



I. SOURCES OF AUTHORITY

The sources of authority for a **Short-Term Rental Home (STRH) Permit** are:

- Maui County Code, [Title 19, Zoning](#), as amended.
- Maui County Code, [Chapter 19.65, Short-Term Rental Homes](#). (Ordinance. No. 4315, Bill No. 43 (2016))

Copies can be obtained at the Department of Planning (Department) at 2200 Main Street, Suite 619, in Wailuku. A PDF fillable version of this application may also be downloaded from the [Planning Department, Permit and Development Applications](#), portion of the County's website at: www.mauicounty.gov.

II. PURPOSE

The purpose of the **Short-Term Rental Home (STRH) Permit** is to facilitate the permitting of short-term rental homes in certain areas, subject to appropriate restrictions and standards; to allow for varied accommodations and experiences for visitors while retaining the character of residential neighborhoods; to allow small businesses to benefit from tourism; and generally to implement land use policies consistent with the County of Maui's General Plan and the State of Hawaii's land use laws.

III. BASIC QUALIFICATIONS & STANDARDS (ABBREVIATED)

The construction of homes used for short-term rental must have been completed at least five (5) years prior to the date of the STRH application. Permits are held in the name of an individual(s) who holds legal title to the property. Permit-holders must hold title for at least five (5) years as of September 27, 2018. In some cases the property may be owned by a trust, LLC, LLP or corporation which must be family-owned (see 19.65.030(G) for details). The STRH manager is required to be accessible at all times, to be onsite within one hour's notice, if requested, and have a residence or office within thirty (30) driving miles. Eligible to manage are the permit holder, an immediate family member, or an individual with an active State of Hawaii real estate license, except for in the Hana or Lanai community plan areas, where an individual may act as a manager. An STRH permit on one lot may cover up to two (2) separate single-family dwellings, each having one (1) kitchen, with a combined total of six (6) bedrooms for the short-term rental use. Please see the information sheet, *Does My Property Qualify? - A Guide to Regulations Governing the Short-Term Rental Home Use of Properties* for detailed information on restrictions and standards.

IV. APPLICATION CONTENTS AND RELATED DOCUMENTS

This *STRH Permit Application Packet* contains the following sections and documents:

- Short-Term Rental Home Permit: authority, purpose, application contents, and general processing procedures (pg 1-3)
- *Permit Application Checklist* (pg 4-7)
- *Application for Short-Term Rental Home Use* (pg 8)
- *Notarized Certification By Property Owner of Short-Term Rental Home Permit Application* (pgs 9-10)
- *Neighbor Notice of Filing of a Short-Term Rental Home Permit Application* (pg 11)
- *Notarized Affidavit of Mailing of Notice of Application* (pg 12)
- *Notice of Public Hearing for a Short-Term Rental Home Permit Application* (pg 13)
- *Notarized Affidavit of Mailing of Notice of Public Hearing* (pg 14)
- *Short-Term Rental Home Manager Designation Form* (pg 15)
- *Zoning and Flood Confirmation Form*, completed and signed by Department (pg 16)

Four additional documents useful for processing this permit application are available on the STRH webpage at: <http://www.mauicounty.gov/1874/Short-Term-Rental-Home-STRH-Application>.

- *Does My Property Qualify? - A Guide to Regulations Governing the Short-Term Rental Home Use of Properties*
- *500-Foot Boundary Notification List & Map Instructions*
- *Short-Term Rental Home Sign Requirements (Pre-application and Post-permit)*
- *STRH Home Inspection Report Form*

V. APPLICATION PREPARATION, SUBMITTAL, AND PROCESSING PROCEDURES

NOTICE REGARDING OPERATING A SHORT-TERM RENTAL WITHOUT A PERMIT: With few exceptions, it is unlawful to conduct short-term rentals without a permit. If you are unlawfully conducting short-term rentals, you must stop before you can apply for a permit. Simply applying for a permit (rather than actually obtaining a permit) does not "legalize" unlawful short-term rentals, nor does submitting an application allow the commencement of short-term rentals. Maui County can pursue civil and/or criminal fines and penalties for any unlawful short-term rentals.

PRE-APPLICATION STEPS AND APPLICATION FORM PREPARATION

Before applying for a STRH permit, property owners must analyze for themselves whether a STRH permit is appropriate for their individual property. It is recommended that property owners considering a STRH permit compare the requirements of the permit with the attributes of the property and the ownership-management structure. For detailed requirements and standards, review the information sheet, *Does My Property Qualify? - A Guide to Regulations Governing the Short-Term Rental Home Use of Properties*. The Department can be reached at 808- 270-8205, and will provide assistance in answering any questions regarding the permit requirements and process.

No more than ten (10) days prior to mailing the *Neighbor Notice of Filing of a Short-Term Rental Home Permit Application* form, the applicant shall install a temporary NOTICE OF APPLICATION SIGN along the main access road of the proposed short-term rental home. See *Short-Term Rental Home Sign Requirements*, cited on Page 1, for sign specifications. The applicant shall remove the sign forty-five days after the mailing of the Notice of Application.

NOTICE REGARDING SUBMITTING FALSE OR MISLEADING INFORMATION: In addition to any enforcement action pursuant to 19.530.030, any misrepresentation(s) on a STRH application or during the initial, time-extension, or renewal application process can result in a denial or revocation of a Short-Term Rental Home Permit and a prohibition on applying within two (2) years from the date of denial or revocation.

APPLICATION SUBMITTAL AND INITIAL REVIEW

Upon submittal by the applicant of a completed Short-Term Rental Home Permit application, the Department reviews the application to determine whether the required submittals are adequate for acceptance, and then, initial processing. The Department may ask for additional documents or revisions as needed upon submittal or at any point in the review process.

NEIGHBOR NOTICE OF FILING A SHORT-TERM RENTAL HOME APPLICATION

When the Department determines that the application is ready for initial processing, instructions are provided to the applicant for the mailing of the *Neighbor Notice of Filing of a Short-Term Rental Home Permit Application* form (Page 10) to the neighbors of the short-term rental home application. Please note that the Department must review the location map, 500-Foot Boundary Notification Map, site and parking plan, and 500-Foot Property Owner's Notice List, and then the Notice of Filing form prior to the notice and its enclosures being mailed by the applicant to neighbors. The signed *Notice of Filing* form and its enclosures must be sent to the neighbors by Certified Mail. The applicant then submits the *Notarized Affidavit of Mailing of Notice of Application* form (Page 11) with the original Certified Mail receipts to the Department within thirty (30) days of the mailing.

AGENCY TRANSMITTAL AND GENERAL REVIEW

County and State agencies may be consulted when warranted. Additional copies of the application may be required for agency review and may be requested in hardcopy, digital, or a combination of media. The project planner will discuss the number and format with the applicant, if additional copies are needed. For properties located on lands in the agricultural district, an additional permit (SUP2) is required (See Checklist Items 26-28 for related information.)

At least one site visit is conducted by the project planner, and all structures on the proposed short-term rental home property shall be available and shown. It is essential that the submitted site and parking, and floor plans are accurate and include all items asked for in the checklist. Any discrepancy between the submitted plans and what is observed during the site visit may delay the processing of the application and require additional agency review.

V. APPLICATION PREPARATION, SUBMITTAL, AND PROCESSING PROCEDURES

TWO AVENUES TO APPROVAL FOR SHORT-TERM RENTAL HOME PROJECTS

Once a complete and accurate STRH permit application has been reviewed by the Department, and all agency comments or concerns have been satisfied, the STRH permit application will be approved or denied.

1. **By the Director administratively, or**
2. **By a Planning Commission at a public hearing.**

The triggers requiring a public hearing are contained in 19.65.060(A)(2). If a public hearing is required, the Department will schedule a public hearing date with the Maui, Molokai, or Lanai Planning Commission, as appropriate. The approval of the short-term rental home operation will then be determined under the rules of these commissions.

When a public hearing is required, the **applicant** is responsible for the following three (3) public hearing requirements in 19.65.050(D):

- a. Pay the **STRH public hearing fee**, in the amount set in the [fee schedule](#) of the annual budget of the County of Maui. Checks shall be made payable to the County of Maui, Director of Finance;
- b. Mail *Notice of Public Hearing for a Short-Term Rental Home Permit Application*, including enclosures (Page 12), by Certified Mail, return receipt requested, to all owners and lessees of record within 500 feet of the parcel boundaries not less than thirty (30) calendar days prior to the public hearing;
- c. Submit to the Department a *Notarized Affidavit of Mailing of Notice of Public Hearing* (Page 13) with the return receipts for the Certified Mail not less than ten (10) business days prior to the public hearing; and

Approved short-term rental home permits shall be valid for an initial maximum period of three (3) years.

POST APPROVAL & PRIOR TO THE OPERATION OF A SHORT-TERM RENTAL HOME PERMIT

Prior to the commencement of operation of the short-term rental home:

1. The home shall meet the Requirements and Standards of 19.65.030, including the installation of all the items in the application checklist: *House Policies*, *Fire Escape Plan*, fire extinguishers, and Short-Term Rental Home Identification Sign;
2. The Permit Holder shall send the STRH information packet to neighbors per 19.65.070(D); and
3. The Permit Holder shall meet all the pre-operation permit conditions of approval including the purchase of the comprehensive liability policy under the required terms.

WITHIN THIRTY (30) DAYS OF COMMENCEMENT OF OPERATION OF A SHORT-TERM RENTAL HOME

Submit proof of compliance with 19.65.070(D), item 2. above.

PERMIT RENEWALS

Permit renewals may be granted by the Director for terms of up to five (5) years on Lanai and Maui and up to one (1) year on Molokai. Renewal applications are required to be submitted within ninety (90) days prior to the expiration of the permit. Renewal applications can be found on the County of Maui website. There will be no notice from the County regarding renewal.

SHORT-TERM RENTAL HOME PERMIT APPLICATION CHECKLIST

Welcome to the **STRH Permit Application Checklist**. It is recommended to read the whole checklist (and application form) through before preparing any submittals. The information sheet, [Does My Property Qualify? - A Guide to Regulations Governing the Short-Term Rental Home Use of Properties](#), is designed as a reference to answer most questions. If you have any questions not addressed in the *Guide* or this application form, please call the Department for assistance.

- In developing the application packet, please keep in mind that submittal of a digital copy of the entire application packet in PDF format is required. **Please only submit a single pdf.**
- Please label all documents and arrange them in the order they are listed below.
- All documents submitted shall be on standard sized 8½"x11" paper, except the site, parking, and floor plans which may be on 11"x17" paper, if needed. In the case of large parcels and plan areas, full-sized hard copies will be accepted.
- All photos shall be numbered and appropriately captioned, and shall be printed on 8½"x11" paper.
- All checklist items must be addressed in the manner indicated, and shall be complete at the time of application submittal. Incomplete applications will not be accepted or may be returned.

1. A **non-refundable application fee**. Checks shall be made payable to the County of Maui, Director of Finance. The fee structure and amounts are found in the fee schedule of the annual budget of the County of Maui, located at: <http://www.co.maui.hi.us/DocumentView.aspx?DID=1678> . In summary, the fee structure is as follows: a STRH permit application fee is paid to process the initial permit and for one year of operation. A public hearing fee is also required if the application triggers a public hearing. Other fees may apply, and will be collected at a later date (19.65.070(A)). See Checklist Item Nos. 25 to 27 for parcels in the state or county agriculture districts.
2. Completed **Short-Term Rental Home Permit Application Checklist** (Pages 4-7).
3. Completed **Short-Term Rental Home (STRH) Permit Application** (Page 8).
4. Completed **Notarized Owner Certification Form** (Pages 9-10) for each owner of a lot or for each owner of a condominium unit (19.65.050(A)(2)). Please note that the permit holder shall hold a minimum of fifty percent interest in the lot.
5. **Zoning & Flood Confirmation Form**, completed and signed by Planning Dept (Page 16). The applicant completes the top box, and form is processed and signed by the Department of Planning, Zoning and Administration and Enforcement Division (ZAED) before it is included in the application. The form may be submitted by the applicant digitally or by hard copy to ZAED for processing following the instructions on the form.
6. Fill in the six (6) starred (*) items of the **Neighbor Notice of Filing of a Short-Term Rental Home Permit Application** (Page 11) and the four (4) starred (*) items of the **Notarized Affidavit of Mailing of Notice of Application** (Page 12).
NOTE: The Department reviews and, when ready for processing, returns to the applicant the above two (2) signed forms and the submitted *500-Foot Boundary Notification Map, site plan, and parking plan*. The applicant will then mail the *Neighbor Notice of Filing of a Short-Term Rental Home Permit Application* (signed by the Department), the *500-Foot Boundary Notification Map, site and parking plan* altogether via Certified Mail to all owners and lessees of record within 500 feet of the subject property's boundaries. The applicant shall deliver the *Notarized Affidavit of Mailing of Notice of Application* and the originals of the Certified Mail receipts to the Department not more than forty-five (45) days from the date of mailing of the Notice of Application (19.65.050(A)(6) and (B)).
7. Fill in the four (4) starred (*) items of the **Notice of Public Hearing for a Short-Term Rental Home Permit Application** (Page 13) and the four (4) starred (*) items of the **Notarized Affidavit of Mailing of Notice of Public Hearing** (Page 14) (19.65.050(D) and 19.510.020).
NOTE: A public hearing may be required as part of the processing of a Short-Term Rental Home Permit. If so, the Applicant is required to take the following four (4) steps: (1.) pay the **STRH public hearing fee** in the amount specified in the fee schedule (Checks shall be made payable to the County of Maui, Director of Finance); (2.) the **Notice of Public Hearing for a Short-Term Rental Home Permit Application** shall be mailed via Certified Mail, return receipt requested, to all owners and lessees of record within 500 feet of the subject property's boundaries; and (3.) return the **Notarized Affidavit of Mailing of Notice of Public Hearing** and each of the return receipts of Certified Mail to the Department not less than ten (10) business days prior to the date of the public hearing.

SHORT-TERM RENTAL HOME PERMIT APPLICATION CHECKLIST

- 8. Submit **qualifying documentation of ownership of the property** including the form of ownership, proof of 5 years of ownership of STRH dwelling, AND identification of all property owner(s) (see no. 19).
 - A. The Applicant(s) hold a minimum of a fifty percent (50%) interest in the legal title to the lot (19.65.030(D)).
 - B. If ownership is by individual(s), submit the Recorded Warranty Deed or Real Property Tax Records,
 - C. If ownership is held by a family trust, LLC, LLP or corporation, submit proof of 5 years of ownership that identifies all owners **and** specific evidence of compliance (19.65.030(D) and 19.65.030(G)).
 - D. The lot is subject to a condominium property regime (19.65.030(A)). Submit a **site plan** showing the condominium units.
- 9. If a consultant will process the application, submit an **applicant-signed consultant authorization** from the applicant, including the applicant's name, address, telephone numbers and the consultant's name, address telephone numbers, and the Tax Map Key (TMK) of the property and project name.
- 10. Submit the **Designation of Manager Form** (Page 15) including the manager's qualifications, residential and business addresses, and telephone numbers (19.65.030(D)(E)(F)), if the permit holder will not be the manager.
- 11. Submit a copy of the applicant's **Transient Accommodations Tax (TAT)** license for the short-term rental home.
- 12. Submit a copy of the applicant's **General Excise Tax (GET)** license for the short-term rental home.
NOTE: It may be wise to consider hiring an experienced draftsman for Checklist items: 13, 14, 16 & 17.
- 13. Submit a **location map**. This is an accurately scaled regional map, which clearly locates the project site in relation to roadways, adjacent parcels, and landmarks. It shall be on 8 1/2"x11" paper.
- 14. Submit a **500-Foot Boundary Notification Map**. This is a map drawn to scale, clearly identifying the 500-foot boundary surrounding the subject parcel and the parcels within the notification boundary. Refer to *500-Foot Boundary Notification List & Map Instructions* for more information on how to complete this item (19.65.050(B)).
On this *500-Foot Boundary Notification Map*:
 - a. Clearly identify the subject property;
 - b. Draw a line indicating the 500-foot boundary;
 - c. Clearly identify all lots within 500 feet of the subject property's boundaries; and
 - d. Include all the Tax Map Key (TMK) numbers within that area or have a clear systematic method to match each lot on the map with the list of owners within 500 feet of the subject property.
- 15. Submit a **500-Foot Boundary Notification List**. The 500-foot list is a list of Tax Map Key (TMK) numbers, names, and addresses of all the owners and lessees of record within 500 feet of the subject property's boundaries. The list shall be compiled from the most current list available at the Real Property Tax Division of the Department of Finance at the time of application. (Located in Kahului at 70 East Kaahumanu Ave, Suite A-16)(19.65.050(A)(6)).
- 16. Submit a **site and parking plan**. This site plan shall include and be:
 - a. Drawn on 8 ½ x 11 or 11x17 inch paper. In the case of large parcels and plan areas, full-sized hard copies will be accepted, **and** in which case digital plans in PDF format will also be required;
 - b. Drawn to scale. Identify scale used on each plan page;
 - c. Show the entire lot and property lines;
 - d. Identify the location of all dwellings and structures on the property. Label each dwelling to correspond to the required details of the STRH on Page 8, at the bottom of page (e.g. Dwelling #1, #2);
 - e. Identify all on-site parking areas and driveways, and indicate all STRH parking spaces. Label surface material, who will be using each parking space and the dimensions. Parking spaces shall be a minimum of 8 ½ by 18 feet. Tandem parking and grasscrete are permitted. Parking requirements can be found in 19.36A.010 under short-term rental home.
- 17. Submit a detailed **floor plan**. This detailed floor plan shall include and be:
 - a. Drawn on 8 ½ x 11 paper;
 - b. Drawn to scale. Identify the scale used on each plan page; and
Identify the use of all rooms in all STRH dwellings on the property, label the designated STRH bedrooms, and indicate the location of smoke alarms and fire extinguishers.
 - c.

18. Submit **proof that any proposed STRH dwelling was built in compliance with County regulations.** Note: building permits for proposed STRH dwellings must be for habitable structures. Methods of proof of compliance may include: (1.) a Department of Public Works *Miscellaneous Inspection Report (building, plumbing, and electrical)* for all of the structures to be used for the short-term rental operation; (2.) the record of completed building permits for the original construction and all additions; and/or (3.) a certification by a licensed architect of compliance with Maui County building, plumbing, and electrical codes in effect at the time of completion of the single-family dwelling and any additions. The use of methods (2.) and (3.) are subject to Department approval. For method (2.) it is necessary to document to which buildings the permits apply, and that the permitted work was appropriately completed. In the Maui County KivaNet database permits marked a decision code of "A" (approved) and a completion date meet the requirement. Permit documents showing the inspection history and approved final inspections may also meet the requirement.

There are several methods for documenting a structure's **building permit history**. First, some building permits of more recent structures, usually built after 1978, can be found online at: <http://kivanet10g.co.maui.hi.us/kivanet/2/permit/index.cfm>. Second, the online records of the County's Real Property Tax (RPT) office can be checked by conducting a "Parcel Number Search" in which the "Tax Map Key #" is entered and parcel data tracked by RPT, including building permits, is displayed. Start the search at http://qpublic9.qpublic.net/hi_maui_search.php?county=hi_maui&search=parcel. Lastly, if an online search does not find building permits for the original buildings and/or all later modifications, you may need to contact the offices of the Department of Public Works (DSA Permit Section, 270-7250), or the RPT office in the County Service Center at Maui Mall in Kahului (270-7297) to see if they have permit records which are not online. Note that building permits were not required prior to 1952: in these cases submit evidence, such as Real Property Tax records, that a dwelling was built prior to 1952.

19. Submit **proof of meeting the prior-five-year requirement**, i.e., that the proposed STRH dwelling(s) is a single-family structure that had completed construction at least five (5) years prior to the date of application for the STRH permit and the dwelling unit has been owned for five years. Methods of proof include Real Property Tax records showing the dwelling-related historical tax assessments, a deed, final approval of building permits issued for the dwelling, a published *Owner's Notice of Completion of Contract*, legal documents demonstrating dwelling ownership, or an affidavit from the licensed contractor who built the original single-family structure (19.65.030(O)).
20. If a Department of Public Works Miscellaneous Inspection Report is being submitted to satisfy checklist item #18, please skip this checklist item: Submit **proof that the proposed STRH facility meets the minimum health and safety standards** established by the Department of Planning. Either a Department of Public Works *Miscellaneous Inspection Report (building, plumbing, and electrical)* for the structures to be used for the short-term rental operation, **or** a Department of Planning *Short-Term Rental Home Inspection Report*. For information on the *Miscellaneous Inspection Report* contact DSA's Permit Section at 270-7250 (19.65.050(A)(7)).
21. Submit numbered and labeled photographs of the proposed STRH dwelling(s) and surrounding site. At a minimum, the photos should include: (1.) views from the proposed short-term rental home in all directions (North, South, East, and West) showing surrounding lots; (2.) all bedrooms, indicating which are for short-term rental and which are not; (3.) all common areas; (4.) any other you feel would be helpful in visualizing the site.
22. If the property is subject to **private conditions, covenants, or restrictions**, complete items A and B below. If no such association or entity exists, these requirements shall not apply (19.65.030(J)(N)).
- A. Submit copies of any applicable **private conditions, covenants, or restrictions** to which the property is subject, including homeowner or condominium association bylaws or rules; **and**
- B. Submit correspondence from the association or other entity responsible for the enforcement of the conditions, covenants, or restrictions. The correspondence shall include specific conditions that determine whether or not the proposed short-term rental home use is allowed.

- 23. Submit a copy of the **House Policies** that will be posted prominently in each STRH dwelling (19.65.030(Q)). The house policies shall include, at a minimum, the following provisions:
 - a. Quiet hours from 9:00 p.m. to 8:00 a.m., during which time the noise from the short-term rental home shall not unreasonably disturb adjacent neighbors. Sound that is audible beyond the property boundaries during non-quiet hours shall not be more excessive than would be otherwise associated with a residential area;
 - b. Amplified sound that is audible beyond the property boundaries of the short-term rental home is prohibited;
 - c. Vehicles shall be parked in the designated onsite parking area and shall not be parked on the street;
 - d. No parties or group gatherings other than registered guests shall occur; and
 - e. For homes on the shoreline, please include the following: "Note: the shoreline area is the property of the people of Hawai'i, and is open for the free use by everyone."

- 24. Submit a copy of the sleeping-room **Fire Escape Plans** that will be posted within each guest sleeping-room (19.65.050(A)(8)). The exit plan(s) are unique to each bedroom and shall include, at a minimum, the following:
 - a. Complete floor plan of short-term rental home;
 - b. "You are here" marked on the exit plan;
 - c. Arrows indicating the exit path for only that sleeping room;
 - d. Meeting place to assemble after exiting building; and
 - e. Location(s) of all fire extinguishers.

Install fire extinguisher(s) with a minimum rating of 2A10B:C, within a seventy-five foot (75') travel distance of **all** interior portions of the facility. The fire extinguisher(s) shall be mounted in a clearly visible and accessible location to potential users.

- 25. Submit a **digital copy in PDF format** of the completed application packet. Arrange the PDF in the order of the checklist including all of the submittals required in checklist Items 1 – 27. In the case of 11"x17" and other large format plans a separate PDF may be submitted.

Additional documents required if property is located within the State Land Use Agricultural District.

- 26. A **completed State Land Use Commission Special Use Permit application** and its non-refundable filing fee are required. The fee is discounted fifty percent (50%) as a "second permit fee." The application form is available online at the [Land Use Commission Special Permit page](#).
- 27. An **implemented Farm Plan** is required for the Short-Term Rental Home Permit, pursuant to 19.30A.050(B)(12). For parcels with existing Farm Plans a *Farm Plan Implementation Inspection* can be arranged by calling the Zoning and Enforcement Division (ZAED) of the Department of Planning at 808-270-7253. For parcels without existing plans the Farm Plan Application (FRMP) can be found at the [Farm Plan Application page](#).
- 28. For **agency transmittal for the Land Use Commission Special Use Permit**, please submit two (2) additional copies of STRH Application Checklist Items Nos. 3, 13, 14, 15, 16, and 20, as well as two (2) additional copies of the: (1.) Land Use Commission Special Use Permit application page; (2.) reasons justifying the use; and (3.) the report identifying reasons the proposal is a "reasonable and unusual use."

IMPORTANT NOTE: Please keep extra copies of all submitted items for your records and to provide additional copies to the Department for agency transmittal.

SHORT-TERM RENTAL HOME (STRH) PERMIT APPLICATION

Please print legibly or type in the information below.

County Use Only	
Application Number: ST_ -T _____	Permit Number: ST____ - _____

STRH PROJECT NAME / PROPERTY ADDRESS & INFORMATION	
Name of Short-Term Rental Home: <i>(If project name is not provided here or on the plans, the first applicant's name will be used.)</i> _____	
Tax Map Key No: _____	Total Lot Area: _____
Physical Address: _____	
Additional Location Information: _____	<input type="checkbox"/> Check if this Parcel is in Maui Meadows.

PROJECT CONTACT INFORMATION	
APPLICANT INFORMATION	
Applicant's Name: _____	Email: _____
Mailing Address: _____	
Phone Number(s): bus _____ hm _____ cell _____ fax _____	
Signature: _____	Date: _____
APPLICANT INFORMATION (If additional applicants exist, submit additional copies of this page with all content completed.)	
Applicant's Name: _____	Email: _____
Mailing Address: _____	
Phone Number(s) bus _____ hm _____ cell _____ fax _____	
Signature: _____	Date: _____
CONSULTANT INFORMATION (if applicable)	
Contact Name: _____	Email: _____
Mailing Address: _____	
Phone Number(s): bus _____ hm _____ cell _____ fax _____	
Signature: _____	Date: _____

REQUIRED DETAILS OF PROPOSED SHORT-TERM RENTAL HOME USE	
Form of Property Ownership (Check one.): <input type="checkbox"/> Individual(s) <input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> LLP	Required Details and Quantities: # Dwellings on Property: _____ # STRH Dwellings on Property: _____ # Bedrooms in STRH Dwelling 1: _____ # Bedrooms in STRH Dwelling 2: _____ # Parking Spaces Onsite: _____ # STRH Parking Spaces Onsite: _____
Required Licenses: General Excise Tax #: _____ Transient Accommodations Tax #: _____	

NOTARIZED CERTIFICATION BY PROPERTY OWNER OF SHORT-TERM RENTAL HOME PERMIT APPLICATION

Name of Short-Term Rental Home: _____	
Tax Map Key No: _____	Total Lot Area: _____
Physical Address: _____	
Owner's Name: _____	
Email: _____	
Mailing Address: _____	
Phone Number(s): bus _____ hm _____ cell _____ fax _____	
Form of Ownership (Check one.): <input type="checkbox"/> Individual(s) <input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Corporation	
Check all of the following that apply:	
<input type="checkbox"/> I have not previously advertised.	
<input type="checkbox"/> I have ceased advertising and will not begin or resume advertising until a permit is approved.	
<input type="checkbox"/> The property has been rented less than one hundred eighty days (180) at a time, with or without the owner's permission, since January 1, 2013. <ul style="list-style-type: none"> <input type="checkbox"/> Identify periods of operation: _____ <input type="checkbox"/> Provide proof that the applicant held general excise and transient accommodations taxes licenses while renting the home. <input type="checkbox"/> Provide proof that the applicant paid general excise and transient accommodations taxes for the rental period. <input type="checkbox"/> Provide a State tax clearance showing all applicable State taxes have been paid. <input type="checkbox"/> Provide proof that the applicant has paid in full real property taxes at the rate applicable to short-term rental home properties. <input type="checkbox"/> Provide proof that the owner has not claimed the homeowner's exemption while operating without a permit. 	
<input type="checkbox"/> I have no financial interest, either directly or indirectly, in a property within Maui county associated with a short-term rental home permit.	
<input type="checkbox"/> I have a financial interest in a property subject to a short-term rental home permit and must disclose: Nature of financial interest: _____ Property address: _____ Permit No. _____	
<input type="checkbox"/> I have paid all fines assessed as a result of a notice of violation previously issued for unpermitted short-term rental use or activity, prior to the processing of a short-term rental home permit application.	
<input type="checkbox"/> I may be required to provide additional information, as per director request.	
I certify that all information provided in this STRH permit application packet and during the application process is correct to the best of my knowledge. I acknowledge that any false information or misrepresentations made in the application packet or during the application process shall result in enforcement action pursuant to MCC Section 19.530.030, and the denial or revocation of the permit, and that an application for an STRH permit on this property may not be made for two (2) years after the date of the denial or revocation.	
Signature: _____	Date: _____

NEIGHBOR NOTICE OF FILING OF A SHORT-TERM RENTAL HOME PERMIT APPLICATION

DATE: _____

TO: _____

Please be informed that the undersigned has applied to the County of Maui Department of Planning for a Short-Term Rental Home permit for the following parcel:

1. *TAX MAP KEY NO: _____
2. *LOCATION (Street Address):
(Location Map attached) _____
3. *NO. OF DWELLINGS PROPOSED FOR SHORT-TERM RENTAL HOME USE: (Site Plan attached) _____
4. *NO. OF BEDROOMS PROPOSED FOR SHORT-TERM RENTAL HOME USE PER DWELLING: _____

Information relative to the application is available for review at the Department of Planning, 2200 Main Street, Suite 619, Wailuku, Maui, Hawaii, or telephone: 270-8205; toll-free from Molokai 1-800-272-0117, extension 7735; and toll-free from Lanai 1-800-272-0125, extension 7735.

Enclosed with this notice are two (2) items. The first item is a *500-Foot Boundary Notification Map* identifying the specific parcel being considered for the short-term rental home showing the location of all parcels within 500 feet of the subject property's boundaries. The second item is a property *site and parking plan* showing all dwelling(s) and structures on the property with those to be used for the short-term rental home operation clearly labeled, as well as the locations and dimensions of the on-site parking stalls, access and turnaround areas for the short-term rental home.

Testimony relative to this request may be submitted in writing to the Department of Planning, 2200 Main Street, Suite 619, Wailuku, Maui, Hawaii 96793. The noticed owners and lessees of record may file a written protest against the proposed short-term rental home with the Planning Director. The protest must include (1.) name and mailing address of the noticed owner or lessee of record (the protestor), and (2.) the parcel number (TMK) of the property held by the protestor that is within 500 feet of the proposed short-term rental home. To be valid all protests must be postmarked or received within forty-five (45) days of the mailing of this notice of application. Further, if you wish to receive the Department's action or information of the public hearing, if required, remit a written request to the Department of Planning within forty-five (45) days of the mailing of this notice of application.

*Signature of Applicant or Authorized Representative

*Applicant's or Authorized Representative's Printed Name

Approved as to form by the Department of Planning: _____

Dated: _____

NOTARIZED AFFIDAVIT OF MAILING OF NOTICE OF APPLICATION

* _____, being first duly sworn on oath, deposes and says that:
 (Name of Applicant or Consultant)

1. Affiant is the applicant or authorized representative for a Short-Term Rental Home Permit for property located at

* _____, in the

* _____ Community Plan District on

* Tax Map Key No.: _____

2. Affiant did on _____, _____, deposit in the United States Mail, post paid, by Certified Mail and delivered to addressee, a copy of a *Notice of Filing of a Short-Term Rental Home Permit Application*, a *500-Foot Boundary Notification Map*, and a *site and parking plan*, copies of which are attached hereto and made a part hereof, addressed to each of the persons identified on a list of owners and lessees of record within 500 feet of the subject property's boundaries, a copy of is attached hereto and made a part hereof.

Further Affiant sayeth naught:

 (Signature of Applicant or Consultant)

STATE OF _____)
 COUNTY OF _____) SS.
 _____)

On this _____ day of _____, 20____, before me personally appeared _____ to me personally known, who, being by me duly sworn or affirmed, did say that such person(s) executed the foregoing instrument as the free act and deed of such person(s), and if applicable in the capacities shown, having been duly authorized to execute such instrument in such capacities.

NOTARY PUBLIC, State of _____
 Print
 Name _____
 My commission
 expires: _____

NOTARY PUBLIC CERTIFICATION			
Doc. Date: _____	# Pages:	_____	
Notary Name: _____	Judicial Circuit:	_____	
Doc. Description: _____			

_____		[Stamp or Seal]	
Notary Signature: _____			
Date: _____			

**NOTICE OF PUBLIC HEARING FOR
A SHORT-TERM RENTAL HOME PERMIT APPLICATION**

DATE: _____

TO: _____

Please be informed that the undersigned has applied to the County of Maui Department of Planning for a Short-Term Rental Home permit for the following parcel:

1. *TAX MAP KEY NO: _____
2. *LOCATION (Street Address):
(Location Map attached) _____
3. *NO. OF DWELLINGS PROPOSED FOR SHORT-
TERM RENTAL HOME USE: (Site Plan attached) _____
4. *NO. OF BEDROOMS PROPOSED FOR SHORT-
TERM RENTAL HOME USE PER DWELLING: _____

~ THIS SECTION TO BE COMPLETED BY THE DEPARTMENT OF PLANNING ~

The application has been scheduled for a hearing before the _____ Planning Commission.

Public Hearing Date: _____

Time: _____

Place: _____

Information relative to the application is available for review at the Department of Planning, 2200 Main Street, Suite 619, Wailuku, Maui, Hawaii, or telephone: 270-8205; Toll-Free from Molokai 1-800-272-0117, extension 7735; and Toll-Free from Lanai 1-800-272-0125, extension 7735.

Enclosed with this notice are two (2) items. The first item is a *500-Foot Boundary Notification Map* identifying the specific parcel being considered for the short-term rental home showing the location of all parcels within 500 feet of the subject property's boundaries. The second item is a property *site and parking plan* showing the dwelling(s) to be used in the short-term rental home and the locations, and dimensions of the on-site parking stalls, access and turnaround areas for the short-term rental home.

The hearing is held under the authority of the Maui County Code and the Rules of the Maui Planning Commissions. Petitions to intervene shall be filed with the appropriate commission and served upon the Applicant no less than ten (10) days before the public hearing date, no later than 4:30 p.m. on the day of _____. Filing of all documents for the Planning Commissions is c/o the Department of Planning, 2200 Main Street, Suite 315, Wailuku, Hawaii, 96793. The computation of time includes the last day of the period unless it is a Saturday, Sunday or legal state holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday or state holiday.

Testimony relative to this request may be submitted in writing prior to the hearing to the Planning Commission c/o the Department of Planning, 2200 Main Street, Suite 315, Wailuku, Maui, Hawaii 96793; or presented in person at the time of the public hearing.

Approved as to form by the Department of Planning: _____

Dated: _____

NOTARIZED AFFIDAVIT OF MAILING OF NOTICE OF PUBLIC HEARING

* _____, being first duly sworn on oath, deposes and says that:

(Name of Applicant or Authorized Representative)

- 1. Affiant is the applicant for a Short-Term Rental Home Permit for property located at _____, in the _____ Community Plan District on _____

* Tax Map Key No.: _____

- 2. Affiant did on _____, deposit in the United States Mail, post paid, by Certified Mail, return receipt requested, and delivered to addressee, a copy of a *Notice of Public Hearing for a Short-Term Rental Home Permit Application*, a *500-Foot Boundary Notification Map*, a *site and parking plan*, copies of which are attached hereto and made a part hereof, addressed to each of the persons identified on a list of owners and lessees of record within 500 feet of the subject property's boundaries, a copy of which is attached hereto and made a part hereof.

Further Affiant sayeth naught:

(Signature of Applicant or Consultant)

STATE OF _____)
 COUNTY OF _____) SS.
 _____)

On this _____ day of _____, 20____, before me personally appeared _____, to me personally known, who, being by me duly sworn or affirmed, did say that such person(s) executed the foregoing instrument as the free act and deed of such person(s), and if applicable in the capacities shown, having been duly authorized to execute such instrument in such capacities.

NOTARY PUBLIC,
 State of _____
 Print Name _____
 My commission expires: _____

NOTARY PUBLIC CERTIFICATION		
Doc. Date: _____	# Pages: _____	
Notary Name: _____	Judicial Circuit: _____	
Doc. Description: _____ _____ _____ _____		[Stamp or Seal]
Notary Signature: _____		
Date: _____		

SHORT-TERM RENTAL HOME (STRH) PERMIT MANAGER DESIGNATION FORM

Please print legibly or type in the information below.

SHORT-TERM RENTAL HOME NAME, PROPERTY, & PERMIT INFORMATION

Name of Proposed Short-Term Rental Home: _____

Tax Map Key No: _____ **Permit Number: ST** ___ - _____

Physical Address: _____

Applicant's Name: _____

MANAGER DESIGNATION

Manager Contact Information:

Manager's Name: _____ Email: _____

Mailing Address: _____

Residence/Business within 30 miles: _____

24-Hour Phone Number(s): bus hm cell fax

Eligibility Requirements (Check all that apply.):

- I am the Applicant/Permit Holder. _____
- I am an immediate adult family member. _____ Relationship: _____
- I hold an active State of Hawaii real estate license (*not applicable Lanai*). _____ License #: _____
- The property is located in the Hana or Lanai Community Plan Areas. I am the designated caretaker for the property, as allowed by [HRS Chapter 467](#). _____
- I am a temporary manager, who will serve less than forty-five (45) days per year (Note: temporary managers may not serve as the initial manager)

Minimum Manager Responsibilities (19.65.030(G)(F)) The manager of the short-term rental home shall:

1. Be accessible to guests, neighbors, and County agencies. For purposes of this section, "accessible" means being able to answer the telephone at all times, being able to be physically present at the short-term rental home within one hour following a request by a guest, a neighbor, or a County agency, and having an office or residence within thirty driving miles.
2. Ensure compliance with state department of health regulations, this chapter, permit conditions, and other applicable laws and regulations;
3. Enforce the house policies; and
4. Collect all rental fees, unless the manager is a designated caretaker, as defined in HRS Chapter 467.

Tenure:

Permanent Designation

Temporary Tenure, From:

To:

Designation: _____ <div style="text-align: right; margin-top: 10px;">Signature</div> <div style="text-align: right; margin-top: 10px;">Date</div>	Manager's Acceptance: _____ <div style="text-align: right; margin-top: 10px;">Signature</div> <div style="text-align: right; margin-top: 10px;">Date</div>
--	---



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	<input type="checkbox"/> (SMA) Special Management Area
STATE DISTRICT: <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Agriculture <input type="checkbox"/> Conservation	
MAUI ISLAND PLAN Growth Boundary: ² <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: ² <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	
COMMUNITY PLAN: ²	<input type="checkbox"/> (PD) Planned Development
COUNTY ZONING:	<input type="checkbox"/> (PH) Project District
OTHER/COMMENTS:	<input type="checkbox"/> See Additional Comments (Pg.2)
FEMA FLOOD INFORMATION: 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
FLOOD HAZARD AREA ZONES ³ & 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).

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:

For: _____ (Signature) _____ (Date)
John S Rapacz, Planning Program Administrator, Zoning Administration and Enforcement Division