

Special Use Permits

NEW SPECIAL USE PERMIT ONLINE PORTAL

Special Use Permit Application User Manual

State of Hawaii

Department of Land and Natural Resources

Division of Forestry and Wildlife

Updated December 2024

Please send us your feedback to help us make improvements.

Before You Start

1. Please Review the Information Provided on the Website:

https://dlnr.hawaii.gov/dofaw/sap_landing_page/

KNOW BEFORE YOU APPLY

- **Requests for permits should be submitted, at minimum, 90 days prior to the expected start of the proposed activity** to allow sufficient time for review and processing. Incomplete applications (without maps or shapefiles when requested) may necessitate additional processing time. The 90 days also applies to permit renewals. Reports for permit renewals should be submitted at least one month in advance of expiration to allow time for staff evaluation and processing of the renewal.
- Preventing the spread of Rapid 'Ōhi'a Death is a priority and may require that you purchase new or borrow gear, equipment, or clothing. For interisland work or work in both ROD and non-ROD areas, plan your work to start in non-ROD areas to prevent spread. See www.ohiawilt.org for information on where ROD has been found. The following ROD management conditions are required for all permits issued:
 - **Maui District (Maui, Moloka'i, Lāna'i):** Gear used on islands outside Maui District is strictly prohibited. Gear to be used on Maui District islands must be new or reserved for use in Maui District only. All field gear, tools, and equipment must be inspected by District NARS staff at the Kahului Baseyard prior to entering the NARS, if deemed necessary by NARS Management Supervisor.
 - **Kaua'i:** All clothes, gear and equipment used in ROD areas must be designated for and only used in ROD areas. Under no circumstances can they be used in non-ROD areas. This includes rain gear, footwear, backpacks, chainsaws, and camping equipment. ROD-designated gear should be stored separately from regular work gear. See attached Decontamination Protocol and flyer for more specific instructions on ROD management practices.
 - Clean all tools (saws, pruners, shovels, etc.) with a 70% rubbing alcohol solution before reusing tools at another site.
 - Shoes, clothing, backpacks, field gear, etc. should be thoroughly cleaned with Lysol, 70% rubbing alcohol, or 10% bleach solution before being worn in healthy forests and immediately after working in a ROD infected area. Shoe soles should be sprayed with Lysol or alcohol solution after removing mud and dirt. Clothing must be washed in hot water and detergent.
 - All field vehicles should carry a spray bottle of 70% rubbing alcohol solution.
 - Vehicles, especially the tires and undercarriage, should be thoroughly washed with detergent to prevent moving contaminated soil.
 - So far, the pathogen has been isolated from 'Ōhi'a wood (internal), soil, and insect frass. Such material collected from sites where ROD is present should be destroyed following research or other use and not moved to other forest sites.
 - Designate certain tools to be used only in ROD-infected areas instead of contaminating all tools.
 - When visiting multiple sites, visit sites where ROD has been detected last to prevent spread. When visiting multiple islands, it is advised to travel to Hawai'i Island last.
 - The above sanitation precautions should be closely followed, no exceptions. Following these guidelines are critical for researchers moving interisland.

2. Please Review the Frequently Asked Questions:

FREQUENTLY ASKED QUESTIONS

— Frequently Asked Questions

WHEN DO I NEED TO APPLY FOR A LICENSE OR PERMIT?

Permits and licenses are issued for activities otherwise prohibited by the Hawai'i Revised Statutes or Administrative Rules. If you intend to work with native invertebrates (e.g., snails, insects, and their relatives), threatened and endangered species such as plant, bird, or mammal species, you will need to apply for a license or permit through this portal. Any activities in the Natural Area Reserves other than recreation as a group of less than 10 individuals will also need to apply for a permit. Please note that additional permits may be required by other Forestry & Wildlife Programs, DLNR Divisions, and State and Federal Agencies depending on the nature of your activity. It is recommended that you obtain a NEPM Special Use Permit prior to applying for a Forest Reserves or State Parks permit. **Engaging in unpermitted activities without appropriate licenses or permits can result in fines.**

HOW LONG DOES IT TAKE TO RECEIVE A PERMIT?

On average, please allow three to six weeks for the initial review. The more extensive the request, the more time it will take for review. Reviewers will contact you when your application is under review and may make requests for additional information. Incomplete applications (including applications without maps when requested) may necessitate additional processing time. Please ensure that you can be contacted to respond to requests for information and to finalize the permit. We do not issue permits without sign-off by both parties. Please note that while most applications can be approved at the branch or administrative level, some requests may require review and approval by the Board of Land and Natural Resources. We appreciate your patience around times of emergencies during which times staff may be unavailable and slow to respond.

ARE APPLICATIONS EVER DENIED?

Non-compliance for a previously issued permit, such as not submitting a report, providing insufficient information in the application or report, inappropriate use of Natural Area Reserves may be grounds for denial. We attempt to work with you to ensure that the activity you are proposing can be performed safely and without harm to you, other community members, our species and ecosystems.

CAN MY PERMIT BE REVOKED?

Any non-compliance with the conditions of a permit can also be grounds for revocation of a permit. Changes to participants such that unnamed persons are engaged in prohibited activities is also grounds for revocation. If you have any questions about possible changes to a permit, please contact us to determine whether an amendment is required. Any person whose permit has been revoked shall not be eligible to apply for another permit until the expiration of two years from the date of revocation.

DO I NEED TO APPLY FOR MORE THAN ONE PERMIT?

If you are applying for any one or more of the permits or licenses listed above (native invertebrate, threatened and endangered plant, wildlife, NARS special use), you will be issued one permit that covers all of these activities and these activities only. You may require an additional permit or license depending on the locations and types of activities (for example, Forest Reserves and State Parks access). Please review Forestry and Wildlife's Permits and Guidelines page to learn about other Forestry & Wildlife permits and non-DOFAW permits that may be required and related contact information. It is your responsibility to ensure that all applicable permits are held prior to the commencement of regulated activities. Each area has its own processes, review times, fees, and requirements and, as regulations or procedures may change, it is best to contact the respective offices to answer specific questions.

CAN I MAKE CHANGES TO AN APPLICATION BEFORE IT IS SUBMITTED?

Yes. At the top of the Permit Application you should see the option to **Reset/Saved**. Your application information will automatically be saved to your browser history cache. You can leave at any time and resume the application at a later time as long as you:

- Use the same computer.
- Use the same web browser.
- Do not clear your web browser history or cache.
- Clicking 'Reset' will delete anything you have entered in the Permit Application.

You will not be able to Edit your Permit Application after it has been submitted. Please notify your Forestry & Wildlife point of contact of any changes you may want to make.

Unfortunately, at this time, any locations you have selected WILL NOT be saved if you leave before submitting the application, and you will have to re-enter that information. We will be making periodic updates to this form as we proceed to fine-tune this process.

CAN I MAKE A CHANGE TO AN APPLICATION AFTER IT HAS BEEN SUBMITTED?

No. If you have been contacted by a Forestry & Wildlife representative regarding a submitted application, we encourage you to notify them directly of any changes that you need to make. For example, if you wish to include or change the persons named on your application, please notify your Forestry & Wildlife point of contact and they will instruct you as to what may be required. For research assistants that are handling threatened and endangered or other protected species, additional information may be required.

WHAT IF I NEED TO MAKE A CHANGE TO A PERMIT THAT HAS BEEN ISSUED?

Once an application has been issued, please notify your Forestry & Wildlife point of contact to request an amendment. They will work with you on making amendments to the permit.

CAN I EXTEND OR RENEW MY PERMIT?

If you are in good-standing with Forestry & Wildlife regarding permits issued to date, you may choose to extend or renew your permit. Depending on the request, you may be required to submit an intermediary report and the application will go through another review. **We advise that you consider resubmitting a renewal request 90 days prior to the expiration of your current permit** to allow for continuous work. Please contact your Forestry & Wildlife point of contact that issued your permit. At this time, please submit your renewal as a new application.

Start your application.

1. Click on the 'Create an Application' link:

HOW TO SUBMIT AN APPLICATION


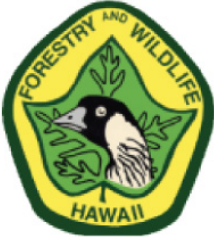
- Please use Chrome as your browser for this process.
 - Other browsers including Firefox, Safari, and Microsoft Edge can have issues with the online forms.
- [Download the Instructions](#) (Under Update)
 - Please review the instructions before you create an application.
 - Please have all of your necessary documents (proposals, cv's, maps, etc.) available to help with filling out the application.
- [Create an Application](#)
 - Provide the details of who will be participating in the activity, the principal permit holder, and details of the activity including where, when, how, and why you are proposing this activity. We recommend that you have all of your information gathered before starting an application. Files can be uploaded as needed.

2. Accessing the Application.

Select 'I am not a Robot' to open the Application.

Special Use Permit Application

State of Hawaii
Department of Land and Natural Resources
Division of Forestry and Wildlife
(Updated Nov. 22, 2024)



*


☐ I am not a Robot.
(required)

Submit

Page 1 of 1

3. Start a new Application.

[Reset](#) Saved

 I am not a Robot.
(required)

A User Name and Password are no longer required.
An Account is no longer required.

You can no longer edit your Application AFTER it has been Submitted.
You can still make edits to the Application BEFORE it is submitted.
Please contact your DOFAW Contact Person to request any edits or a Permit Renewal.

Page 1....Permit Information
Page 2....Location Information
Page 3....Take Information

New Permit Application: ▼

All required fields must be filled out.

Primary Permit Holder Information ▼

Please Enter the Primary Permit Holders Name: (required)*
(Enter Full Name: First Last)

- **Permit information** (page 1) will be where you provide the descriptive information regarding your proposed activity such as the nature of your activity, the types of prohibited activities that may be involved, who is participating, when, where, your means of transport, special considerations, justifications and supporting documents.
- **Location information** (page 2) is where you will identify activity locations and location-specific details for your proposed work. Maps and annotated photos can be uploaded here.
- **Take information** (page 3) is where we ask that you provide taxa information regarding any potential or proposed take/collection activities for plants or animals. For activities that do not involve any take, page 3 is not required.

4. Saving a Draft

You can close the Application window at any time and a draft of your progress will be automatically saved in your computers browser history. You can open the form again and continue entering information. At the top of the Permit Application, you should see the option to **Reset/Saved**. Your application information will automatically be saved to your browser history cache. If you want to start over, click 'Reset'. **You can leave at any time and resume the application at a later time as long as you:**

- Use the same computer.
- Use the same web browser.
- Do not clear your web browser history or cache.

Clicking 'Reset' will delete everything you have entered in the Permit Application.

Reset Saved

Special Use Permit Application

State of Hawaii
Department of Land and Natural Resources
Division of Forestry and Wildlife
(Updated Nov. 22, 2024)

5. Enter the Primary Permit Holder Information.

The Primary Permit Holder will be contacted as the main signatory for the permit/license and be the primary contact once the permit/license is issued. Fields required include their **first and last name, title, email address, phone number, affiliation, and work mailing address.**

All of these fields are required.

Reset

Saved

All required fields must be filled out.

Primary Permit Holder Information

Please Enter the Primary Permit Holders Name: (required)*

(Enter Full Name: First Last)

Test Testing

Please Enter the Primary Permit Holder Affiliation: (required)*

(Company, University, Non-Profit...Enter 'Private' if Unaffiliated)

DOFAW

Please Enter the Primary Permit Holders Title: (required)*

(Postion at Company, Professor, Graduate Student, etc)

Tester

Please Enter the Primary Permit Holders Email: (required)*

(We will contact you at this email address)

Testing@test.com

[Reset](#)

Testing@test.com

Please Enter the Primary Permit Holders Local Phone: **(required)***

(000) 000-0000

Please Enter the Primary Permit Holders Local Phone Extension:

(optional)

000

Please Enter the Primary Permit Holders International Phone: **(optional)**

Please Enter the Primary Permit Holders Mailing Address: **(required)***

(Please Do Not Enter Your Personal Home Address if possible)

301 Cobblestone Way, Bedrock, 70777

221 

If you are using a local Hawaii-based coordinator, please enter their **name, phone number, and email address.**

Reset

Saved

Local On-Site Coordinator Name: (optional)

(If not the Principal Permit Holder)

Local On-Site Coordinator Phone: (optional)

(If not the Principal Permit Holder)

() -

Local On-Site Coordinator Email: (optional)

(If not the Principal Permit Holder)

6. Provide participant information.

Please provide a **Group Total** or how many individuals will be engaged in your proposed activity. Please include the **Primary Permit Holder** in this count.

In addition, identify all individuals that you wish to be covered in addition to the Primary Permit Holder that will be responsible for conducting prohibited activities. Please enter these individuals under **Names of People on the Permit**. Individuals such as school children, contract workers, and the like, do not need to be listed by name but should be included in the **Group Total**. We advise you to you list each person with their first and last name, title, and affiliation for research work.

Group Total: (required)*

Please enter the total number of on-site participants that will be engaged in permit-required activities.

Names of People on the Permit: (required)*

Please list the names of on-site participants that will be engaged in permit-required activities. Include researchers or research assistants and yourself.
Note that changes to this list after the start of the permit period will require permit amendment and potential re-review. Please enter the First and Last Names.

2000 /

7. Select the Permit Type

Please select the appropriate **Permit Type** category for your request.

- **Scientific:** Any study involving any of the natural, cultural, historic resources or climate.
- **Conservation:** Any conservation undertaking involving any of the natural, cultural, historic resources or climate.
- **Hiking or educational visitation:** School, work, nonprofit or other groups doing informal study.
- **Utilities Access:** Requests to access areas to perform maintenance, installation, or other work on utility infrastructure or the like.
- **Filming or Commercial Use:** Requests to access areas for filming, photography or other media production intended for wide distribution, either for commercial or educational use

- **Traditional and Customary Practice:** Any prohibited area access or the use or take of natural, cultural, historic resources for the purpose of traditional and customary practice.
- **Other:** If you are unsure, please select other and we will review your application to determine what is most appropriate.

Permit Type: (required)*

Please select One

☐ Scientific
(Previously
Research)

☐ Conservation

☐ Hiking or
educational
visitation

☐ Utilities Access

☐ Filming or
Commercial Use

☐ Traditional and
Customary
Practice

☐ Other

If you select **Scientific** or **Conservation** as your permit type, please further specify if a category of protected species or the Natural Area Reserves are proposed as the subject of your study. It is possible that your research pertains to multiple selections in which case, please select that which is more critical to your research.

Permit Type: (required)*

Please select One

☒ Scientific
(Previously
Research)

☐ Conservation

☐ Hiking or
educational
visitation

☐ Utilities Access

☐ Filming or
Commercial Use

☐ Traditional and
Customary
Practice

☐ Other

Permit Activity Type: (required)*

Please select the Primary Activity.

☐ Native
Invertebrates

☐ Rare Plants

☐ NARS

☐ Protected Wildlife

8. Record your Permit Number

A permit number will be generated and a DOFAW point of contact will be assigned based upon your selection. Please save this information in case you wish to contact us to inquire about your application. You will not be contacted until your application is under review which may be three or more weeks from the time that you submit your application. (The permit number will change if you open a draft of an unfinished application)

Permit Number: (copy this for your files)

231003175336-UTIL

DOFAW Contact Person: Cara Oba

Email: cara.m.oba@hawaii.gov

9. Identify the prohibited activities involved in your proposed work.

Depending on your selection for the previous Permit Type, you will be asked to provide further details on the type of prohibited activities that may be part of your work. Please select all categories that apply as it will help to determine the type of review and signatories required. If no additional prohibited activities are involved, please select **None of These**. Clicking a box alternately selects and deselects that option.

For Hiking or educational visitation, Utilities Access, Filming or Commercial Use, Traditional and Customary Practice, and Other, there will be no selection made. Please select the appropriate box(es).

Activity will involve: (required)*

Please select All that apply

☐ Take of Native Plants

☐ Take of Native Invertebrates

☐ Take of Native Wildlife

☐ Install equipment or structures

☐ Commercial Use

☐ Damage / disturb cultural features

☐ Damage / disturb geological features

☐ Damage / disturb historical features

☐ Damage / disturb natural features

☐ None of These

This is a required question.

If **Scientific - Rare Plants** was selected: Specify the purpose of your work under **Plant Activities**. Take of Native Plants will be selected by default in the section titled **Activity will involve**. Make changes as appropriate.

Plant Activities: (required)*

Please select All that apply

☐ TCP Harvest

☐ Survey

☐ Monitor

☐ Threat Control

☐ Propagule Collection

☐ Collect Sample

☐ Possess and Transport

☐ Seed Banking

☐ Micropropagation

☐ Nursery Propagation

☐ Outplanting

☐ Botanical Garden

☐ Living Collection

Activity will involve: (required)*

Please select All that apply

☒ Take of Native Plants

☐ Take of Native Invertebrates

☐ Take of Native Wildlife

☐ Install equipment or structures

☐ Commercial Use

☐ Damage / disturb cultural features

☐ Damage / disturb geological features

☐ Damage / disturb historical features

☐ Damage / disturb natural features

☐ None of These

If **Scientific - NARS** was selected: There are no default selections. If you are working with non-native species and take is involved, please select the corresponding category, and indicate what additional prohibited activities will be involved if any. If you are taking non-native species, you will be asked for additional details of that take.

Take of Non-Native Species?

Please select All that apply

☐ Take Of Non-Native Wildlife

☐ Take Of Game Species

☐ Take Of Non-Game Species

☐ Take of Non-Native Plants

☐ Take of Non-Native Invertebrates

Activity will involve: (required)*

Please select All that apply

☐ Take of Native Plants

☐ Take of Native Invertebrates

☐ Take of Native Wildlife

☐ Install equipment or structures

☐ Commercial Use

☐ Damage / disturb cultural features

☐ Damage / disturb geological features

☐ Damage / disturb historical features

☐ Damage / disturb natural features

☐ None of These

This is a required question.

If **Scientific - Protected Wildlife** was selected: Specify the purpose of your work under **Protected Wildlife Activities**. Take of Native Wildlife will be selected by default in the section titled **Activity will involve**. Make changes as appropriate.

Protected Wildlife Activities: (required)*

Please select All that apply

<input type="checkbox"/> Scientific Collection	<input type="checkbox"/> Educational Display	<input type="checkbox"/> Propagation
<input type="checkbox"/> Wildlife Rehabilitation	<input type="checkbox"/> Salvage	<input type="checkbox"/> Depredation

Activity will involve: (required)*

Please select All that apply

<input type="checkbox"/> Take of Native Plants	<input type="checkbox"/> Take of Native Invertebrates	<input checked="" type="checkbox"/> Take of Native Wildlife
<input type="checkbox"/> Install equipment or structures	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Damage / disturb cultural features

If **Scientific - Native Invertebrates** was selected: Take of Native Invertebrates will be selected by default.

Please select All that apply

<input type="checkbox"/> Take of Native Plants	<input checked="" type="checkbox"/> Take of Native Invertebrates	<input type="checkbox"/> Take of Native Wildlife
<input type="checkbox"/> Install equipment or structures	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Damage / disturb cultural features
<input type="checkbox"/> Damage / disturb geological features	<input type="checkbox"/> Damage / disturb historical features	<input type="checkbox"/> Damage / disturb natural features
<input type="checkbox"/> None of These		

10. Specify the regions for your work.

Select one or more regions that you will be working in. If all of your work will be conducted ‘State-Wide’ then you don’t have to select any others. **The selections here will define the available sites to choose from in the Locations section of the application.**

Which regions are included in your activity? (required)*

Please select All that apply

☐Kaua'i

☐O'ahu

☒Maui Nui (Maui, Lāna'i, Moloka'i)

☐Hawai'i Island

☐State-Wide

☐Northwest Hawaiian Islands

11. Describe your proposed activity.

In **Methods**, please describe in detail your proposed activities. This will provide the basis for what prohibited activities activity participants are permitted to do and demonstrate how well you have considered your activity. This may include details such as:

- where you intend to perform your activity, how you plan to get to your activity location, activity methods, timing, and duration,
- the materials and techniques to be used in the activity, abidance of regulations and best management practices,
- any expected or potential impacts to the plant, animal, other natural, cultural, geological, or historical resources and a discussion of mitigation measures, any expected or potential impacts to the community (ingress, traffic, noise, etc.) and mitigation measures,
- and any coordination with other organizations or agencies.

Note that there is a 10,000-character restriction. For longer descriptions or if you wish to reference additional media, please upload necessary attachments at the end of the page and make note of what you wish to reference in relation to this question within the provided text box.

Methods: (required)*

Be specific in listing techniques and include efforts that will be taken to minimize effects on the resource and/or area. For descriptions 3000 characters or greater, please upload your Methods as an attachment later in this form.

3000

Biosanitation Procedures for Equipment/Vehicles (required) *

Will you be bringing in materials, supplies, equipment, or vehicles? If so, please describe your biosanitation procedures and protocols. (Enter 'NA' if biosanitation is not necessary)

2000

This is a required question.

Incidental Take: (required) *

Will there be incidental take? Please describe. (Enter 'NA' if there will be no incidental take)

2000

This is a required question.

Depending on your activity type, you may be required to provide information on **Biosanitation Procedures for Equipment/Vehicles**. Provide details on efforts to avoid dispersal of weeds and pathogens.

Depending on your activity type, you may be required to provide information on **Incidental Take**, please describe the possible type and quantity of take (plant, animal, geological, etc.) and include discussion of the effort to minimize damage or disturbance to the area. If you have identified specific non-native species that are likely to be affected, please list them here. Native species are not considered incidental take and should be identified as Take in the previous section on prohibited activities.

12. Explain the benefits and purpose of the activity from the perspective of natural resource protection and management.

Describe the desired contribution of the proposed activity towards natural resource stewardship and what specifically you intend to achieve by conducting the activity.

1) How will study/activity results benefit the area, resource, or management in the future? (required)*

3000

2) Study/activity objectives: (required)*

3000

13. Provide the logistics of your activity.

- **Mode of Travel:** Identify how you intend to access the area and travel to specific activity locations.
- **Requested Start and End Dates:** Within what window of time do you intend to perform this activity? If you expect the completion of your activity to be greater than a year, please provide your expected completion date regardless of the annual renewal requirement for some of the permits.
- **Frequency and Duration:** Provide a rough estimate of how often will you be accessing each area and if you are planning any hours outside of daytime hours. This will help to determine access availability/scheduling, special arrangements, or special conditions.
- **Guidance of DOFAW Staff:** If you have contacted one of the branch offices and have made arrangements to be accompanied by someone from DOFAW, please provide us their name and provide any additional details explaining their role in your work.

Mode of travel to study/Activity site (required)*

☐ Hiking/On foot

☐ Motor vehicle

☐ Helicopter

Requests for permits should be submitted, at minimum, 90 days prior to the expected start of field work to allow sufficient time for review and processing.
Incomplete applications (including applications without maps when requested) may necessitate additional processing time.

Requested Start Date: (required)*
(Permits are valid up to one year. They will have to be renewed to continue for another year)

1/1/2024

▼

Requested End Date: (required)*

12/31/2024

▼

Describe expected frequency and duration of work:

When do you expect to visit each location? Please provide dates and approximate times if night-time access is required.

1000

Will you be working under the guidance of DOFAW staff? (optional)

Please list their names.
(Enter 'NA' if you are not working with DOFAW staff)

NA

998

- **Camping:** If you intend to camp for your activity, please detail your specific plans so staff can determine accessibility and suitability.
- **Aircraft:** If you intend to utilize aircraft for accessing the site, transporting materials, or anything related to your activity, please provide information on any identified landing zones, flight plans, etc. and specifics regarding to frequency of use and dates. Staff will work with you to coordinate and confirm the logistics only. You are responsible for making your own arrangements.
- **Firearms:** Specify the types of firearms, their purpose in your work/the context of their use, and your safety best practices.
- **Field Structures:** For installations of equipment to be left in the field, please detail the end-to-end process from transport to removal and all associated impact mitigation considerations. We encourage you to include location-specific information on the next page of the application.

Camping

Will your research/activity require camping or night work? If yes, please describe the specific locations, durations, and dates.
(Enter 'NA' if you are not Camping)

NA

2998

Aircraft

Will your research/activity involve the use of aircraft in any way? If yes, please describe specific locations, frequency of use, and dates.
(Enter 'NA' if you are not using Aircraft)

NA

998

Firearms

Will your research/activity involve the use of firearms? If yes, describe locations, frequency of use, safeguard to be employed, etc.
(Enter 'NA' if you are not using Firearms)

NA

1998

Field Structures

Will your research/activity require structures/equipment to be left in the field? If so, when will they be removed? Will the proposed special-use damage or threaten the integrity or condition of the natural, geological, or cultural resources in the study area?
(Enter 'NA' if you are not installing Structures)

NA

2998

14. Provide the justification for your activity.

Explain your activity in the contexts that you deem to be important as well as in relation to natural resource protection and management. If you are performing research work, please provide information as to whether there are existing studies, yours or that of others that are similar to what you are proposing. If there are other similar studies, please ensure your justification addresses the importance of this proposal in that context.

Justification: (required)*

Why is the proposed study/activity important?

3000

NARS Justification (required)*

If work is in a Natural Area Reserve, can it be done elsewhere? If so, justify use of NARS. Is your proposed special-use consistent with the purpose and objectives of the Natural Area Reserve System, and Natural Area Reserve management plans? Does your proposed special-use provide a benefit (direct or indirect) to the Natural Area Reserve System or to the individual Reserve(s)? Where applicable, does the activity comply with HRS Ch.105A, "Coastal Zone Management".

3000

Have any studies (in the case of research proposals) been made that are similar to the one proposed? (optional)

If yes, please cite them here.
Please mention whether you have conducted similar research in the past and upload any examples with this submission.
(Enter 'NA' if there are no citations)

3000

15. Share your intentions for the information generated.

Explain what you intend to do with the information gathered from the activity, in what format information may be shared with the public, what information will be shared with the Department of Land and Natural Resources, and the date on which such content generated from your activity might be shared.

How will the information learned be applied?

3000

Dissemination:

How will study/activity results be disseminated?

☐ Report to DLNR-DOFAW

☐ Technical Report

☐ Peer-Reviewed Publication

☐ Oral/Poster Publications

☐ Other

☐ None

What information will be made available to the Department of Land and Natural Resources? (optional)

Summary report of activities, including specimen collection spreadsheet, shapefiles (point data, tracks) of areas surveyed, and maps are required for Research permits.

2000

Report Date

What is the expected report date for your findings - in the case of research or commercial photographs?

MM/DD/YYYY

16. Provide information on your permissions.

- Let us know if you have previously received a permit for activities permitted/licensed by DOFAW and what, if any, other permits, licenses, or approvals may be required for your activity. Your application only covers the permit or license for the following:
 - Invertebrate scientific, propagation, and educational permits.
 - T&E Plant collection, possession, transportation, propagation, and outplanting licenses.
 - Wildlife scientific, propagation, educational and rehabilitation permits.
 - NARS special-use permits.
- Obtaining additional permits are your responsibility.
- If you are a graduate student performing research work under an advisor, you will be required to provide evidence of this affiliation and their acknowledgement of your proposal.

Have you previously received a permit from the Division of Forestry and Wildlife? (required)*

(Please select All That Apply)

☐ Previously received a permit for the same or similar activity

☐ Previously received a permit for a different activity

☐ No previous permits from DOFAW

Will permits from other agencies be required for your study/activity? (required)*

(Please select All That Apply. Please attach/upload copies of these permits.)

☐ Applying for permit from the DOFAW Forest Reserves

☐ Applying for Site Plan Approval from the Office of Conservation and Coastal Lands

☐ Permit from the USFWS: Threatened and Endangered Species

☐ Permit from the USFWS: Migratory Bird Treaty Act

☐ Permit from the USGS Bird Banding Lab

☐ Applying for permit from other agency

☐ No other Agency permits are required

Graduate Work

Is this application part of any graduate studies? If so, please include the name and affiliation of the major professor/advisor and upload a copy of his/her signature.
(Enter 'NA' if this application is NOT part of any graduate studies)

NA

998

17. Upload attachments.

Upload any and all attachments that clarify your work. This may include items such as:

- more detailed descriptions of your methods or a more formal proposal, photos, and diagrams.
- reports from previous work.
- summarizing maps or diagrams (you will have an opportunity to upload maps on the next page).
- CVs for those working with threatened and endangered species, or signature from graduate professor/advisor.

Note that there may be a limit to how many and what types of files you can upload at one time. If you are unable to upload all files, please complete the rest of the application, submit, and revise to upload additional files.

Upload Documents or Images:
You can upload your proposal, cv's, and/or any other documents that you would like to include.
You can upload multiple files but please try to limit the number and size of the files.
Maps should be uploaded in the Sites section of the Application.

1

Drop file here or select file

This marks the end of the first page of the application. Click **Next** to move to adding site details to your application.

You can upload multiple files but please try to limit the number and size of the files.
Maps should be uploaded in the Sites section of the Application.

1

Drop file here or select file

Application Date:

10/5/2023

▼

Next

Page 1 of 3

18. Provide activity site details.

Select an **Island** from the dropdown and select a **Managed Area** if appropriate.
The Island list will be filtered by the Regions you selected on page 1 of the application.

Permit Locations:

(Click the + icon to add another Location) (1) ▼

🗑️

1

+

Permit Number: 231005081142-UTIL

Please select an Island (required)*

(You must first select an Island before you can open the map. The map should open centered on the Island you select.)

-Please select-

▼

Select a State Managed Area: (optional)

(Please start typing in the Managed Area name to search for an area. Includes NARS, Forest Reserves, State Parks, etc. The map should center on the Managed Area you select.)

-Please select-

▼

After selecting the Island, the map should center on that Island:

Please select an Island (required)*

(You must first select an Island before you can open the map. The map should open centered on the Island you select.)

Molokai

▼

Select a State Managed Area: (optional)

(Please start typing in the Managed Area name to search for an area. Includes NARS, Forest Reserves, State Parks, etc. The map should center on the Managed Area you select.)

-Please select-

▼

Please select Your Sampling Sites:

See Details for more information.

▶ Details

Find address or place

🔍

+

−

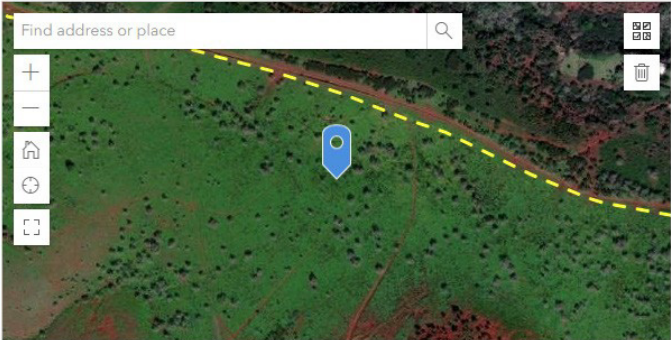
🏠

🕒

📏

🗖️

🗑️



Resource Mapping Hawaii, Maxar | State Department of Land and Natural Resources, D... Powered by Esri

After selecting the Managed Area, the map should center on that Managed Area:

Please select an Island **(required)***

(You must first select an Island before you can open the map. The map should open centered on the Island you select.)

Molokai

▼

Select a State Managed Area: **(optional)**

(Please start typing in the Managed Area name to search for an area. Includes NARS, Forest Reserves, State Parks, etc. The map should center on the Managed Area you select.)

Molokai Forest Reserve (Ahaino Sec.)

▼

Please select Your Sampling Sites:

See Details for more information.

► Details

Find address or place

🔍

+

−

🏠

📍

📏

🗲

🗲

Molokai Forest Reserve (Ahaino Sec.)

Resource Mapping Hawaii, Maxar | State Department of Land and Natural Resources, D...
Powered by Esri

If you selected the ‘State-Wide’ Region, there will not be a map or an Island dropdown. Edit the Location Description as needed.

Location:

State Wide

Location Description **(required)***

Please describe the site location as precisely as possible. Please describe the route you will take to access the site. Note: If the site location you are visiting requires a keyed access, a fully refundable cash deposit is required for each key. Contact your local district office for details.

Various sites around the Main Hawaiian Islands.....

1948

Upload Maps:

You can upload Maps and any other Location documents that you would like to include. You can upload multiple files but please try to limit the number and size of the files.

1

Drop file here or select file

If you select a Forest Reserve from the Managed Area dropdown, you will see a notification that you will need to get a separate permit from DOFAW Forestry:

This Area is Managed by:

DOFAW

Access to and Research in Forest Reserves
Requires an Additional Forestry Permit

Location:

Kahikinui Forest Reserve

If you select an area that is not a State Managed Area, you will see a notification like this:

This Area is Not part of the State Managed Areas
Access to Private or Military Areas must be obtained from the relevant
land owners and/or managers
If possible, an email from the private landowner should be sent to
DOFAW at: cara.m.oba@hawaii.gov citing the Permit Number of this
Application.

Location:

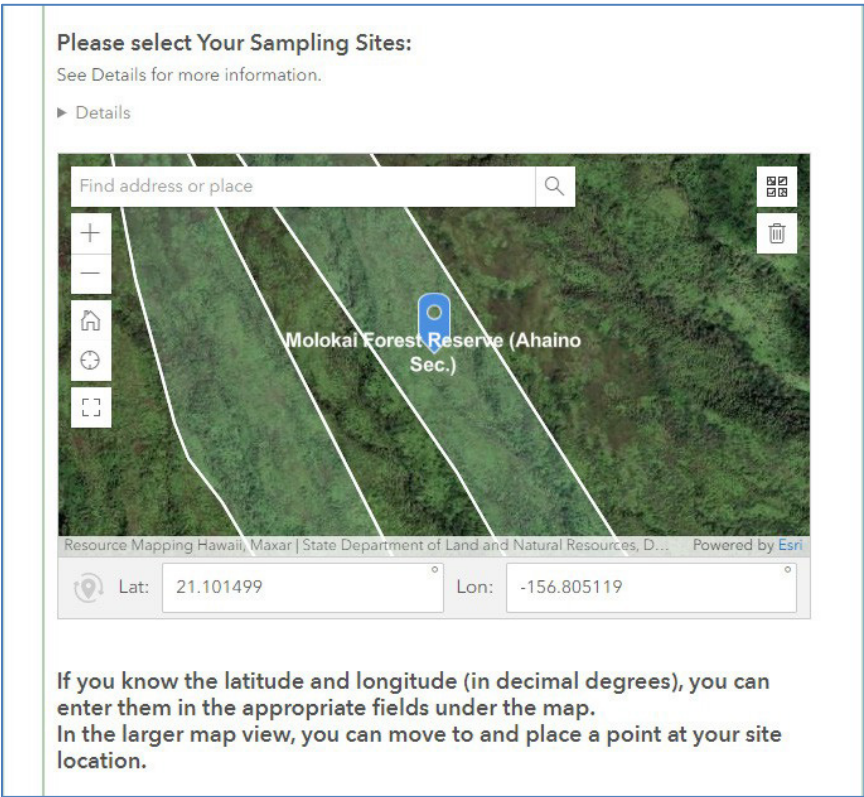
Maui

If you navigate to a different Island than the one you selected from the dropdown, you will see a warning.

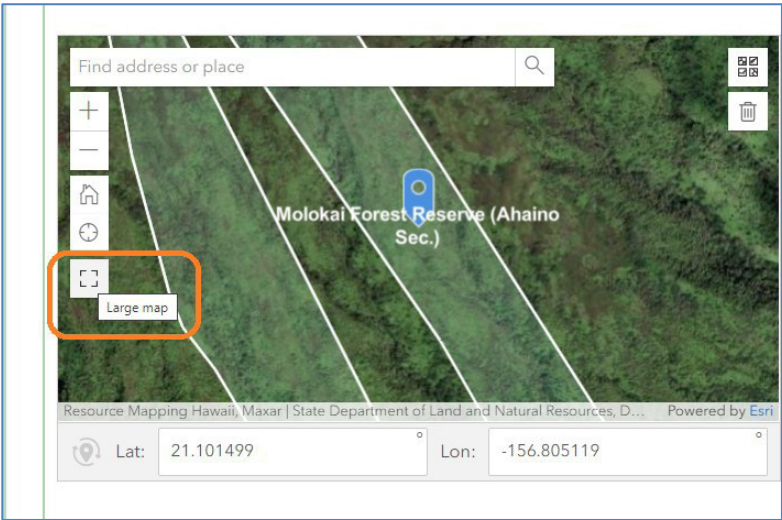
You selected the Island of Maui above but the point you placed is on
the Island of Molokai.
Please select a point on the Island that you selected above or change
the Island selected above.

Wrong Island

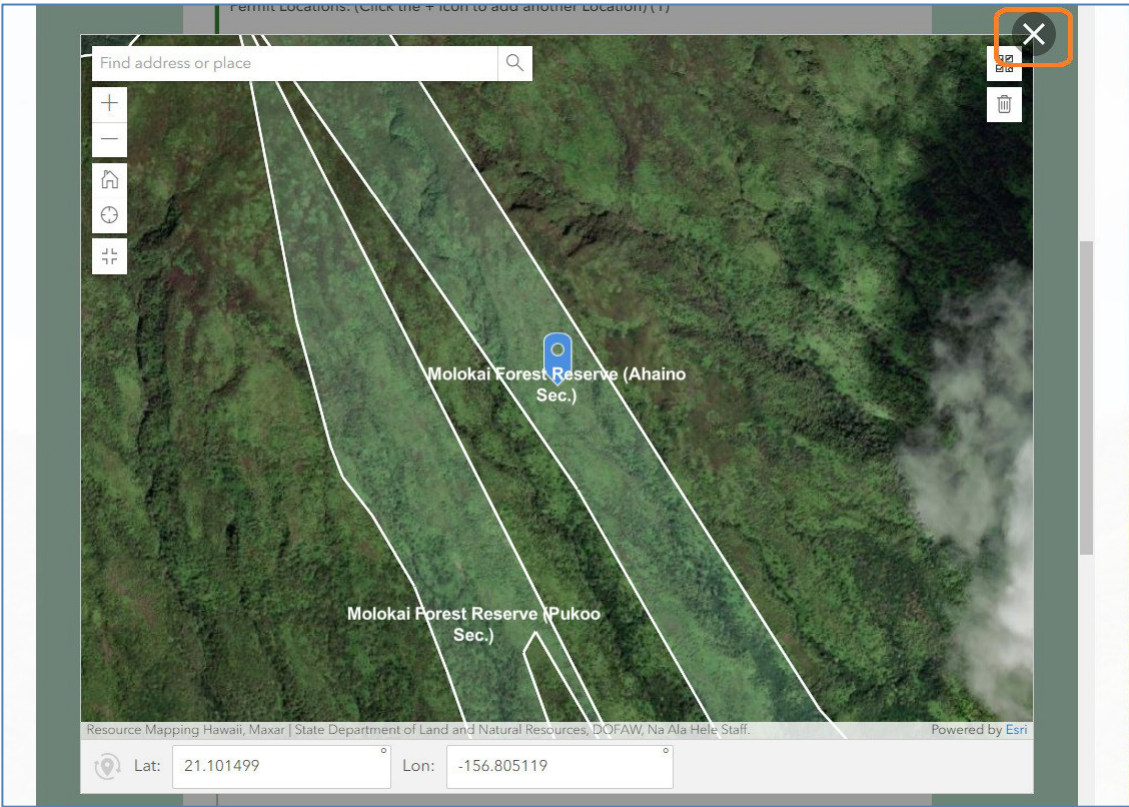
If an area you intend to work is not listed, you may enter your address or location name into the interactive map, enter a latitude and longitude, or use the map interaction to visually search for and place a location marker.



You can also navigate the map to a more accurate placement of the location marker. We recommend doing this if you know where precisely you intend to conduct your activity. To use the map interface as is, click and drag to move the map, use the +/- buttons to zoom in or out, and single-click on a location to move the marker to that point. Click on the 'Large map' icon to make the map full screen and improved usability. Click and drag to move around the map, use a scroll wheel to zoom in and out, and click to move the marker.



Click the **X** to close the large map when you are done.



After you select your location, add details about your activity at that location under **Location Description**. Lastly, if you have any annotated maps associated with this location that you wish to share, upload them in the **Upload Maps** section.

Location

Location Description: **(required)***

Please describe the location as precisely as possible. Note: If the location you are visiting requires a keyed access, a fully refundable cash deposit is required for each key. Contact your local district office for details.

Upload Maps:

You can upload Maps and any other Location documents that you would like to include. You can upload multiple files but please try to limit the number and size of the files.

1

Drop file here or select file

You can drag and drop files directly into the upload box or search for files on your computer:

Upload Maps:

You can upload Maps and any other Location documents that you would like to include. You can upload multiple files but please try to limit the number and size of the files.

1

Drop file here or select file

+ Copy

Click the + icon to add another Location

Back

Submit

Page 2 of 2

You can upload multiple files but please try to limit the number and size of the files.

Upload Maps:

You can upload Maps and any other Location documents that you would like to include. You can upload multiple files but please try to limit the number and size of the files.

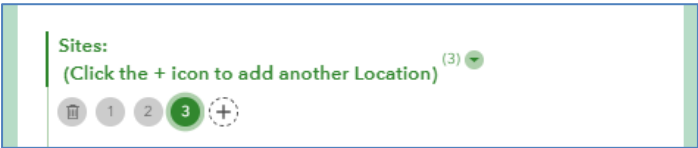
j.png

1.2MB

2


Drop file here or select file

Follow the same process for each of your activity sites. Start by adding a site by clicking the + icon at the top of the page. Once added, click Next if you enter takes on the following page or click Submit if you do not have any takes (this completes your application). We recommend you write down your permit number in case you have questions before you click Submit.



19. Provide taxa details for the take of plants or animals.


When you get to the next page, you'll need to click:

 Add record to add a plant or animal record.

We will use Plants in this example.

Take: 231005085250-PLANT


Species of Interest:

(Click the + icon to add another Taxa) ⁽¹⁾ 

Count of Plants:

This is Not an Error.

This is Just a Reminder that You selected the Activity: **Take of Native Plants** so you are required to have at least one record of Plant Take.

 0

Back

Submit

Page 3 of 3

Click the Take Type - Plants to begin.

Please do not select a species or group of species more than once.

Please select a Take Type: (required)

☐ Plants

Click the + icon to add another taxa

Count of Plants:

This is Not an Error.

This is Just a Reminder that You selected the Activity: **Take of Native Plants** so you are required to have at least one record of Plant Take.

You will have a variety of optional filters to help narrow your selection. Select the category that is appropriate to your work.

Use the optional drop-down filters to narrow down the list of species or go directly to the Select Species drop-down list.

Select a Plants Class: (optional)

-Please select-

Select a Plants Order: (optional)

(unfiltered)

-Please select-

Select a Plants Family: (optional)

(unfiltered)

-Please select-

Select a Plants Genus: (optional)

(unfiltered)

-Please select-

Select multiple Plants Species:

(unfiltered)

-Please select-

Number of Species in the List:

123

1370

Each dropdown will filter the other dropdown lists.

Species of Interest: (Click the + icon to add another Taxa) (1)

1

Select a Plants Class: (optional)

-Please select-

Liliopsida (Lilies, grasses, palms, orchids, and other monocots)

Lycopodiopsida (Clubmosses, firmosses, spikemosses and quillworts)

Magnoliopsida (Flowering plants (dicots))

Polypodiopsida (Ferns)

Select a Plants Order: (optional)

(unfiltered)

-Please select-

Select a Plants Family: (optional)

(unfiltered)

After selecting a Family, you have the option to Use the Entire Family:

Select a Plants Class: (optional)

Magnoliopsida (Flowering plants (dico ▼

Select a Plants Order: (optional)

(filtered by Class)

-Please select- ▼

Select a Plants Family: (optional)

(filtered by Class)

Asteraceae ▼

Do You Want to Use This Entire Plants Family?

☐ Yes

After selecting a Genus, you have the option to Use the Entire Genus:

Select a Plants Family: (optional)

(filtered by Class)

Asteraceae ▼

Do You Want to Use This Entire Plants Family?

☐ Yes

Select a Plants Genus: (optional)

(filtered by Family)

Hesperomannia ▼

Do You Want to Use This Entire Plants Genus?

☐ Yes

In this example we chose to use the Entire Genus. Notice that the Requested Species box is now filled.

Do You Want to Use This Entire Plants Genus?

Yes

Number of species available to be selected.

12³ 4

Various Plants

Various Plants

Requested Species: (required)

Genus Hesperomannia

In this example, we chose individual species from the Species dropdown. **Please do not select more than 30 species per page.** If you need to add more species, click the Add Record icon.

Select multiple Plants Species:

(filtered by Genus)

2 selected

Hesperomannia arborescens

Hesperomannia lydgatei

Hesperomannia oahuensis

Hesperomannia sweezii

selected.

Various Plants

Requested Species: (required)

Species Hesperomannia arborescens,Hesperomannia lydgatei

In this example, we chose the Various Plants option.

Various Plants

Various Plants

Requested Species: (required)

Various Plants

Please select a Propagule Type

-Please select-

Please select a Propagule Purpose

-Please select-

When selecting the **Various Plants** or **Various Invertebrates** option, the Taxa Comments field becomes Required. Please enter some more details of what you will be doing:

Please select a Propagule Purpose

-Please select-

Please Enter the Propagule Count:

12³

Taxa Comments: (required)*

Please list the locations of this take if you plan on taking different species at different locations.

This is a required question.

Provide additional details as requested. Note that a species list will be generated based on your selections. Enter the **Number of Take** and **Taxa Comments** for your species list as needed in those respective boxes.

Plant

▼

Propagule Purpose

Propagation

▼

Various Plants

☒

 Various Plants

Requested Species:^{*}
(Recalculate if changed. PLEASE DO NOT EDIT THIS TEXT)

Species Metrosideros polymorpha var. glaberrima,Metrosideros polymorpha var. newellii,Metrosideros polymorpha var. polymorpha

Number of Take:

12³

Taxa Comments:

Select the Location or Locations where these taxa will be Taken. This list will be the list of Sites that you selected earlier.

Taxa Comments:

Please list the locations of this take if you plan on taking different species at different locations.

2000

Select all of the Locations where these Taxa will be Taken? (required)

-Please select-

▼

☐

 Hanawi Natural Area Reserve

☐

 Molokai

☐

 State-Wide

add another taxa

Back

Submit

Page 3 of 3

Add additional takes as needed.

When you are finished, you can **Submit** the application form or go **Back** to edit or review the application.

Taxa Comments:

Please list the locations of this take if you plan on taking different species at different locations.

2000

Select all of the Locations where these Taxa will be Taken? (required)

2 selected

Click the + icon to add another taxa

Back

Submit

Page 3 of 3