



I. SOURCES OF AUTHORITY

The sources of authority for an **Off-Site Parking (OSP) Permit** are:

- Maui County Code (MCC), [Title 19, Zoning](#), as amended.
- Maui County Code (MCC), [Chapter 19.36A, Off-Street Parking and Loading](#).

II. BASIC PURPOSE AND REQUIREMENTS FOR AN OFF-SITE PARKING PERMIT

MCC requires parking for the use(s) of a lot, and requires the parking be provided on that lot (the primary lot); unless the Director approves “off-site” parking on a different lot (the lot providing the off-site parking).

The purpose of the **Off-Site Parking (OSP) Permit** is to administer the permitting and tracking of off-site parking.

All off-site parking areas shall conform to the provisions of Title 19, Maui County Code, such as:

- The lot providing off-site parking shall be in a zoning district that allows “parking lot” use.
- The lot providing off-site parking may assign only its excess (not required) parking spaces to the primary lot.
- All off-site parking spaces shall be located within a distance of four hundred (400’) feet from the primary lot.
- All off-site parking spaces shall be labeled as reserved for the exclusive use of the primary lot.
- Minimum parking space surface material, dimensions, maneuvering areas, isle width, walls, & landscaping.

III. GENERAL PROCESSING PROCEDURES

Upon receipt of an application, the Department initially checks to see if the Submittal Checklist has been completed and all checklist items and associated information are included with the application.

The processing will generally consist of reviewing the off-site parking lot for the following:

- *An initial review to determine if the Land Use Designations (i.e., State, Community Plan, & County Zoning) of the lot providing off-site parking allows for the parking lot use.*
- *Review of the submitted **Comprehensive Parking Analysis** to confirm/determine the number of parking spaces which may be assigned as off-site parking for a different lot within 400’.*
- *Review of the submitted **Site Plan with Parking Layout** to check for compliance with 19.36A; including but not limited to the number of parking spaces provided, parking surface material, parking space dimensions, maneuvering areas, isle width, walls, and potential compliance with landscape requirements.*
- *Receipt of an **approved Landscape Planting Plan for Parking Lots (LPAP)** (for the lot providing off-site parking). The LPAP application is a separate application that can be submitted concurrently with the OSP application. All parking areas shown in an approved **Landscape Planting Plan for Parking Lots (LPAP)** shall match the parking areas shown in the **Site Plan with Parking Layout**.*

Note: A new LPAP application might not be required if all existing walls and mature landscaping already complies with the requirements of MCC §19.36A.

- *Review, approval, and recordation of a **Unilateral Agreement for Off-Site Parking**, including the receipt of the recorded copy after it is recorded with the Bureau of Conveyances of the State of Hawaii.*

Note: Prior to the recordation of this agreement and in an effort to reduce the need for revisions, the Department will ask for one executed original and one copy of this agreement for review and approval after (1) the Comprehensive Parking Analysis, (2) the Site Plan with Parking Layout, and (3) the Landscape Planting Plans for Parking Lots (LPAP) have been reviewed and approved. Upon request, a sample Unilateral Agreement for Off-Site Parking can be provided.

SUBMITTAL CHECKLIST, OFF-SITE PARKING (OSP) PERMIT APPLICATION

This submittal checklist is designed to guide you in preparing your application submittals in a way that leads to the smoothest and quickest possible processing; however, depending on the uniqueness of your property additional information not covered in this checklist might be required. If you have any questions not addressed in this application, please call for assistance or to share ideas that might make this application easier to understand.

- Include ALL of the following checklist items with your application submittal (8½"x11" or 11"x17" max).
(*Incomplete applications will delay processing and be returned to the applicant*)
- Please label all documents and arrange them in the order they are listed below.

<input type="checkbox"/>	1.	Non-refundable filing fee , payable to County of Maui, Director of Finance. See Fee Schedule, Table B , Parking Approvals (Administrative). The fee schedule is available at www.mauicounty.gov under "Departments", "Planning Department", "Development Permits, Applications & Reviews". (\$55.00 Effective 7/1/2015-6/30/2016)
<input type="checkbox"/>	2.	Submittal Checklist, Off-Site Parking Permit Application (<i>THIS PAGE</i>).
<input type="checkbox"/>	3.	Off-Site Parking Permit Application . [Pg.3]
<input type="checkbox"/>	4.	Reviewed & Confirmed Zoning & Flood Confirmation Form (<i>for the lot providing off-site parking</i>).[Pg.4]
<input type="checkbox"/>	5.	<p>Site Plan with Parking Layout (<i>for the lot providing off-site parking</i>).</p> <p>This site plan shall:</p> <ol style="list-style-type: none"> A. Be signed, dated, and drawn to scale with the scale identified. B. Show the location of the subject lot within the general area. C. Show the entire lot (lot lines with metes & bounds), and structures. D. Show the parking areas, access, and landscaping, including: <ol style="list-style-type: none"> 1. Number each and all parking spaces. 2. Identify the parking surface material. 3. Show the parking space dimensions, isle width, and maneuvering areas. 4. The location of existing trees, hedging, and walls adjacent to the parking areas.
<input type="checkbox"/>	6.	Comprehensive Parking Analysis (<i>for the lot providing off-site parking</i>). [see examples Pg.5]
<input type="checkbox"/>	7.	<p>Labeled photos of all parking areas (<i>for the lot providing off-site parking</i>).</p> <ul style="list-style-type: none"> • NOTE: The photos should be of sufficient quantity/quality so that a site visit would not be needed.
<input type="checkbox"/>	8.	<p>Ownership documentation to identify the recorded owner / lessee of record (for each lot).</p> <p><input type="checkbox"/> Included <input type="checkbox"/> N/A For corporations, trusts, etc. (any lot not owned by an individual), also provide documents identifying the <u>individuals authorized to sign</u> on behalf of the owner.</p> <p><input type="checkbox"/> Included <input type="checkbox"/> N/A For any lot not owned by the applicant, also provide a <u>notarized letter of authorization</u> from the legal owner giving permission to allow the applicant to represent the owner on this application.</p>
9.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Is there an approved Landscape Planting Plan for Parking Lots (LPAP) (<i>for the lot providing off-site parking</i>)?</p> <p>IF YES: Include a copy of the LPAP approval letter and approved Landscape Plan.</p> <p>IF NO: Submit a separate LPAP Application, available at: www.co.maui.hi.us/index.aspx?NID=1574</p> <ul style="list-style-type: none"> • NOTE: An approved LPAP shall be obtained prior to the OSP approval.
<input type="checkbox"/>	10.	<p><input type="checkbox"/> YES <input type="checkbox"/> NO Are there any existing Unilateral Agreements for Off-Site Parking (<i>for the lot providing off-site parking</i>)?</p> <p>IF YES: Submit a copy of the above agreements and see the note below.</p> <p>IF NO: See the note below.</p> <ul style="list-style-type: none"> • NOTE: Prior to the Department issuing an Off-Site Parking approval, the Department will require a copy of a <u>new Unilateral Agreement for Off-Site Parking</u> that has been <u>recorded</u> with the Bureau of Conveyances of the State of Hawaii. However, prior to the recordation of this agreement and in an effort to reduce the need for revisions; the Department will ask for an executed original and one copy of this agreement for review and approval after the (1) Site Plan with Parking Layout, (2) Comprehensive Parking Analysis, and (3) Landscape Planting Plans for Parking Lots (LPAP) have been reviewed and approved.
<input type="checkbox"/>	11.	Submit both a hardcopy (8½"x11" or 11"x17" max) and a PDF copy (on a compact disk or usb drive) of the above checklist submittal items No. 2-10 (labeled and arranged in the order of this checklist).

OFF-SITE PARKING (OSP) PERMIT APPLICATION

This Box is for County Use Only

Permit Number: OSP -

Route for (1) Parking Analysis and (2) OSP Review

PROPERTY INFORMATION (THE LOT PROVIDING OFF-SITE PARKING)

Owner Name: _____
Mailing Address: _____
Email: _____ Phone: _____
Signature: _____ Date: _____

Property Name: _____
Tax Map Key No: _____
Physical Address: _____

_____ Total number of parking spaces located on this lot.
_____ Total number of parking spaces that are required for uses on this lot.
_____ Number of off-site parking spaces to be assigned with this application, for uses on a different lot.
_____ Number of off-site parking spaces already assigned, for uses on a different lot.

PROPERTY INFORMATION (THE PRIMARY LOT)

Owner Name: _____
Mailing Address: _____
Email: _____ Phone: _____
Signature: _____ Date: _____

Property Name: _____
Tax Map Key No: _____
Physical Address: _____

APPLICATION CONTACT INFORMATION

APPLICANT INFORMATION

Applicant Name: _____
Mailing Address: _____
Email: _____ Phone: _____
Signature: _____ Date: _____

AUTHORIZED CONTACT PERSON FOR THIS APPLICATION

Contact Name: _____
Mailing Address: _____
Email: _____ Phone: _____
Signature: _____ 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	<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

COMPREHENSIVE PARKING ANALYSIS (EXAMPLE'S)

The hypothetical examples below are intended to help you complete your comprehensive parking analysis.

- The parking ratio requirements are covered under [Chapter 19.36A](#) of the Maui County Code.
 - Note: The shopping center parking ratio requirement applies when there are:
 1. Five or more uses or business entities on a single parcel of land, and
 2. A minimum of three acres of land area or a minimum of twenty-five thousand square feet of floor area.
- Please include floor plans with the areas and uses noted.
- Please present your comprehensive parking analysis in a similar format to the examples below.

COMPREHENSIVE PARKING ANALYSIS (EXAMPLE OF BASIC INFORMATION)							
Completed by _____							
PROPERTY NAME							
TAX MAP KEY:		PROPERTY ADDRESS					
OWNER NAME:		STREET:					
APPLICANT NAME:		CITY:					
CONSULTANT NAME:		ZIP CODE:					
NUMBER OF BUILDINGS ON LOT		NUMBER OF UNITS (in all buildings on lot)					
LOT AREA (Size of Lot)							
FLOOR AREA (All Buildings&Floors)							
State Land Use District:		Applicable Zoning Permits:					
Community Plan Designation:		Applicable Off-Site Parking Permits:					
County Zoning District:		Applicable Parking Reduction Permits:					
Special Management Area: YES / NO		Applicable SMA Permits:					
		NUMBER OF SPACES (TOTAL REQUIRED BY 19.36A)	NUMBER OF SPACES (TOTAL SHOWN ON THE SITE PLAN)	NUMBER OF OFF-SITE PARKING (SPACES NEEDED) (SPACES GIVEN)			
Parking Spaces:							
Loading Zone Spaces:							
PARKING CALCULATIONS: (EXAMPLE 1)							
Bldg / Unit	Description	Use (19.36A.010)	Floor Area	Parking Ratio (19.36A.010)		Sub-totals	
1	Church	Places of worship	24,119	1 per	100 =	241.19	
***	This includes the church office and other rooms (entire bldg.)						
2	Pavillion	Assembly	196	1 per	100 =	1.96	
TOTAL FLOOR AREA			24,315	TOTAL PARKING REQUIRED		243.15	
PARKING CALCULATIONS: (EXAMPLE 2)							
Bldg / Unit	Description	Use (19.36A.010)	Floor Area	Parking Ratio (19.36A.010)		Sub-totals	
101	Vacant	Retail	1,070	1 per	500 =	2.14	
102	Mama's Ribs & Rotis	Restaurant	256	1 per	min 3 =	3.00	
		Kitchen	814	min 3	3 =	3.00	
103	Vacant	Retail	870	1 per	500 =	1.74	
104	Napili Florist	Retail	864	1 per	500 =	1.73	
105	Napili Market	Retail	17,452	1 per	500 =	34.90	
106	Boss frog's Dive	Retail	1,162	1 per	500 =	2.32	
107A	Baan Thai	Restaurant	363	1 per	100 =	3.63	
		Kitchen	437	min 3	3 =	3.00	
TOTAL FLOOR AREA			23,288	TOTAL PARKING REQUIRED		55.47	
PARKING CALCULATIONS: (EXAMPLE 3)							
Bldg / Unit	Description	Use (19.36A.010)	Floor Area	Lot Area %	Parking Ratio (19.36A.010)		Sub-totals
Bldg 1		Storage	10,000		1/600	600 =	16.67
		Total Lot Area:	50,000	25%	12,500.00	600 =	20.83
Bldg 2		Repair Garage	10,000		1/200	200 =	50.00
		Total Lot Area:	50,000	40%	20,000.00	200 =	100.00
TOTAL FLOOR AREA			20,000		TOTAL PARKING REQUIRED		120.83
TOTAL LOT AREA			100,000				
PARKING CALCULATIONS: (EXAMPLE 4)							
Bldg / Unit	Description	Use (19.36A.010)	Floor Area	# of Rooms	Parking Ratio (19.36A.010)		Sub-totals
1-12	Guest rooms	Hotel	164,781	131	1 per 2 rms	2 =	65.50
2-12	Housekeeping units	Business	5,049		1/500	500 =	10.10
1	1st floor Admin	Business office	1,100		1/500	500 =	2.20
1	Lobby & Front Desk	Business	3,693		1/500	500 =	7.39
1	Lahaina provision	Restaurant	2,200		1/100	100 =	22.00
		Kitchen	700		min 3	3 =	3.00
1	Health Club	health club	1,000		no parking	=	0.00
1	Fire command center	Business	200		1/500	500 =	0.40
Bmt	Basement Engineering	Business	1,050		1/500	500 =	2.10
Bmt	Basement BOH	Business	452		1/500	500 =	0.90
Bmt	Basement offices	Business	866		1/500	500 =	1.73
Bmt	Outdoor function sto.	Business	1,541		1/500	500 =	3.08
Site	Pool Bar	Bar	585		1/100	100 =	5.85
		employee			min 3	3 =	3.00
site	Towel Hut	Accessory	160		no parking	=	0.00
Site	Swimming pool & Deck	Accessory	16,000		no parking	=	0.00
	Common Area	Common Area (19.36A.050)	1,000		no parking	=	0.00
TOTAL FLOOR AREA			200,377		TOTAL PARKING REQUIRED		127.25