



INFORMATION REQUIRED FOR APPLICANTS

WHO CAN APPLY?

1. Property owner(s); or
2. A representative or agent for property owner(s) *with proper authorization*.

REQUIRED PROOF OF OWNERSHIP OR AUTHORIZATION FOR REPRESENTATIVES:

The following are required of applicants to apply for a zoning permit in the County of Kaua'i:

Documents Required for **PROPERTY OWNERS** along with applications submitted by mail, email, or in-person:

1. A completed **Application** with a signed declaration; and
2. **Proof of identification** – the applicant's name on the application must match applicant's identification; and
 - a. An applicant must submit a copy of either: driver's license; state Issued ID card; Alien Registration Card or U.S. Passport – photo ID's only.
3. **Proof of ownership**. If the applicant is NOT the same as ALL owners listed with Real Property Tax records, proof of ownership must be submitted along with the application. Some examples of acceptable documents to verify proof of ownership include:
 - a. **Deed**
 - b. **Condominiums Property Regimes (CPRs)** – For projects that involves a *limited common element, common element or area, or exterior of a condominium building*, the applicant may submit either:
 - i. Applicable portions of the CPR documents or other document that verifies that an owner or owners are authorized to submit a zoning application; or
 - ii. A completed **Authorization to Act on Property Owner's Behalf Form** that verifies authorization from all CPR owners.
 - c. **Trust** – If the property is owned by a Trust, a copy of the trust paperwork showing the trustee or executor as an authorized signatory for the property.
 - d. **Corporation, LLC or Partnership** – If the property is owned by a Corporation, LLC, or Partnership, a copy of the operating agreement or corporate paperwork from when the corporation was formed is required, which verifies the President, Vice-President, CEO, Partner, or Managing Member that is authorized to submit an application.

Documents Required for AUTHORIZED REPRESENTATIVE(S). Representatives acting on behalf of property owners shall submit the following documentation:

1. A completed **Application** with a signed declaration; and
2. **Proof of identification** – the name on the Form must match representative's identification; and
 - a. The representative must submit a copy of either: driver's license; state Issued ID card; Alien Registration Card or U.S. Passport – photo ID's only.
3. An **Authorization to Act on Property Owner's Behalf Form** (attached below) that is signed and **notarized* by ALL property owners or ALL individual(s) authorized to apply. Examples of who must sign the Form and authorize the representative include:
 - a. CPRs – All CPR owners.
 - b. Trust – trustee or executor.
 - c. Corporation, LLC, or Partnership – the President, Vice-President, CEO, Partner, or Managing Member.

*** In lieu of notarization, the Planning Department will accept an Authorization to Act on Property Owner's Behalf Form that is electronically signed using secure software that verifies the identity of the user (e.g., DocuSign or Adobe Sign).**

AUTHORIZATION TO ACT ON PROPERTY OWNERS BEHALF FORM

I hereby authorize the following person(s) to act as my representative(s) to apply for, sign, and file the documents necessary to obtain a zoning permit for my project.

(Project address)

(Scope of construction project or description of work)

Name of authorized representative

Address of authorized representative

Phone number of authorized representative

Email address of authorized representative

Declaration: I declare under penalty of perjury and under the laws of the State of Hawai'i (Unsworn Falsification HRS §710-1063) that I am the property owner for the address listed above, I personally filled out the above information, that the foregoing is true and correct, and I certify its accuracy.

*****The property owner signature must be notarized or electronically signed using secure software that verifies the identity of the user (e.g., DocuSign or Adobe Sign) when the property owner is not present at time of submitting the permit application.***

Property Owner Name (print)

Property Owner Signature

Date

Property Owner Name (print)

Property Owner Signature

Date

Property Owner Name (print)

Property Owner Signature

Date

Property Owner Name (print)

Property Owner Signature

Date

Property Owner Name (print)

Property Owner Signature

Date

Property Owner Name (print)

Property Owner Signature

Date

**** Attach Notary Jurat or Electronic Signature Audit Trail ****