

## I. Sources of Authority

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The sources of authority for a **Bed and Breakfast (B&B) Home Permit** are listed below:

- Maui County Code, [Title 19, Zoning](#), as amended.
- Maui County Code, [Chapter 19.64, Bed and Breakfast Homes](#). (Ord. No. 3611, § 4, 12-19-2008)

Copies can be obtained at the Department of Planning (Department) at 2200 Main Street, Suite 315, 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](http://www.mauicounty.gov).

## II. Purpose

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The purpose of the **B&B Permit** is to maintain appropriate restrictions and standards for B&Bs; allow homeowners who live on the property an opportunity to participate and benefit from tourism; to provide an alternative visitor experience and accommodation to the resort and hotel accommodations currently existing in the County; and to retain the character of the neighborhoods in which any B&B is located.

The Maui County Code (MCC), Section 19.04.040, defines a B&B as "a use in which overnight accommodations are provided to guests for compensation, for periods of less than 180 days, in no more than two detached single-family dwelling units, one of which is occupied by the owner-proprietor. Each B&B shall include bedrooms, one kitchen, and living area; and shall include no more than six bedrooms for short-term rental, as specified within the zoning district provisions of this Title."

**Please note that as of December 24, 2018, B&B Permits can no longer be issued for an accessory dwelling or "ohana," per MCC, Section 19.35.010(D). Please note that this does not apply to properties with State Land Use District designation of 'Agricultural,' where there is a first and/or second farm dwelling.**

## III. Application Contents

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This *B&B Permit Application Packet* contains the following documents.

- B&B Permit: authority, purpose, application contents, and processing procedures (pg 1-3)
- *B&B Project Notice Sign Requirements* (pg 4)
- *B&B Application Checklist* (pg 5-8)
- *B&B Application* (pg 9)
- *Neighbor Notice of Filing of a Bed and Breakfast (B&B) Application* (pg 10) *Notarized Affidavit of Mailing of*
- *Neighbor Notice of Filing* (pg 11)
- *Notice of Public Hearing for a Bed and Breakfast (B&B) Application* (pg 12) *Notarized Affidavit of Mailing of*
- *Notice of Public Hearing* (pg 13)
- *Notarized Certification of Owners Primary Residence* (pg 14)

**NOTE:** A fully processed Zoning and Flood Confirmation Form is required to be submitted with this application packet. See the *B&B Application Checklist* (Item 4, pg 5) for instructions.

An additional document useful for completing this permit application is available on the County of Maui website at: <https://www.mauicounty.gov/1206/Bed-and-Breakfast-Permit>.

- *500-Foot Boundary Notification List & Map Instructions*

## **IV. Application Preparation, Submittal, and Processing Procedures**

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**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 penalties for any unlawful short-term rentals.

### **Pre-Application Steps and Application Form Preparation**

Before applying for a B&B Permit, property owners must analyze for themselves whether the permit may be appropriate for their individual property. Requirements include being a full-time resident of Maui and being on the property overnight when guests are present. This application packet and the additional documents cited on Page 1 are designed by the Department to provide information to assist in the pre-application analysis as well as the full permitting process. The Department can be reached at 808-270-8205, and will provide assistance in answering any questions regarding the permit requirements and process. The property owner, upon determining that the B&B Permit is appropriate for their property, then prepares the application packet for submittal.

Five days prior to application submission, an Applicant shall install a temporary NOTICE OF APPLICATION SIGN along the main access road of the proposed B&B, per MCC, Section 19.64.040(B)(3). The Department recommends that the sign be installed no earlier than 14 days prior to submitting the application. See *B&B Notice of Application Sign Requirements* on Page 4 for sign specifications. The applicant shall remove the sign no later than five days after a final decision on the application.

### **NOTICE REGARDING SUBMITTING FALSE OR MISLEADING INFORMATION**

In addition to any enforcement action pursuant to MCC, Section 19.530.030, any misrepresentation(s) on this application or during the initial or renewal application process shall result in a denial or a later revocation of a B&B Permit, this with no reapplication within two years from the date of denial or revocation.

### **Application Submittal and Initial Review**

All items in the *B&B Permit Application Checklist* must be completed prior to acceptance for processing by the Department. The applicant may contact the Department at 808-270-8205 and request to speak with a B&B planner to schedule an appointment to submit the application. After acceptance for processing of a completed B&B application the Department may ask for additional documents or revisions as needed at any point in the review process. The applicant will need to have copies of the complete application packet, including additional submittals.

### **Neighbor Notice of Filing of a B&B 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 Bed & Breakfast (B&B) Application* form (Page 10) to the neighbors of the B&B application. Please note that the Department must review the location map, site plan, parking plan and 500-foot property owner's notice list and then approve the *Neighbor Notice of Filing of a B&B Permit Application* form for mail-out via Certified Mail. The applicant then submits the *Notarized Affidavit of Mailing of Neighbor Notice of Filing* form (Page 11) to the Department within ten days of the mailing.

### **Agency Transmittal and General Review**

Review by the Maui County Police Department is part of the process. We also check to see that no relevant Requests for Service filed with the County of Maui are open. For properties located on lands in the Agricultural District, an additional permit is required (See Checklist Items 30 and 31 for related information). Other agencies may be transmitted to for comment when warranted. If necessary, the project planner will request additional copies of sections of the application for agency review. The format of the additional copies may be hardcopy, digital, or a combination of media. The project planner will discuss the number and format with the applicant.

A site visit is conducted by the project planner, and all rooms and structures on the property shall be available for viewing. The application, site, parking and floor plans shall be accurate; any discrepancies between the submitted plans and what is observed during the site visit may require additional documentation and agency transmittals.

## V. Application Preparation, Submittal, and Processing Procedures

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An initial permit may be granted from one to three years.

### Two Avenues to Approval for a B&B Permit

When the Department has verified all of the application contents, and all agency comments or concerns have been satisfied, the B&B Permit approval will be determined:

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

The triggers requiring a public hearing are contained in MCC, Section 19.64.050(A)(3) - Permit Processing as follows:

- a. If written protests pursuant to MCC, Section [19.64.040\(B\)\(4\)](#) comprise 30 percent or more of the owners and lessees of record within a 500-foot distance from the lot on which the B&B is proposed;
- b. If a variance was obtained to meet the requirements for a B&B permit;
- c. If an existing B&B is operating on a lot within a 500-foot distance from the lot on which the B&B is proposed;
- d. For B&Bs located within the Hana community plan area, the number of bedrooms used for the B&B operation shall be greater than three; or
- e. For B&Bs located on Moloka'i and Lana'i, the application is for an initial B&B.

If a public hearing is required, the Department will schedule a public hearing date with either the Maui, Molokai or Lanai Planning Commission, whichever is appropriate. The approval of the B&B operation will then be determined.

When a public hearing is required, the **applicant** is responsible for the following four public hearing requirements (MCC, Sections 19.64.040(B)(5), 19.510.020):

- a. Pay the **public hearing fee**, in the amount in the County of Maui current-fiscal-year fee schedule. Checks shall be made payable to the County of Maui, Director of Finance;
- b. Mail *Notice of Public Hearing for a Bed and Breakfast (B&B) 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 30 calendar days prior to the public hearing;
- c. Submit the *Notarized Affidavit of Mailing of Notice of Public Hearing* (Page 13) and each of the original return receipts for the Certified Mail within 10 days of the mailing; and
- d. Publish a *Notice of Public Hearing*, in a form prescribed by the Department, once a week for three 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.

**Bed and breakfast homes must operate according to the standards in MCC, Section 19.64.030. Please review them, since they will be used to evaluate your proposed operation.**

## ***B&B Notice of Application Sign Requirements***

A B&B Notice of Application sign shall be posted in a clearly visible location within five feet of the front of the property boundary along the main access road (but not in the road right-of-way or other public facility) notifying the public about the B&B application.

The sign shall be posted five days prior to remitting an application and shall remain posted throughout the application process. On Maui and Lanai, the sign shall be 16 square feet, and on Molokai the sign shall be four square feet. The Department recommends that the sign be installed no earlier than 14 days prior to submitting the application.

The sign shall be a ground sign that is free standing, stationary, erected and supported securely from the ground and meeting the following specifications:

The sign for Lanai and Maui shall be four feet by four feet in size.

For Molokai, the sign shall be two feet by two feet in size.

The bottom edge of the sign shall be a minimum of two feet off the ground, mounted on posts.

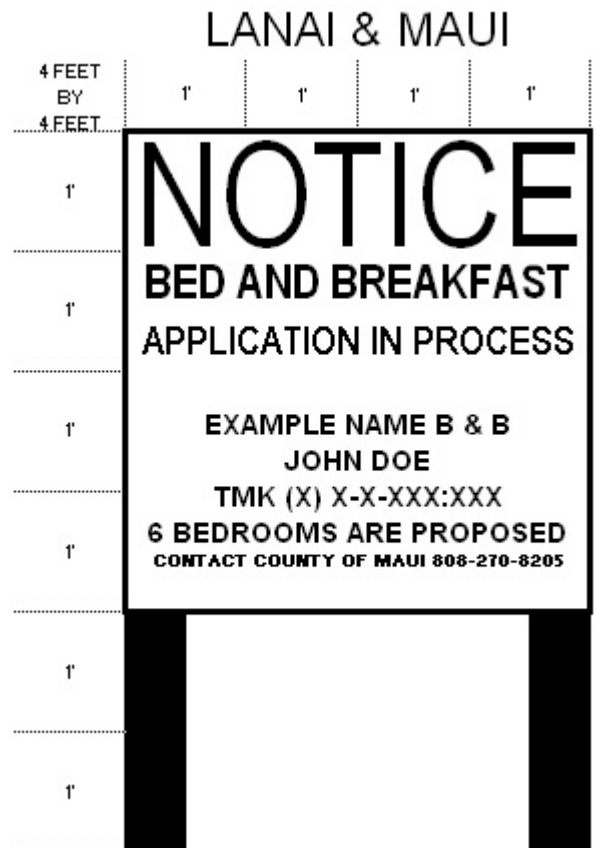
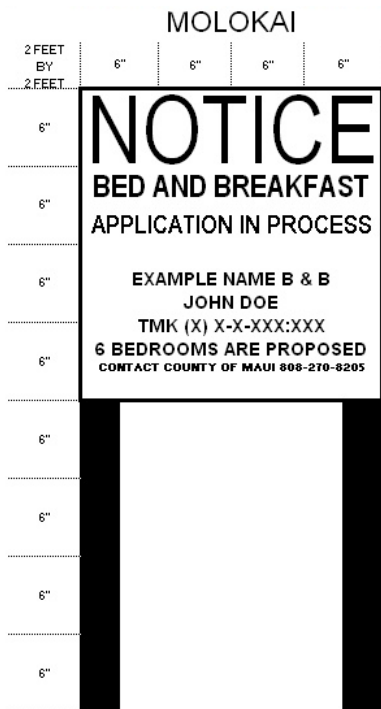
The sign and posts shall be made of sturdy material (example: plywood and four feet by four feet posts).

Sign background shall be solid white.

All lettering shall be in **BOLD BLACK CAPITALIZED** letters that are easy to read. From the top of the sign down, it shall be organized as follows (see sign example):

- The upper one-fourth section shall have the word, "**NOTICE**"
- The following one-fourth section below the word NOTICE shall have the words, "**BED AND BREAKFAST APPLICATION IN PROCESS**"
- The bottom half of the sign shall have the following information (Each bullet point item shall be on a separate line; see examples below):

**NAME OF PROPOSED B&B**  
**NAME OF OWNER**  
**TMK OF LOT**  
**NUMBER OF BEDROOMS PROPOSED**  
**CONTACT COUNTY OF MAUI 808-270-8205**



## B&B Permit Application Checklist

Welcome to the *B&B Permit Application Checklist*. It is designed to guide you through preparing your submittals in a way that leads to the smoothest and quickest processing of your B&B permit application. It is recommended to read the whole checklist (and application form) through before preparing any submittals. All checklist items must be addressed in the manner indicated. If you have any questions, 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.
- All documents submitted shall be on standard sized paper, 8½" by 11", except the site plan and the floor plan may be on 11" x 17" paper, if needed.
- All photos shall be numbered and labeled with photo content identification, and shall be printed on standard sized paper, 8½" x 11".
- The following documents and checklist items shall be complete at the time of application submittal. Incomplete applications will not be accepted, or returned, and result in delayed processing.
- Please number all documents and arrange them in the order they are listed below.

1. A **non-refundable filing fee**, payable to County of Maui, Director of Finance. Checks shall be made payable to the County of Maui, Director of Finance. (see [Fee Schedule, Table A & B](#) at [www.mauicounty.gov](http://www.mauicounty.gov) )

Note: If a public hearing is required (determined during review of the application), an additional public hearing filing fee will be required. B&Bs that qualify for an approval of more than one year will be required to pay an additional amount per additional year granted. Other additional fees may apply and will be collected at a later date.

2. Completed **B&B Permit Application Checklist** (Pages 5-8).

3. Submit completed **B&B Permit Application** (Page 9).

4. A fully processed **Zoning and Flood Confirmation Form**. The Applicant begins the process by filling in the project identification portion of the form and submitting it to the Zoning Administration and Enforcement Division (ZAED) of the Department of Planning. The zoning and flood zone designations are confirmed by ZAED and returned to the Applicant for inclusion in the packet. The form is available online at: <http://www.co.maui.hi.us/DocumentView.asp?DID=1704>. Email processing is available, or the form may be picked up from and/or submitted directly to ZAED. This form is fee free.

5. Fill in the five starred (\*) items of the **Neighbor Notice of Filing of a Bed & Breakfast (B&B) Permit Application** (Page 10) and the four starred (\*) items of the **Notarized Affidavit of Mailing of Neighbor Notice of Filing** (Page 11)

NOTE: The Department reviews and, when ready for processing, returns to the applicant the above two signed forms and the submitted location map, site plan, and parking plan. The applicant will then mail the *Neighbor Notice of Filing of a B&B Permit Application* (signed by the Department), the location map, site plan, and parking plan via Certified Mail to all owners and lessees of record within 500 feet of the subject property's boundaries. The Applicant shall return the *Notarized Affidavit of Mailing of Neighbor Notice of Filing* to the Department within ten days from the date of mailing of the *Neighbor Notice of Filing of a B&B Permit Application* (MCC, Section 19.64.050(B)).

6. Fill in the three starred (\*) items of the **Notice of Public Hearing for a Bed and Breakfast (B&B) Permit Application** (Page 12) and the four starred (\*) items of the **Notarized Affidavit of Mailing of Notice of Public Hearing** (Page 13)(MCC, Sections 19.64.040(B)(5), 19.510.020).

NOTE: A public hearing may be required as part of the processing of a B&B Permit. In the event that a public hearing is required, the Applicant is required to take the following four steps: (1.) pay the **B&B public hearing fee** in the amount specified in the current fiscal year fee schedule (Checks shall be made payable to the County of Maui, Director of Finance); (2.) the *Notice of Public Hearing for a Bed and Breakfast (B&B) Permit Application* and location map 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; (3.) return the *Notarized Affidavit of Mailing of Notice of Public Hearing* and the Certified Mail return receipts to the Department within ten days of the mailing; and (4.) publish a *Notice of Public Hearing*, in a form prescribed by the Department, once a week for three consecutive weeks prior to the date of the public hearing, this in a newspaper which is printed and issued at least twice weekly in the County, and which is generally circulated throughout the County.

## B&B Permit Application Checklist

CONTINUED FROM PREVIOUS PAGE

- 7. Submit **property ownership records** that identify all the property owners of the parcel (Example: Recorded Warranty Deed or Real Property Tax records). If the property is owned by a trust, submit a copy of the trust summary indicating trustees.
- 8. Completed, signed, and **Notarized Certification of Owner's Primary Residence** for all owners (Page 14).
- 9. Submit a **notarized written consultant authorization** from property owner(s) if a consultant will process the application: include the owner's name, address, telephone numbers, the consultant's name, address telephone numbers, and the TMK of the property and project name.
- 10. Submit **proof of residency** showing that the owner who is proposing to operate the B&B is a resident of the County of Maui (examples: Voter Registration, Drivers License, or Income Tax documents).
- 11. Submit a copy of the Owner-Proprietor's **Transient Accommodations Tax (TAT)** license for the B&B.
- 12. Submit a copy of the Owner-Proprietor's **General Excise Tax (GET)** license for the B&B.
- 13. A **500-Foot Boundary Notification List**. The 500-Foot List is a list of 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 Assessment Division of the Department of Finance at the time of application ([mauipropertytax.com](http://mauipropertytax.com)). Refer to *500-Foot Boundary Notification List & Map Instructions* for more information on how to complete this item (MCC, Section 19.64.040(B)(1)).
- 14. Submit a location map (MCC, Section 10.64.040(B)(2)). This shall be drawn to scale, identifying the location of the subject property within the general area. Refer to *500-Foot Boundary Notification List & Map Instructions* for more information on how to complete this item.  
On this location map:
  - a. Clearly identify the subject property;
  - b. Clearly identify all lots within 500 feet of the subject property's boundaries;
  - c. Draw a line indicating the 500-foot boundary; and
  - d. Include all the 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 **site plan** (MCC, Section 19.64.040(A)(4)). You may want to consider hiring someone with experience in drawing site plans. This site plan shall include and be:
  - a. Drawn on 8 ½ x 11 or 11 x 17 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; and
  - e. Identify all on-site parking areas and driveways, and indicate all B&B stalls specifically.
- 16. Submit a **parking plan** (MCC, Section 19.64.040(B)(2)). You may want to consider hiring someone with experience in drawing plans. This parking plan shall include and be:
  - a. Drawn on 8 ½ x 11 or 11 x 17 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 a scale that conveys the required detail. Identify the scale used on each plan page; and
  - c. Provide a detailed plan of all on-site parking locations, the surface material, who will be using each parking space, the dimensions, isle width, and maneuvering areas. Parking spaces shall be a minimum of 8 ½ x 18 feet. Tandem parking and grasscrete are permitted. Parking requirements can be found in MCC, Section 19.36A.010, Designated Number of Spaces, B&B Home.
- 17. Submit detailed **floor plans for all structures on the property** (MCC, Section 19.64.040(A)(4)). You may want to consider hiring someone with experience in drawing floor plans. This detailed floor plan shall include and be:
  - b. Drawn to scale. Identify scale used on each plan page;
  - c. Identify the use of all rooms in all structures on the property (living rooms, dining rooms, bedrooms, bathrooms, kitchens, wet bars, etc); and
  - d. Identify which rooms will be used for B&B and which will be used by Owner-Proprietor and family, if applicable.

## B&B Permit Application Checklist

18. Submit **proof that any proposed B&B dwelling was built in compliance with County regulations** at the time of construction. **On site plan, show all building, electrical and plumbing permit numbers for each structure. If a structure is exempt, please reference building permit exemption number.**

Provide the **record of completed building permits (building, plumbing, and electrical)** showing final approval for the original construction and all additions. In the Maui County KivaNet database, permits marked with a decision code of "A" (approved) and with 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, building permits for 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, are displayed. Start the search at: <https://qpublic.schneidercorp.com/Application.aspx?App=MauiCountyHI&Layer=Parcels&PageType=Search>. Finally, if an online search does not find building permits for the original structures and/or all later modifications, you may need to contact the offices of the Department of Public Works (DSA Section, 270-7379), or the RPT office in the County Service Center at Maui Mall in Kahului (270-7297, 70 E. Kaahumanu Ave., Suite A16) 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 that the structure was built prior to 1952.

**If there are structures that do not have completed building permits, file for Miscellaneous Inspections** for building, plumbing and electrical reviews through the Department of Public Works, DSA Division. Submit copies of all approved inspections.

19. Submit **proof that the proposed B&B inside and outside areas accessible to guests meet the minimum health and safety standards** established by the Department of Planning. Submit a Department of Planning *Bed and Breakfast (B&B) Home Inspection Report*. A home inspector can be found at [ashi.org](http://ashi.org).
20. Submit numbered and labeled **photographs of the B&B home and surrounding site** for which the B&B is proposed. At a minimum, the photos should include (1.) two views of the main entrance of the lot from the access road; (2.) the main driveway; (3.) the parking areas for the owner(s), for the residents, and for each proposed B&B room; (4.) the exterior views of each side of the home, (5.) views from the proposed B&B in all directions (North, South, East, and West) showing surrounding lots, (6.) the interior rooms, kitchens, wet bars, and all areas that will be used for B&B rental, (7.) the single station smoke alarms in each guest sleeping room; (8.) the mounted fire extinguisher(s); and (9.) any other(s) that you feel would be helpful in visualizing the site.
21. Submit numbered and labeled **photographs of the Notice of Application Sign** showing both its location at the front of the property along the main access road and a close up of the sign face. See *B&B Notice of Application Sign Requirements* (Page 4).
22. Submit a **written description** of the proposed B&B operations and how it will be compatible with the existing character of your neighborhood.
23. Submit a **Menu** of the food items that will be provided to guests. Please contact the Department of Health at 54 High Street, Wailuku, for helpful information and regulations regarding this item.
24. Submit a copy of the **House Policies** that will be posted within each guest room. The house policies shall include, at a minimum, the following provisions:
- Quiet hours shall be maintained from 9:00 p.m. to 8:00 a.m., during which time noise in the bed and breakfast home shall not disturb anyone on a neighboring property;
  - Amplified sound that is audible beyond the property boundaries of the B&B is prohibited;
  - Vehicles shall be parked in the designated onsite parking area and shall not be parked on the street overnight.

## **B&B Permit Application Checklist**

25. Submit a copy of the **Fire Escape Plan** that will be posted within each guest sleeping room (MCC, Section 19.64.030(H)). The exit plan shall include, at a minimum, the following:
- a. Complete floor plan of B&B home;
  - b. "You are here" marked on the exit plan;
  - c. Arrows indicating the exit path;
  - d. Meeting place to meet after exiting building; and
  - e. Location(s) of all fire extinguishers.
- Install fire extinguisher(s) with a minimum rating of 2A10B:C, within a 75 feet 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.
26. Indicate the source of potable water:
- County Water                      OR                       Private water system
- a. Submit a short description of the private water system.
27. Indicate the type of wastewater system:
- County Sewer
- Private Wastewater Treatment Plant (PWTP): Name of facility: \_\_\_\_\_
- Individual Wastewater System: Please locate system on site plan
- Septic or  Cesspool
28. 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 – 31. In the case of 11 x 17 and other large format plans, a separate PDF is suggested.

### **An additional permit is required if property is located within the State Agricultural District.**

30. A **completed State Land Use Commission Special Permit application** and its non-refundable filing fee are required. The fee is discounted 50 percent as a "second permit fee" for the B&B project. The application form is available online at <http://www.co.maui.hi.us/DocumentView.asp?DID=1664> .
31. For lots in the State Agricultural District, any one of the following three sets of documentation shall be provided per MCC, Section 19.30A.050(B)(12).
- a. Preceding two years of State General Excise Tax Forms and Federal Form 1040 Schedule F filings showing gross agricultural sales of \$35,000.00 or more during the preceding two years; **or**
  - b. Proof of the following:
    - The lot was created prior to November 1, 2008. (Examples: Real Property Tax bill issued by the County of Maui, Real Property Tax records provided by a private company, Title Report indicating when lot was created, or final subdivision plat plan), and
    - A map showing the proposed site for B&B use is five acres or less and
    - A fully implemented Farm Plan and a written description of agricultural activities.

**B&B operations are an accessory use occurring on State Land Use District Agricultural land, where agricultural activities are permitted; hence, the Department needs to see that the majority of the land is used for agriculture and/or agriculture conservation (MCC, Section 19.04.040); or**
  - c. Documentation that the site is listed on the State of Hawaii Historic Register or the National Register of Historic Places.

**IMPORTANT NOTE: Keep extra copies of all submitted items for your records and use.**



# B&B Permit Application

Please print legibly or type in the information below.

County Use Only
Application Number: BB ___ -T

## B&B Project Name / Property Address & Information

**Name of B&B:** *(If project name is not provided here or on the plans, the first applicant's name will be used.)*

**Tax Map Key No:** \_\_\_\_\_ **Total Lot Area:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Additional Location Information:** \_\_\_\_\_

## Contact Information

### Applicant Information

**Applicant's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number(s):** bus \_\_\_\_\_ hm \_\_\_\_\_ cell \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Applicant Information (If additional applicants exist, submit additional copies of this page with all content completed.)

**Applicant's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number(s):** bus \_\_\_\_\_ hm \_\_\_\_\_ cell \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Consultant Information

**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number(s):** bus \_\_\_\_\_ hm \_\_\_\_\_ cell \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Details of Proposed B&B

Do all property owners live on site?  Yes.  No.

If no, which owners live on site?

\_\_\_\_\_

\_\_\_\_\_

### Required Licenses:

General Excise Tax #: \_\_\_\_\_

Transient Accommodations Tax #: \_\_\_\_\_

### Required Date and Quantities:

Date of NOTICE Sign Posting: \_\_\_\_\_

# Dwellings on Property: \_\_\_\_\_

# B&B Dwellings on Property: \_\_\_\_\_

# Bedrooms on Site: \_\_\_\_\_

# B&B Bedrooms: \_\_\_\_\_

# Bedrooms \_\_\_\_\_

# Parking Spaces on-Site: \_\_\_\_\_

# B&B Parking Spaces on-Site: \_\_\_\_\_

County Use Only Initial Application Review by:	
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# Neighbor Notice of Filing of a Bed & Breakfast (B&B) Permit Application

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

TO: \_\_\_\_\_

Please be informed that the undersigned has applied to the County of Maui Department of Planning for a B&B Permit for the following parcel:

1. \*Tax Map Key No.: \_\_\_\_\_
2. \*Location (Street Address):  
(*location map attached*) \_\_\_\_\_
3. \*No. of Bedrooms in Proposed B&B:  
(*site plan attached*) \_\_\_\_\_

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 three items. The first item is a location map identifying the specific parcel being considered for the B&B showing the location of all parcels within 500 feet of the subject property's boundaries. The second item is a property site plan showing the dwelling(s) and structures on the property with those to be used for the B&B operation clearly labeled and the locations and dimensions of the on-site parking areas. The third is a parking plan showing the details of the parking stalls and access and turnaround areas for the B&B.

Testimony relative to this request may be submitted in writing to the Department of Planning, 2200 Main Street, Suite 315, Wailuku, Maui, Hawaii 96793. The noticed owners and lessees of record may file a written protest against the proposed B&B 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 B&B. To be valid, all protests must be postmarked or received within 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 45 days of the mailing of this notice of application.

\_\_\_\_\_  
\*Signature of Applicant

\_\_\_\_\_  
\*Applicant's Printed Name

Approved as to form by the Department of Planning: \_\_\_\_\_

Dated: \_\_\_\_\_



# Notice of Public Hearing For a Bed and Breakfast (B&B) Permit Application

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

TO: \_\_\_\_\_

Please be informed that the undersigned has applied to the County of Maui Department of Planning for a B&B Permit for the following parcel:

1. \*TAX MAP KEY NO: \_\_\_\_\_
2. \*LOCATION (Street Address):  
(location map attached) \_\_\_\_\_
3. \*NO. OF BEDROOMS IN PROPOSED B&B: \_\_\_\_\_

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### ~ This Section to Be Completed By the Department of Planning ~

This 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 is a location map identifying the specific parcel being considered for the B&B that shows the location of all parcels within 500 feet of the subject property's boundaries.

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 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 Consultant)

1. Affiant is the applicant for a Bed and Breakfast 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 with return receipts, and delivered to addressee, a copy of a *Notarized Affidavit of Mailing of Notice of Public Hearing* and a location map, 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 HAWAII )  
 ) SS.  
 COUNTY OF )

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 Hawaii.  
 Print  
 Name \_\_\_\_\_  
 My commission  
 expires: \_\_\_\_\_

Notary Public Certification			
Doc. Date:	_____	# Pages:	_____
Notary Name:	_____	Judicial Circuit:	_____
Doc. Description:	_____ _____ _____ _____		
Notary Signature:	_____		
Date:	_____		
			[Stamp or Seal]

