



Shoreline Encroachment Information Sheet

**STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
OFFICE OF CONSERVATION AND COASTAL LANDS**



Please provide complete and detailed answers for each question and include any relevant maps and photos. Attach additional sheets, if necessary. If you have any questions, feel free to contact the Office of Conservation and Coastal Lands at 808-587-0377. Mail completed information sheet and attachments to:

Office of Conservation and Coastal Lands
Post Office Box 621
Honolulu, HI 96809

This information will be used by the Department of Land and Natural Resources (DLNR) to help recommend the appropriate disposition of the encroachment(s). The Board of Land and Natural Resources (BLNR) is not obligated to grant an easement and may do so only when it is consistent with the policies and laws of the State and DLNR. If the BLNR is willing to grant an easement, you will be required to execute an easement document with the State with terms and conditions, including monetary compensation. If the BLNR does not grant an easement, you may be required to remove the encroachment(s). The BLNR reserves the right to institute enforcement proceedings.

- 1. Please provide your name, the landowner's name (if different than you), and contact information.**
- 2. Please provide the physical address and Tax Map Key (TMK) of the property. Provide photos and survey map.**
- 3. Identify and describe the encroachment(s) including the approximate area (square feet) of the encroachment(s). Provide photos of encroachment(s).**
- 4. What is the approximate date of establishment of the encroachment(s)? Please submit documentation.**
- 5. Are there any previous Shoreline Certifications for this property? Date(s)? Provide survey map(s).**



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INFORMATION CHECKLIST

To ensure timely processing, please check that the following are included before submitting:

- Correct mailing address and contact information**

- Tax Map Key (TMK) Map**

- Current survey map showing property boundaries and encroaching area (survey map should provide calculation of encroaching area in square feet).**

- Recent photos showing the encroachment(s) and beach resources from various angles. Include photographs of adjacent public access points and adjacent coastal structures, if applicable.**

- Previous shoreline maps (if applicable).**

- Documentation or permit(s) for encroachment(s).**

- Documentation of non-conforming status of encroachment, i.e. stamped aerial photographs, building permits, authorization letters from Federal, State or County agency (if applicable).**

- Attach additional sheets as necessary.**