendered copy and 1 blueprint set):

- a) Property lines and easements with their dimensions and area calculations;

- b) Location, size, spacing, setbacks and dimensions of all existing and proposed buildings, structures, improvements and uses;
- c) Existing and proposed building elevations, sections, floor plans, and site sections which clearly define the character of the development;
- d) Topographic information showing existing features and conditions and proposed grading;
- e) Existing and proposed landscaping which depicts open spaces, plantings and trees;
- f) Existing and proposed roadways and accesses to the project and parking layout with dimensions; and
- g) Shoreline, shoreline setback lines, stream, and other setback lines.

Note: For Project Master Plan Review the development plans shall also comply with Section 19.510.080(C).

- \_\_\_\_\_ 10. Any other information as may be required by the Planning Director or the appropriate planning commission of the county.
- \_\_\_\_\_ 11. **Non-refundable filing fee** (see Fee Schedule, Table A), payable to *County of Maui, Director of Finance*:
- \_\_\_\_\_ 12. Notice of Application (Attachment A)
- \_\_\_\_\_ 13. Notarized Affidavit of Mailing of Notice of Application (Attachment B)

Planning Department staff will review the original and 1 set of the application. If the information is sufficient for agency transmittal, then the Planning Department will inform the applicant as to how many additional copies of the application packet shall be provided.

**(ATTACHMENT A)**

DATE: \_\_\_\_\_

TO:

**NOTICE OF FILING OF APPLICATION**  
(Check Appropriate Line)

- \_\_\_\_ CHANGE IN ZONING (From \_\_\_\_\_ to \_\_\_\_\_)
- \_\_\_\_ COUNTY SPECIAL USE
- \_\_\_\_ PROJECT MASTER PLAN

Please be advised that the undersigned will be applying to the County of Maui Planning Department for the above-referenced application(s) for the following parcel(s):

1. Tax Map Key: \_\_\_\_\_  
Note: Attach an 8 1/2" x 11" location map)
2. Location: (Street Address) \_\_\_\_\_  
\_\_\_\_\_
3. Existing Land Use Designations:
  - a. State Land Use District: \_\_\_\_\_
  - b. Community Plan Designation: \_\_\_\_\_
  - c. County Zoning: \_\_\_\_\_
4. Description of the Proposed Uses on Property:  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

BY: _____	_____
(Owner/Applicant)	(Agent)
_____	_____
(Signature)	(Signature)
_____	_____
(Address)	(Address)
_____	_____
_____	_____
(Telephone)	(Telephone)



**(ATTACHMENT B)**

**NOTARIZED AFFIDAVIT OF MAILING  
OF NOTICE OF APPLICATION**

\_\_\_\_\_, being first duly sworn on oath, deposes and says that:

1. Affiant is the applicant for a \_\_\_\_\_  
for land situated at \_\_\_\_\_,  
TMK: \_\_\_\_\_
  
2. Affiant did on \_\_\_\_\_, \_\_\_\_\_, deposit in the  
United States mail, post paid, by certified or registered mail and delivery to addressee, a copy  
of a Notice of Hearing, a copy of which is attached hereto as "Exhibit A" and made a part here  
of, addressed to each of the persons identified on "Exhibit B," attached hereto and made a  
part hereof.

Further Affiant sayeth naught:

\_\_\_\_\_

(CIZ;CUP;PMP)

### **GENERAL PROCEDURES**

Prior to submittal of an application, a Notice of Application (Form provided by the Department) with a location map shall be mailed to all owners and recorded lessees within 500 feet of the subject property boundaries. A copy of the Notice, location map, and affidavit of mailing shall be submitted with the application.

Upon submittal of an application to the Planning Department, it will be transmitted to the Central Coordinating Agency (CCA) for review for completeness. The CCA for the County of Maui is the Department of Public Works Development Services Administration (DSA).

Upon certification by the CCA that the application is ready for processing, the application will be transmitted to the Planning Department. The application will be transmitted to the reviewing agencies provided the information submitted in the applications is adequate and additional information is not required. The application will be scheduled with the appropriate planning commission for review and action upon receipt of all agency comments.

(CIZ;CUP;PMP)

### **APPLICATION REQUIRING PUBLIC HEARINGS**

The following applications are subject to these additional requirements:

- a) Change In Zoning
- b) County Special Use Permits
- c) Project Master Plan

Upon notification by the County of Maui Planning Department of the scheduled hearing date, the applicant shall:

1. Mail a notice of the date of the public hearing of the application on a form provided by the Department [Attachment D - Form 1 (CIZ) and Form 2 (CUP;PMP) Maui Planning Commission; Form 3 (CIZ) and Form 4 (CUP;PMP) Molokai Planning Commission] by certified or registered mail, return receipt requested, to each of the owners and lessees within 500 feet of the subject parcel, not less than thirty (30) calendar days prior to the date of the public hearing;
2. Submit the certified mail receipts and each of the return receipts to the Planning Director not less than ten (10) business days prior to the date of the public hearing. A notarized affidavit of mailing (Attachment E) shall also be submitted as proof of mailing; and
3. Publish the subject matter in a form prescribed by the Planning Director, once a week for three (3) consecutive weeks prior to the date of the public hearing in a newspaper which is printed and issued at least twice weekly in the county and which is generally circulated throughout the County. A certified copy of the published notice shall be submitted to the Planning Director at least six (6) days prior to the date of the public hearing.

Please note that applications requiring final action by the county council shall be transmitted to the council upon completion of all necessary documents (i.e. ordinances, maps, unilateral agreements). The applicant may be required to prepare such documents as amendments to the land use maps and preparation of unilateral agreements. Upon approval of all legal documents by the Office of the Corporation Counsel, the application will be transmitted to the County Council.

[ATTACHMENT D - Form 4 (CUP;PMP) Molokai Planning Commission]

DATE: \_\_\_\_\_

TO:

Please be informed that the undersigned has applied to the Molokai Planning Commission for the following:

- \_\_\_\_\_ COUNTY SPECIAL USE
- \_\_\_\_\_ PROJCT MASTER PLAN

1. Tax Map Key: \_\_\_\_\_
2. Location: In the vicinity of \_\_\_\_\_
3. Area of Parcel: \_\_\_\_\_
4. Proposed Development: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT:**

Public Hearing Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_  
 \_\_\_\_\_

Attached please find a map identifying the location of the specific parcel being considered in the above -referenced request.

The hearing is held under the authority of Chapter 92, Hawaii Revised Statutes, Title 19 of the Maui County Code and the Molokai Planning Commission rules. Further, any persons seeking to be admitted as a party must do so at least fifteen (15) days prior to said hearing and comply with the provisions of Chapter 1, Subchapter 3 of the Molokai Planning Commission rules pertaining to intervention. Any party may be represented by Counsel or other representative.

Information relative to the application is available for review at the County Administrator's Office at the Mitchell Pauole Center, Kaunakakai, Molokai, Hawaii; and at the Planning Department, 2200 Main Street, Wailuku, Hawaii, Telephone (808) 270-8205; toll-free from Molokai 1-800-272-0117, Extension 8205; and toll-free from Lanai 1-800-272-0125, Extension 8205.

Testimony relative to this request may be submitted in writing to the Molokai Planning Commission, 2200 Main Street, Wailuku, Maui, Hawaii 96793, or presented in person at the time of the public hearing.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Name of Applicant's Agent, if applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

(\_\_\_\_\_)\_\_\_\_\_  
Telephone

(\_\_\_\_\_)\_\_\_\_\_  
Telephone

**(ATTACHMENT E)**

**NOTARIZED AFFIDAVIT OF MAILING  
NOTICE OF PUBLIC HEARING**

\_\_\_\_\_, being first duly sworn on oath, deposes and sayeth that:

1. Affiant is the applicant for a \_\_\_\_\_  
for land situated at \_\_\_\_\_,  
TMK: \_\_\_\_\_
  
2. Affiant did on \_\_\_\_\_, \_\_\_\_\_, deposit in the  
United States mail, post paid, by certified or registered mail, return receipt requested and  
delivery to addressees, a copy of a Notice of Hearing with location map, copy of which is  
attached hereto as "Exhibit A" and made a part hereof, addressed to each of the persons  
identified in the list of recorded owners and lessees identified as "Exhibit B", attached hereto  
and made a part hereof.
  
3. Thereafter there was returned to the Office of Affiant the United States Post Office Certified  
or Registered Mail Receipts and Return Receipts which are attached hereto as "Exhibit C"  
and made a part hereof.

Further Affiant sayeth naught:

\_\_\_\_\_



## 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)

<b>LAND USE DISTRICTS/DESIGNATIONS (LUD) AND OTHER INFORMATION:</b> <sup>1</sup>	<input type="checkbox"/> (SMA) Special Management Area
<b>STATE DISTRICT:</b> <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Agriculture <input type="checkbox"/> Conservation	
<b>MAUI ISLAND PLAN</b> Growth Boundary: <sup>2</sup> <input type="checkbox"/> Urban <input type="checkbox"/> Small Town <input type="checkbox"/> Rural <input type="checkbox"/> Planned Growth Area <input type="checkbox"/> Outside Growth Boundaries	
Protected Area: <sup>2</sup> <input type="checkbox"/> Preservation <input type="checkbox"/> Park <input type="checkbox"/> Greenbelt <input type="checkbox"/> Greenway <input type="checkbox"/> Sensitive Land <input type="checkbox"/> Outside Protected Areas	
<b>COMMUNITY PLAN:</b> <sup>2</sup>	<input type="checkbox"/> (PD) Planned Development
<b>COUNTY ZONING:</b>	<input type="checkbox"/> (PH) Project District
<b>OTHER/COMMENTS:</b>	<input type="checkbox"/> See Additional Comments (Pg.2)
<b>FEMA FLOOD INFORMATION:</b> A Flood Development Permit is required if any portion of a parcel is designated V, VE, A, AO, AE, AH, D, or Floodway, and the project is on that portion.	<input type="checkbox"/> See Attached LUD Map
<b>FLOOD HAZARD AREA ZONES</b> <sup>3</sup> & BASE FLOOD ELEVATIONS:	
<input type="checkbox"/> FEMA DESIGNATED FLOODWAY	For Flood Zone AO, FLOOD DEPTH:

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

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

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

<sup>4</sup> Consistent, (LUDs appear to have ALL permitted uses in common).

<sup>4</sup> Consistent, upon obtaining an SMA, PD, or PH subdivision approval from Planning.

<sup>4</sup> 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