**Site Plan Approval Application**

**(SPA)**

File No:

Acceptance Date: 30-Day Expiration Date:

Assigned Planner:

*for DLNR Use*

Pursuant to Hawai‘i Administrative Rules (HAR) §§13-5-22 through 24, identified land uses beginning with letter(B)require a site plan approval by the department.

**Project Name:**

Conservation District Subzone:

Identified Land Use:

*(Identified Land Uses are found in HAR §13-5-22 through §13-5-25)*

Project Address:

Tax Map Key(s):

Ahupua`a:

District:

Island:

Proposed Commencement Date:

Proposed Completion Date:

Estimated Project Cost:

Total size / area of proposed use:

**Attachments**

$50 application fee *(ref §13-5-32 through 34)*

Location map

Site plan

Construction, grading, site restoration, landscaping, or fire buffer plans, as applicable

Note: The application fee for State projects is waived pursuant to HAR §13-5-32.

**Required Signatures**

**Applicant**

Name / Agency:

Street Address:

Contact Person & Title:

Phone:       Fax:

Email:

Interest in Property:

**Signature: Date:**

*Signed by an authorized officer if for a Corporation, Partnership, Agency or Organization*

**Landowner (if different than the applicant)**

Name:

Title; Agency:

Mailing Address:

Phone:       Fax:

Email:

**Signature: Date:**

*For State and public lands, the State of Hawai‘i or government entity with management control over the parcel shall sign as landowner.*

**Agent**

Agency:

Contact Person & Title:

Mailing Address:

Phone:       Fax:

Email:

**Signature: Date:**

**For DLNR Managed Lands**

**State of Hawai‘i**

Chairperson, Board of Land and Natural Resources

State of Hawai‘i

Department of Land and Natural Resources

P.O. Box 621

Honolulu, Hawai‘i 96809-0621

**Signature Date:**

**Proposed Use**

Please provide a detailed description of the proposed land use. Please also include information regarding secondary improvements including, but not limited to, grading and grubbing, placement of accessory equipment, installation of utilities, roads, driveways, fences, landscaping, etc. Description of project should include dimensions and quantities of materials as applicable.

**Existing Conditions**

Please describe existing conditions on the parcel (geology, ecology, cultural and recreational resources, historic resources, structures, landscaping, etc). Provide information regarding existing buildings and structures as well as infrastructure and utilities as applicable.

**Evaluation Criteria**

**The Department or Board will evaluate the merits of a proposed land use based upon the following eight criteria *(ref §13-5-30 (c))*:**

1. The purpose of the Conservation District is to conserve, protect, and preserve the important natural and cultural resources of the State through appropriate management and use to promote their long-term sustainability and the public health, safety, and welfare. *(ref §13-5-1)* How is the proposed land use consistent with the purpose of the conservation district?

2. How is the proposed use consistent with the objectives of the subzone of the land on which the land use will occur? *(ref §13-5-11 through §13-5-15)*

3. Describe how the proposed land use complies with the provisions and guidelines contained in chapter 205A, HRS, entitled “Coastal Zone Management” *(see 205A objectives on p. 8).*

4. Describe how the proposed land use will not cause substantial adverse impact to existing natural resources within the surrounding area, community or region.

5. Describe how the proposed land use, including buildings, structures and facilities, is compatible with the locality and surrounding areas, appropriate to the physical conditions and capabilities of the specific parcel or parcels.

6. Describe how the existing physical and environmental aspects of the land, such as natural beauty and open space characteristics, will be preserved or improved upon.

7. If applicable, describe how subdivision of land will not be utilized to increase the intensity of land uses in the Conservation District.

8. Describe how the proposed land use will not be materially detrimental to the public health, safety and welfare.

**Certification**

I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application and all attachments and exhibits is complete and correct. I understand that the failure to provide any requested information or misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, or for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the Land Board.

I hereby authorize representatives of the Department of Land and Natural Resources to conduct site inspections on my property. Unless arranged otherwise, these site inspections shall take place between the hours of 8:00 a.m. and 4:30 p.m.

*Signature of authorized agent(s) or if no agent, signature of applicant*

**Authorization of Agent**

I hereby authorize       to act as my representative and to bind me in all matters concerning this application.

*Signature of applicant(s)*