

SUBDIVISION PROCESSING GUIDELINES

**COUNTY OF MAUI
DEPARTMENT OF PUBLIC WORKS
DEVELOPMENT SERVICES ADMINISTRATION**

REVISED July, 2008

INTRODUCTION

This booklet is intended to provide information on the general requirements and procedures in the processing of subdivisions in the County of Maui.

WORD OF CAUTION! Since the information contained herein is necessarily brief and subject to change, the reader should consult Title 18 (Subdivisions) of the Maui County Code and with each appropriate agency for details and the latest amendments or changes.

If you have any questions, please contact the Subdivision Office, Development Services Administration, Department of Public Works at (808) 270-7252, 250 South High Street, Wailuku, Hawaii, 96793.

APPLICABILITY

Subdivision approval is required:

- ▶ where land is divided into two or more lots for sale, lease, rental, or transfer of title to or interest in;
- ▶ where land is consolidated from two or more lots into one lot;
- ▶ where land is divided, consolidated, or designated in any of the above-mentioned combination;
- ▶ the construction of four or more dwelling units on a lot.

PRELIMINARY SUBMITTAL

- ▶ Fifteen copies of the preliminary map prepared by a Hawaii licensed professional engineer or land surveyor and supplemental information necessary to indicate the general objectives of the subdivision. **Maps shall be folded to 8½" x 11" size. Rolled plans will not be accepted.**
- ▶ Filing fee of \$250.00 plus \$50.00 per developable lot. The filing fee should be made payable to the "Director of Finance, County of Maui."
- ▶ Two copies of the current title report.
- ▶ Original and nine copies of the completed subdivision application form.

PRELIMINARY SUBDIVISION REVIEW

Upon receipt of the initial submittal items, the Development Services Administration may distribute the preliminary maps to the following agencies for review and comment:

- ▶ Department of Public Works, Engineering Division
- ▶ Department of Environmental Management, Wastewater Reclamation Division
- ▶ Department of Water Supply
- ▶ Department of Planning
- ▶ Department of Fire and Public Safety
- ▶ Department of Parks and Recreation
- ▶ Department of Housing and Human Concerns
- ▶ Department of Health, State of Hawaii
- ▶ Department of Transportation, Highways Division, State of Hawaii
- ▶ Department of Land and Natural Resources, State Historic Preservation, Division, State of Hawaii
- ▶ Maui Electric Company

Upon receipt of the requirements from the above agencies, a preliminary subdivision approval is normally issued consisting of a stamped plat, with any revisions to be made noted thereon, and a letter listing the conditions to be met to obtain final subdivision approval.

From the date the preliminary map and supplemental materials are deemed complete and satisfactorily received, the County has 45 calendar days to issue preliminary subdivision approval.

CONSTRUCTION PLANS REVIEW

If preliminary approval is granted and where subdivision improvements are required, construction plans shall be prepared by and bear the stamp of a professional engineer licensed to practice in the State of Hawaii.

Plans shall be in accordance with the current standards of the County and other applicable agencies and shall completely and accurately depict the proposed improvements. It is recommended that the engineers discuss their proposed roadway, drainage, sewer, water and electrical improvements with the respective governmental and regulatory agencies prior to preparation of plans.

The subdivider shall submit ten sets of construction plans to the Development Services Administration for review and distribution. Thereafter, the subdivider will be notified of its approval or any additions, deletions or revisions necessary for approval. The initial submittal shall include three copies of engineering reports (i.e. drainage, soil erosion, sewage, soils investigation, etc.) in support of the project's design and a construction plan review fee of \$50 per lot.

FINAL SUBDIVISION REVIEW

After preliminary subdivision approval is granted, the subdivider shall submit fifteen folded copies of the final map prepared by a Hawaii licensed land surveyor. The maps will be distributed to those agencies that submitted comments or indicated requirements during the preliminary subdivision review process for their recommendation for final approval.

In preparing the final map, the subdivider shall show all information required by the Subdivision Ordinance and shall address all comments noted on the approved preliminary map.

The final plat shall be prepared and completed within one year following approval given on the preliminary map or construction plans. Time extensions may be granted by the Director of the Department of Public Works upon written request by the subdivider or the authorized representative for good cause and within the proper time period as specified by Title 18.

Where subdivision improvements are required, the final approval may be granted:

- ▶ After construction of all the improvements in accordance with the approved construction plans and acceptance by the County and all other agencies, or
- ▶ Prior to the completion and approval of the improvements, the subdivider enters into an Agreement for Subdivision Approval and posts a bond or other acceptable surety covering 100% of the construction cost. Agreement and bond forms are available from the Development Services Administration.

FINAL SUBDIVISION APPROVAL

After receiving acceptable final maps, and upon completion of all other conditions of the preliminary approval letter, final subdivision approval can be granted by the Director of the Department of Public Works.

This consists of a map bearing a final approval stamp and signed by the Director of the Department of Public Works accompanied by a final approval letter.

DEDICATION OF ROADS AND EASEMENTS

If roads or road widening lots are to be dedicated or if easements are to be granted to the County, the subdivider shall provide warranty deeds and easement documents fully executed by the subdivider prior to obtaining final subdivision approval.

The original and one copy, along with a completed State of Hawaii, Exemption From Conveyance Tax form, shall be submitted to the Development Services Administration for review.

The Development Services Administration will submit acceptable deed and easement documents to the Maui County Council for their review and approval. Road maintenance and County services will be provided after the Council's acceptance of roadway dedications.