



Shoreline Encroachment Information Sheet

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
Office of Conservation and Coastal Lands
P.O. Box 621
HONOLULU, HAWAII 96809



Please answer questions as completely as possible.

1. **Applicants (Owner's) Name and Contact Information.**
2. **Location, Physical Address of Property and Tax Map Key (TMK) (Provide Photos and Survey Maps)**
3. **Approximate Square Feet of Encroachment.**
4. **Approximate Date of establishment Encroachment (Please submit documentation*).**
5. **Date of Previous Shoreline Certifications (Submit copy if applicable).**
6. **Identification of Adjacent (Upland) Development and Surrounding Land Uses Including Encroachments.**
7. **Identification of surrounding (artificial) Coastal Structures.**
8. **Assessment of Beach Resources (Excellent/Good/Fair/Poor), and why.**
9. **Assessment of Available Public Access (Excellent/Good/Fair/Poor) and why.**
10. **Effect of Removing Encroachment on Upland Development and on Surrounding Uses.**
11. **Would Removal of Encroachment Improve Beach Processes and Public Access? (Why?)**

Please provide answers to the eleven items to the best of your ability. Each item should include a full narrative with maps if available. Once the Office of Conservation and Coastal Lands receives this information, a site inspection will be conducted to validate and/or augment the information. This information will be used to determine the appropriate case disposition, which could be (a) issuance of an easement or (b) removal of the encroachment.

(* Note: If the Department determines that the encroachment was established in violation of Conservation District laws – i.e., the unlawful use of Conservation District Lands – an easement request may not be processed until the violation is resolved.)

Please call Sam Lemmo of the Department of Land and Natural Resources, Coastal Lands Program, at 587-0381



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(fax: 587-0455), should you have any questions on this matter.

INFORMATION CHECKLIST

To ensure timely processing, please check the following are complete before submitting.

- Correct Mailing address and contact phone number.
- Tax Map Key (TMK) Map.
- Current Survey map showing property boundaries and encroaching area (Survey map should provide calculation of encroaching area in sq ft).
- Recent photos showing the encroachment and beach resources from various angles. (Include photographs of adjacent beach accessways and neighboring seawalls if applicable.)
- Previous shoreline maps (if applicable)
- Documentation of non-conforming status of encroachment (if applicable- Required if no other permits or documentation). (Stamped aerial photographs, Building permits, authorization letters from Federal, State or County agency.)
- Attach additional sheets as necessary.