

Special Activity Permit Processing Procedures

1. Application Process:

- Applications will be posted on the DAR web site and are available via a pdf form to download and fill out, or they can be faxed to the applicant.
- Permits will be awarded to the Principle Investigator, Project Coordinator, Teacher or Investigator in charge of the research/project. Permits will not be awarded to the institution. All assistants, students and or employees involved in the project must be listed on the permit.
- Applicant must submit the permit application to DAR at least 45 days prior to the commencement of field activities.

2. Review Process:

- DAR will not process an application for renewal unless the applicant has complied with all of the previous permit requirements.
- Any activity involving an organism protected under Federal law must have a federal permit or prior written approval from the appropriate Federal agency to engage in the requested activities. The Federal approval must accompany this application or the Division of Aquatic Resources (DAR) will not process the application.
- Certain applications may require an environmental assessment (EA) or environmental impact statement (EIS) in compliance with chapter 343, Hawaii Revised Statutes, depending on the scope of work proposed. The Division will notify the applicant of this determination. If the applicant has already prepared an EA or EIS, please submit it with the application.
- The Division reserves the right to limit the number, type or amount of organisms allowed to be collected under a permit.
- Minor permits for educational programs will be reviewed and processed by an individual staff member.
- Permits involving multiple species that have the potential to impact the resource, or where collection activities may be performed in regulated areas, will be reviewed by two staff. In the case of permits awarded on neighbor islands, the neighbor island staff may provide the second review.
- Permit applications will be processed within a 45-day time frame, unless significant concerns regarding proposed collections are present.
- Limits will be placed on the collection of organisms that have been identified as rare, have a limited range, are only found in isolated areas, or when the removal of significant amounts of the organisms could result in removal of three dimensional substrate and therefore potential habitat loss.
- Live stony coral species may not be moved or transplanted without a permit.

- The placement of multiple or large semi-permanent objects in or on the substrate requires a Special Activity Permit due to the potential impacts to coral or other benthic biota.
- If approved for processing, a blank permit will be prepared and sent to the applicant for review and signature. The applicant and all assistants must complete all of the following steps:
 - The applicant must make two copies of this permit; and
 - The applicant and all assistants must read, understand, and agree to abide by all the permit conditions by signing both copies; and
 - Mail the two signed, originals to the Division of Aquatic Resources; Special Activity Permit; 1151 Punchbowl Street, Room 330; Honolulu, HI 96813.

3. Approval/Renewal Process:

- The signed permit will be submitted to the Board of Land and Natural Resources for review and approval at a regularly scheduled public meeting. If approved, DAR will send the two signed, originals to the chairperson for signature. After signature, we will send one copy to the now valid permittee and keep one copy for our records.

4. Permit Amendments:

- The permittee may request changes to the permit. Any such request to make changes to the permit must be made in writing and received by the DAR at least 45-days prior to the change. The addition of new assistants will require each individual to sign an “Attachment” stating that they have read, understood, and agree to abide by all general and special permit conditions. No change may be implemented without written approval from the Department/DAR.
- The permittee may request to:
 - Add assistants to the permit by having each assistant sign an “Attachment” and send the document to DAR;
 - Add another permittee or be replaced by another permittee in the manner stated above; and
 - Change the activities allowed under this permit.