

I. SOURCES OF AUTHORITY

The sources of authority for a **Short-Term Rental Home (STRH) Permit** are:

- [Maui County Code \(MCC\), Title 19, Zoning](#), as amended.
- [Chapter 19.65, MCC, Short-Term Rental Homes](#). (Ord. No. 4315, 2016)(Ord. No. 4830, 2018)
(Ord. No. 5011, 2019)(Ord. No. 5263, 2021)
(Ord. No. 5300, 2021)

II. PURPOSE

The purpose of the STRH permit renewal is to maintain appropriate restrictions and standards for STRHs; to provide an alternative visitor experience to the resort and hotel accommodations in the County, while retaining the character of residential neighborhoods; allow small businesses to benefit from tourism; and implement land use policies consistent with the County of Maui's General Plan and State of Hawaii law.

III. APPLICATION CONTENTS

The application contains the following documents:

1. Sources of authority, purpose, application contents, notice regarding submitting false or misleading information, and processing procedures (pg 1)
2. Checklist of Required Submittals (pg 2)
3. STRH Permit Renewal Application (pg 3)
4. STRH Permit Manager Designation Form (pg 4)

IV. PROCESSING PROCEDURES

As of March 28, 2022, at 4 pm The County of Maui will no longer accept paper applications. This application and all supporting documents must be submitted to currentdivision@mauicounty.gov

Upon submission of a completed STRH renewal application, the Department of Planning (Department) will review the application to determine whether the required submittals are adequate and may request additional documents, as needed. The Department will review to ensure that the STRH operation is in compliance with all of the restrictions, standards and conditions of the existing permit and all other applicable federal, state and local laws.

A site visit may be conducted and all rooms in the STRH home and property shall be available and shown upon request. Pursuant to Section 19.65.070(C), MCC, permit holders must allow compliance inspections within one hour of notice. Refusal to allow access may result in permit revocation.

When the Department has verified all of the above, and determines there are no recorded complaints or open issues that must be resolved, the STRH permit may be renewed for one to five years, subject to Director approval.

Pursuant to Section 19.65.030(D), MCC, permit renewal applications must be submitted to the department no later than 60 days prior to the expiration of the permit, after which the department must not accept any renewal application.

V. NOTICE REGARDING SUBMITTING FALSE OR MISLEADING INFORMATION

In addition to any enforcement action pursuant to Section 19.530.030, MCC, any misrepresentation(s) on this application or throughout the application process shall result in a denial or revocation of a STRH Permit and also prohibit reapplication within five years from the date of denial or revocation.

STRH Permit Renewal Application Checklist

As of March 28, 2022, at 4 pm The County of Maui will no longer accept paper applications.

This application and all supporting documents must be submitted to currentdivision@mauicounty.gov

- This application and all supporting documents must be attached to one email and submitted together. Incomplete applications may not be accepted or result in a delay in processing.
 - This application and all supporting documents must be submitted in PDF format. Please follow naming convention provided for each checklist item below.
 - You may choose to sign this application electronically.
 - All permit fees shall be assessed as set forth in the [annual budget ordinance](#). Applicant will be notified when payment is due.
1. A registered user account in **Maui's Automated Planning & Permitting (MAPPS) Customer Self Service (CSS) portal**. For instructions please visit <https://hi-mauicountymapps.civicplus.com>
 2. A completed and signed **Short-Term Rental Home (STRH) Permit Renewal Application** (pg 3)
 3. A completed **STRH Permit Renewal Checklist** (this page, pg 2)
 4. A completed and signed **STRH Permit Manager Designation Form, if the manager has changed** (pg 4)
 5. Proof of certified mailing of change of contact information for manager to owners/lessees of properties that abut the property and are directly across the street, if the manager has changed. Start the file name with "ProofofMailingManagerChange"
 6. For first renewals, proof of mailing notifying adjacent property owners/lessees of the permit number, manager name and 24-hour available telephone number and house rules. Start the file name with "ProofofMailingPermitInfo"
 7. All **Certificates of Insurance** issued since last approval. Please consolidate all COIs in to one PDF and start the file name with "COIs"
 8. Written **Verification of Tax Payments**. The written verification shall be the State of Hawaii Department of Taxation, Form A-6, "Tax Clearance Application." Start the file name with "A-6"
 9. A detailed **Compliance Report** with each approval condition listed, along with a response on how each condition has been fulfilled as per Section 19.65.070(B), MCC. Start the file name with "ComplianceReport"

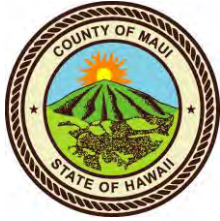
Additional documents required if property is located within the State Land Use Agricultural District and a State Land Use Commission Special Use Permit was also granted for the STRH operation.

10. A letter which included the permit number requesting a renewal of the SUP2 Permit for the same time period as your STRH renewal (from one to five years). Start the file name with "SUP2RenewalRequest"
11. Photos of agriculture verifying that the farm plan continues to be implemented. If the onsite agriculture has changes, the Farm Plan will need to be amended. Start the file name with "PhotosofAgriculture"
12. A completed application for a re-verification of onsite agriculture. The application can be accessed here: <https://www.mauicounty.gov/DocumentCenter/View/118412/Farm-Plan-Review>

IMPORTANT NOTE: Please keep a copy of all submitted items for your records.

STRH PERMIT RENEWAL APPLICATION

STRH & PROPERTY INFORMATION		
STRH Name <i>(include all other previous names):</i>	Permit No.:	Existing Permit Expiration Date:
Physical Address/Location of Project:		
Tax Map Key:	# Dwellings on property:	# Bedrooms on property:
	# Dwellings for STRH:	# Bedrooms for STRH:
Structure(s) Being Used for STRH (check appropriate box):		
<input type="checkbox"/> Main <input type="checkbox"/> Accessory <input type="checkbox"/> Both Main & Accessory		
Additional Location Information:		
PROJECT CONTACT INFORMATION		
PERMIT HOLDER INFORMATION		
Permit Holder's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home) (mobile)
Signature:		Date:
PERMIT HOLDER INFORMATION		
Permit Holder's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home) (mobile)
Signature:		Date:
MANAGER INFORMATION <i>(submit pg. 4: STRH Manager Designation Form, if manager has changed)</i>		
Manager's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home) (mobile)
CONSULTANT INFORMATION		
Consultant's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home) (mobile)
Signature:		Date:



COUNTY OF MAUI
 DEPARTMENT OF PLANNING
 2200 MAIN STREET, SUITE 619
 WAILUKU, HI 96793
 (Office) 270-8205
 email: currentdivision@mauicounty.gov

SHORT-TERM RENTAL HOME (STRH) PERMIT
MANAGER DESIGNATION FORM

TO BE COMPLETED ONLY IF THERE IS A CHANGE

Please print legibly or type in the information below.

SHORT-TERM RENTAL HOME NAME, PROPERTY, & PERMIT INFORMATION

Name of Short-Term Rental Home: _____
 Tax Map Key No: _____ Permit Number: ST _____ - _____
 Physical Address: _____
 Applicant/Permit Holder's Name: _____

MANAGER DESIGNATION

Manager Contact Information:
 Manager's Name: _____ Email: _____
 Mailing Address: _____
 Residence/Business Address within 30-driving miles: _____
 24-Hour Phone Number(s): bus _____ home _____ mobile _____

Eligibility Requirements (Check all that apply.):

I am the Applicant/Permit Holder.
 I am an immediate adult family member. Relationship: _____
 I hold an active State of Hawaii real estate license. License #: _____
 I am an adult who will serve temporarily less than forty-five (45) days per year (Note: temporary managers may not serve as the initial manager). _____

Minimum Manager Responsibilities Pursuant to §19.65.030(E), MCC, The manager of the short-term rental home must:

1. Be accessible to guests, neighbors, and County agencies. For purposes of this section, "accessible" means being able to answer the telephone at all times, being able to be physically present at the short-term rental home within one hour following a request by a guest, a neighbor, or a County agency, and having an office or residence within thirty driving miles.
2. Ensure compliance with state department of health regulations, this chapter, permit conditions, and other applicable laws and regulations;
3. Enforce the house policies; and
4. Collect all rental fees.

Tenure:
 Permanent Designation Temporary Tenure, From: _____ To: _____

Designation and Acceptance:

Applicant/Permit Holder's Designation: _____ <div style="text-align: right; margin-top: 20px;">Signature _____</div> <div style="text-align: right; margin-top: 20px;">Date _____</div>	Manager's Acceptance: _____ <div style="text-align: right; margin-top: 20px;">Signature _____</div> <div style="text-align: right; margin-top: 20px;">Date _____</div>
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