



Checklist of State Special Permit Application Requirements

Checklist of State Special Permit Application Requirements	
Requirements	Section of Application
Pre-Application Procedures	
1) Pre-Application Meeting with the Kaua'i Department of Planning ("KDP")	Section 7.2
2) Environmental Assessment or Environmental Impact Assessment, if required	Section 13
Application Requirements	
1) Completed Zoning Permit Application	Exhibit N2
2) A nonrefundable filing and processing fee of one hundred dollars (\$150)	Submitted separately
3) Project Description/Petition	
a) Specify the use desired;	Section 3.2
b) State concisely the nature of the applicant's interest in the subject matter;	Section 3.10
c) Reasons for seeking the special permit;	Section 5.1
e) If applicable and appropriate, any facts, views, arguments.	Section 8
4) A statement addressing Hawaiian customary and traditional rights under Article XII, Section 7 of the Hawai'i State Constitution	Section 14
5) A statement shall be submitted which addresses why existing properties that are properly designated or zoned are not suitable for the Project	Section 2.1
6) A statement of the reasons for the granting of the Special Permit citing how the Project would promote the effectiveness and objectives of Chapter 205, HRS and why the proposal is an unusual and reasonable use of the land.	Section 8
7) The applicant shall also address the guidelines set forth in Section 13-6 of the County of Kaua'i, Planning Commission Rules and Regulations.	Section 8.3
a) Such use shall not be contrary to the objectives sought to be accomplished by Chapters 205 and 205A, HRS, and the rules of the Land Use Commission;	Section 8
b) The desired use would not adversely affect surrounding property;	Section 8
c) The use would not unreasonably burden public agencies to provide roads and streets, sewers, water, drainage, school improvements, and police and fire protection;	Section 8

Checklist of State Special Permit Application Requirements	
Requirements	Section of Application
d) Unusual conditions, trends, and needs have arisen since the district boundaries and rules were established;	Section 8
e) The land upon which the Project is sought is unsuited for the uses permitted within the district; and	Section 8
f) Would promote the effectiveness and objectives of Chapter 205, HRS, as amended.	Section 8
8) Scaled Drawings	
a) Site/Plot Plan of the project area with reference points (property lines, roadways, shoreline, etc.)	Exhibit E
b) Location Map	Exhibit C1
c) Building/Floor Plans (all existing and Projects and/or structures shown thereon, floor plans and elevations of the proposed structures)	Exhibit E
9) Photos (labeled and keyed to a general site map)	Exhibit D