

**State of Hawaii  
Department of Land and Natural Resources  
Land Division**

**SHORELINE CERTIFICATION – APPLICATION FORM**

The attached Application Form is for persons requesting a shoreline certification.

Please note the following important points:

- 1) Please refer to Chapter 13-222, Shoreline Certifications, Hawaii Administrative Rules, when applying for a shoreline certification. You can find these rules at our website: <http://hawaii.gov/dlnr/land/administative-rules/administrative-rules>
- 2) A fee of \$75 must accompany your application. This fee may be waived for federal, State and county projects. This fee will be returned only where the application is withdrawn prior to the Department initiating its review for completeness.
- 3) You will be responsible for reimbursement of any costs incurred by the State for processing of the shoreline certification, such as travel costs for site inspections. We will inform you of these costs when we notify you of the State Land Surveyor's proposed certification or rejection. You must remit payment prior to the Department releasing the signed shoreline maps.
- 4) The processing of shoreline certifications is subject to automatic approval. If the Department fails to render a decision on an application within 90 days from our acceptance of a completed application or the expiration of any extension granted, then the shoreline application shall be deemed certified. We will inform you of the commencement and completion dates.
- 5) If you find an encroachment during the shoreline survey, we recommend that you do not submit a shoreline application but rather contact the Land Division District Branch in the applicable county to resolve the encroachment. Shoreline applications will be rejected where encroachments are found.
- 6) Pursuant to §13-222-26, HAR, persons or agencies meeting certain criteria have standing to appeal any proposed certification or rejection within **20 days** of the OEQC publication. If you would like to file an appeal, please refer to the administrative rules and the Department's "Shoreline Certification – Notice of Appeal " form.

All applications must be complete to be considered for processing. Please submit your completed application form or direct questions to:

Department of Land and Natural Resources  
Land Division  
1151 Punchbowl Street, Room 220  
Honolulu, Hawaii 96813  
Phone: (808) 587-0446; Fax: (808) 587-0455

Please do NOT send your application to our neighbor island District Branches.

**STATE OF HAWAII  
DEPARTMENT OF LAND & NATURAL RESOURCES**

**SHORELINE CERTIFICATION  
APPLICATION FORM**

For DLNR use only:  
Case file no.: \_\_\_\_\_  
Date application recvd: \_\_\_\_\_  
Date applic. complete: \_\_\_\_\_  
Completion date (+90): \_\_\_\_\_  
1st OEQC notice: \_\_\_\_\_  
2nd OEQC notice: \_\_\_\_\_  
Date appeals due (+20): \_\_\_\_\_  
Date briefs due: \_\_\_\_\_  
Date of decision (+60): \_\_\_\_\_

I. APPLICANT/AGENT

Applicant means the person submitting an application for shoreline certification.

Applicant name: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Phone numbers: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone Fax

II. PROPERTY OWNER

Property owner means the equitable or legal holder of interest in, or the lessee holding under a recorded lease for the property for which a shoreline certification is requested, or the authorized agent.

Owner name: \_\_\_\_\_

Owner address: \_\_\_\_\_

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

III. LOCATION AND ADDRESS

Island: ( ) Oahu ( ) Kauai ( ) Molokai  
( ) Hawaii ( ) Maui ( ) Lanai

Town, District: \_\_\_\_\_ Tax Map Key: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

IV. PURPOSE

State the purpose for which the certification is being applied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. CHECKLIST OF ENCLOSURES

- ( ) At least three (3) sets of color photographs of the shoreline, in accordance with §13-222-8, HAR:
  - ( ) Shoreline, as delineated on the map, is indicated on each photograph.
  - ( ) Permanent markings on the ground or flaggings are indicated on the photographs.
  - ( ) Each photograph is labeled by number or alphabet to coincide with the map showing the direction the photograph was taken.
  - ( ) Photographs provide accurate perspectives of the shoreline in relation to permanent markings or other land features.
  - ( ) Each photograph is marked with the date and time taken.
  
- ( ) At least seven (7) maps of the shoreline, in accordance with §13-222-9, HAR:
  - ( ) Maps are on whiteprints and are one of the following sizes (in inches): 8.5 x 13, 10 x 15, 13 x 23, 15 x 21, 21 x 32, 22 x 36, 24 x 36, 30 x 36, 36 x 42, 42 x 42-72.
  - ( ) Maps are drawn using an engineer or architect scale, in units of feet. Scale is clearly noted on the map. No reduced or enlarged maps allowed.
  - ( ) Maps are based on an actual field survey conducted within the prior 90 days.
  - ( ) Maps have the licensed surveyor's seal and testament indicating the work was done by the surveyor or under the surveyor's supervision.
  - ( ) Maps indicate true north pointing towards the top.
  - ( ) Map title and reference to location include the original source of title and name of awardee, patentee, or grantee and the ili, ahupuaa, and the TMK and the property owner's name and address.
  - ( ) Maps show all permanent identification marks established on the ground and all pertinent azimuths and distances.
  - ( ) Maps indicate the type of shoreline being determined (i.e., vegetation line, debris line, upper reaches of the wash of waves, face of artificial structure, or combination).
  - ( ) At least two (2) of the maps show the direction the photographs were taken and the point or shoreline depicted in the photographs.
  
- ( ) Field survey was conducted on \_\_\_\_\_ by \_\_\_\_\_.  
(date of field survey) (name of person who conducted field survey)
  
- ( ) The licensed land surveyor who made or supervised the field survey was:
  - Name \_\_\_\_\_
  - Address \_\_\_\_\_
  - Phone no. \_\_\_\_\_
  
- ( ) Application fee of \$75 is enclosed.
  
- ( ) Statement signed by property owner granting the State of Hawaii the right to enter the property.
  
- ( ) Statement(s) signed by applicable owners granting the State of Hawaii the right to enter land not owned by the property owner necessary for access.

- ( ) Copy of any federal, State or county enforcement or other legal action involving the subject shoreline.
- ( ) If shoreline is being located at the base of a manmade structure, copy of all documents supporting that the structure has been approved by the appropriate government agencies or is exempt from such approval.

VI. CERTIFICATION

I hereby certify that the statements and information contained in this application, including all attachments, are true and accurate to the best of my knowledge and understand that if any statements are shown to be false or misrepresented, this application may be rejected. Further, I understand that the Department may review any shoreline certification during its 12-month validity period and may rescind the certification where there is substantial misrepresentation or material fact in the application, whether intentional or unintentional, as determined by the State Land Surveyor or the Department.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

X\_\_\_\_\_  
Signature