

File No.	Island	Street Address	City	ZIP Code	TMK	Applicant (as appropriate)	Exempt. HAR 11-200.1-15(c)	Action: Title & Description	Notes
XX-XXX	Oahu	123 Beretaniā	Honolulu	968XX	(X) X-X-XXX:XXX	NA	5	Sample line to show examples of completing the list	Delete this row
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%; border: 1px solid black; padding: 5px;"> <p>Use your agency's normal record tracking system so that a member of the public has a reference number. OPTIMALLY, agencies will have posted this action's file on their website, and this cell will contain a hyperlink to that online document.</p> <p>For the agency name at the top, use the full name of the agency instead of the abbreviation. Provide the government jurisdiction as well because county and state agencies can share the same name. Only one list per agency is submitted; do not include separate submissions by division or agency subunit.</p> <p>Examples: Planning Department (County of Maui) Department of Transportation (State of Hawai'i)</p> </div> <div style="width: 20%; border: 1px solid black; padding: 5px;"> <p>Enter the island, street address, city, ZIP, and TMK so that a member of the public can identify where the exempted action occurs. For TMKs, use the format: (X) X-X-XXX:XXX [(Division) Zone-Section-Plat:Parcel] separated by semicolons.</p> <p>If the exemption was declared for an applicant action, identify the applicant.</p> <p>For the contact name on top, provide the first and last name of an individual who can be contacted by the public to assist in obtaining the desired exemption notice. Include phone number and email.</p> </div> <div style="width: 20%; border: 1px solid black; padding: 5px;"> <p>Identify under which general type in HAR Section 11-200.1-15(c) the agency issued the exemption. Note that the order is different from the old rules. If your agency exemption list has not been updated to reflect the new rules, be sure to identify the appropriate number under the new rules.</p> </div> <div style="width: 20%; border: 1px solid black; padding: 5px;"> <p>Provide a succinct description of the exempted action so that a member of the public can accurately assess whether the action might be of interest.</p> </div> </div>									
<div style="border: 1px solid black; padding: 5px;"> <p>Notes: To hide Notes, go to Review -> Notes Click Show All Notes</p> <p>Save as PDF. (Do not print to PDF.)</p> <p>ADA accessibility: Delete any excess rows or columns. Run Accessibility Checker Fix any errors.</p> <p>Common errors; Title (add title) or Author (or leave blank) Content error in Heading by Name -> delete the space if it reads as an image If appropriate nesting is <H3> -> ok to skip</p> </div>									
<div style="border: 1px solid black; padding: 5px;"> <p>Provide additional information the agency believes will assist the public with identifying or understanding the purpose of the exemption declaration.</p> <p>For the date on the top, identify the date the list is submitted to the ERP, which may be on or before the submittal deadline 5 business days prior to publication on the 8th of the month. For example, for publication on September 8, 2019, the date must be on or before August 30, 2019.</p> </div>									