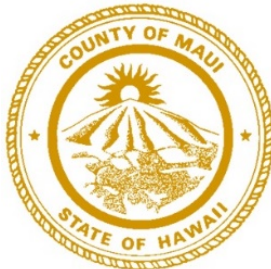


# **SUBDIVISION PROCESSING GUIDELINES**



**COUNTY OF MAUI  
DEPARTMENT OF PUBLIC WORKS  
DEVELOPMENT SERVICES ADMINISTRATION**

*REVISED SEPTEMBER 2021*

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## INTRODUCTION

This is intended to provide general information on the requirements and procedures in the processing of subdivisions in the County of Maui.

**CAUTION!** Since the information contained herein is necessarily brief and subject to change, the reader is advised to refer to [Title 18 \(Subdivisions\)](#) of the Maui County Code and consult with each appropriate agency for details and possible updates of any amendments or changes.

If you have any questions, our contact information is provided below:

**Department of Public Works  
Development Services Administration  
Subdivision Section  
County of Maui Service Center  
110 Ala'ihi Street, Suite 214  
Kahului, Hawaii 96732**

**Phone No.: (808) 270-7252**  
[DSA.Subdivisions@mauicounty.gov](mailto:DSA.Subdivisions@mauicounty.gov)

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## APPLICABILITY

Subdivision approval is required:

- ▶ where land is divided into two or more lots;
- ▶ where land is consolidated from two or more lots;
- ▶ where land is divided, consolidated, or designated in any of the above-mentioned combination.

## PRELIMINARY SUBMITTAL

A subdivision application submittal must include all of the following:

- ▶ A complete and original [Subdivision Application](#).
- ▶ **Four** printed copies of the preliminary plat stamped by a Hawaii licensed land surveyor. All maps must be folded to 8½" x 11" size. ***Rolled plans will not be accepted.***
- ▶ **Two** copies of the current title report.
- ▶ **One** signed [Zoning and Flood Confirmation Form](#). For more information, please contact the Department of Planning at (808) 270-7253.
- ▶ Filing fee for 5 lots or less is \$250 plus \$50 per developable lot OR for 6 lots or more is \$400 plus \$100 per developable lot. The filing fee should be made payable to the "Director of Finance, County of Maui".
- ▶ Digital PDF files of all forms and plats. We accept pdf files sent to our general email at [DSA.Subdivisions@mauicounty.gov](mailto:DSA.Subdivisions@mauicounty.gov). ***Provide the following in the email subject line: "Subdivision Application: (Subdivision Name), (TMK)". Digital files must be submitted concurrently with the printed documents and payment.***

All submittals must be accompanied with a transmittal for processing.

From the date the preliminary plat and supplemental materials are deemed complete and satisfactorily received, the County has 45 calendar days to review the subdivision application.

## PRELIMINARY SUBDIVISION REVIEW

Upon receipt of the initial submittal items, the Development Services Administration may distribute the preliminary plats to the following agencies\* for review and comment:

- ▶ [Department of Public Works, Engineering Division](#)
- ▶ [Department of Environmental Management, Wastewater Reclamation Division](#)

- ▶ [Department of Water Supply, Engineering Division](#)
- ▶ [Department of Planning, Zoning Administration and Enforcement Division](#)
- ▶ [Department of Fire and Public Safety, Fire Prevention Bureau](#)
- ▶ [Department of Parks and Recreation, Parks Planning and Development Division](#)
- ▶ [Department of Housing and Human Concerns, Housing Division](#)
- ▶ [Department of Health, State of Hawaii](#)
- ▶ [Department of Transportation, Highways Division, State of Hawaii](#)
- ▶ [Department of Land and Natural Resources, Historic Preservation Division, State of Hawaii](#)
- ▶ [Hawaiian Electric Company](#)

\*NOTE: Additional reviewing agencies may be required.

Upon receipt of requirements from the above agencies, a preliminary subdivision approval is issued consisting of a preliminary approval stamped plat, with any revisions to be made noted thereon, and a letter listing the conditions to be met to obtain final subdivision approval.

## **CONSTRUCTION PLANS REVIEW**

If preliminary approval is granted and where subdivision improvements are required, construction plans shall be prepared and stamped by a professional engineer licensed in the State of Hawaii.

Plans shall be in accordance with the current standards of the County and other applicable agencies and shall completely and accurately depict the proposed improvements. It is recommended that the engineers discuss their proposed roadway, drainage, sewer, water and electrical improvements with the respective governmental and regulatory agencies prior to preparation of plans.

The subdivider shall submit **one printed set** and **one digital copy** of the construction plan to the [Development Services Administration Civil Construction Section](#) for review and distribution. Thereafter, the subdivider will be notified of its approval or any additions, deletions or revisions necessary for approval. The initial submittal shall include **one printed copy** and **one digital copy** of engineering reports (i.e. drainage, soil erosion, sewage, soils investigation, etc.) in support of the project's design and a construction plan review fee of \$200 per developable lot.

## **FINAL SUBDIVISION REVIEW**

After preliminary subdivision approval is granted, the final plat shall be filed within one year following the approval given on the preliminary map or construction plans. [Time Extensions](#) may be granted by the Director of the Department of Public Works upon written request by the subdivider or the authorized representative for good cause and within the proper time period as specified by [Title 18](#).

The subdivider shall submit the following requirements for final plat review:

- ▶ **Four** printed copies of the final plat stamped by a Hawaii licensed land surveyor. All maps must be folded to 8½" x 11" size. ***Rolled plans will not be accepted.***
- ▶ **One** printed and **one** digital copy of the complete and current title report of the affected parcel(s).
- ▶ **Written verification** from the Department of Water Supply verifying compliance with MCC 18.12.040(B) as required on the preliminary approval letter.

In preparing the final plat, the subdivider shall show all information required by the MCC Title 18 and shall address all comments noted on the approved preliminary letter and plat. The final plat will be distributed to all applicable agencies for their recommendation for final subdivision approval.

Where subdivision improvements are required, the final approval may be granted:

- ▶ After construction of all the improvements in accordance with the approved construction plans and acceptance by the County and all other agencies, or
- ▶ Prior to the completion and approval of the improvements, the subdivider enters into an Agreement for Subdivision Approval and posts a bond or other acceptable surety covering 100% of the construction cost. Agreement and bond forms are available from the Development Services Administration.

## **FINAL SUBDIVISION APPROVAL**

After receiving acceptable final plats and upon completion of all other conditions of the preliminary approval letter, final subdivision approval can be granted by the Director of the Department of Public Works.

The subdivider or authorized representative will receive a final approval letter and an approved stamped final plat signed by the Director of the Department of Public Works.

## **DEDICATION OF ROADS AND EASEMENTS**

If roads or road widening lots are to be dedicated or if easements are to be granted to the County of Maui, the subdivider shall provide [warranty deeds](#) and easement documents fully executed by the subdivider for review prior to obtaining final subdivision approval.

The original warranty deeds and/or easement documents along with a completed State of Hawaii Exemption From Conveyance Tax form shall be submitted to the [Development Services Administration Subdivision Section](#).

The Development Services Administration Subdivision Section will submit acceptable easement documents to the Maui County Council for their review and approval. Road maintenance and County services will be provided after the Council's acceptance and recording of roadway dedications.

## CHECK ON STATUS OF SUBDIVISION

The status of the subdivision application can be viewed online through [Kivanet](#). Here are some instructions to use our online access.

To access the file by **Tax Map Key (TMK)**:

- 1) Visit our [Kivanet](#) website.
- 2) Enter the tax map key in the **TMK** field associated with the subdivision.  
TMK example format: *2340080420000*
- 3) Select **All** for file types, then press **Search**.
- 4) Click on the Subdivision Permit Number associated with your subdivision  
Subdivision Example Format: SUBD #
- 5) Scroll Down to the Activities Section
- 6) Click on any item underneath the Description Column

To access the file by the **Subdivision File Number**:

- 1) Visit our [Kivanet](#) website.
- 2) Enter the subdivision file number in the **Project** field.  
Example format: *3.2400*
- 3) Press **Search**.
- 4) Scroll Down to the Activities Section
- 5) Click on any item underneath the Description Column

## CONCLUSION

Please visit our [website](#) for additional forms and information to assist you with the subdivision process.