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Mayor



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**NEW DEPARTMENTAL POLICY CONCERNING WRITTEN INQUIRIES AND DETERMINATIONS ON POTENTIAL AND EXISTING PERMIT REQUIREMENTS**

**Beginning July 15, 2013**, the Department will no longer intake and process any written inquiries requesting a Director or Departmental Determination on potential and existing permit or zoning requirements without the required new form. Further, the Department will no longer intake these documents via hard copy, and all requests must be transmitted electronically to the e-mail address below.

The Department will only entertain determination requests for the following matters:

- Clarification or interpretation of enforcement relating existing permitting conditions imposed either by the Planning Director or Planning Commission
- Confirmation of Additional Dwelling Unit availability on a parcel
- Voluntary Cancellation or Withdrawal of Permits and Permit Applications
- Confirmation of Non-conformities or Pre-CZO status for a parcel
- Confirmation or Clarification of previous Director or Departmental Determinations
- Boundary interpretations
- Confirmation of any open violations on the property
- Applicability of Special Management Area "Development" definition to a proposed use

Further, the Department reemphasizes that it **WILL NOT** process and you may not receive any further response if submitted, for any Determination requests related to:

- Allowable density on a parcel
- Interpretation of a specific use as conforming or not conforming to the definitions section of the CZO
- Confirmation of zoning on a parcel

New Submission Requirements:

- Determination Request Form
- Letter Stating Request and Supporting Documentation
- ALL Scanned and submitted in Adobe PDF format to [planningdeterminations@kauai.gov](mailto:planningdeterminations@kauai.gov)

Michael A. Dahilig  
Director of Planning

Departmental Policy Effective: July 15, 2013