

SUBDIVISION PROCESSING GUIDELINES

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

REVISED 12/2020

INTRODUCTION

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

CAUTION! Since the information contained herein is necessarily brief and subject to change, the reader is advised to refer to [Title 18 \(Subdivisions\)](#) of the Maui County Code and consult with each appropriate agency for details and possible updates of any amendments or changes.

If you have any questions, our contact information is provided below:

**Department of Public Works
Development Services Administration
Subdivision Section
250 South High Street, Room 170
Wailuku, Hawaii 96793**

Phone No.: (808) 270-7252
DSA.Subdivisions@mauicounty.gov

APPLICABILITY

Subdivision approval is required:

- ▶ where land is divided into two or more lots;
- ▶ where land is consolidated from two or more lots;
- ▶ where land is divided, consolidated, or designated in any of the above-mentioned combination.

PRELIMINARY SUBMITTAL

A subdivision application submittal must include all of the following:

- ▶ A complete and original [Subdivision Application](#).
- ▶ **Four** copies of the preliminary plat stamped by a Hawaii professional land surveyor. All maps must be folded to 8½" x 11" size. ***Rolled plans will not be accepted.***
- ▶ **Two** copies of the current title report.
- ▶ **One** signed [Zoning and Flood Confirmation Form](#). Please contact the Department of Planning at (808) 270-7253 if there are any questions.
- ▶ Filing fee for 5 lots or less is \$250 plus \$50 per developable lot OR for 6 lots or more is \$400 plus \$100 per developable lot. The filing fee should be made payable to the "Director of Finance, County of Maui".
- ▶ Digital PDF files of all forms and plats via email to DSA.Subdivisions@mauicounty.gov. ***The email file must be submitted concurrently with the original documents, and the subject line of the email must include the subdivision plat name and tax map key.***

From the date the preliminary plat and supplemental materials are deemed complete and satisfactorily received, the County has 45 calendar days to review the subdivision application.

PRELIMINARY SUBDIVISION REVIEW

Upon receipt of the initial submittal items, the Development Services Administration may distribute the preliminary plats 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, Engineering Division](#)

- ▶ [Department of Planning, Zoning Administration and Enforcement Division](#)
- ▶ [Department of Fire and Public Safety, Fire Prevention Bureau](#)
- ▶ [Department of Parks and Recreation, Parks Planning and Development Division](#)
- ▶ [Department of Housing and Human Concerns, Housing Division](#)
- ▶ [Department of Health, State of Hawaii](#)
- ▶ [Department of Transportation, Highways Division, State of Hawaii](#)
- ▶ [Department of Land and Natural Resources, Historic Preservation Division, State of Hawaii](#)
- ▶ [Hawaiian Electric Company](#)

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

CONSTRUCTION PLANS REVIEW

If preliminary approval is granted and where subdivision improvements are required, construction plans shall be prepared and stamped by a professional engineer licensed 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 **five** sets of construction plans and a **digital copy** of the plan to the [Development Services Administration Civil Construction Section](#) 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 **two** 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 \$200 per developable lot.

FINAL SUBDIVISION REVIEW

After preliminary subdivision approval is granted, the final plat shall be filed 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](#). In preparing the final plat, the subdivider shall show all information required by the Subdivision Ordinance and shall address all comments noted on the approved preliminary map. The subdivider shall submit **four** folded (8½" x 11") copies of the final map prepared and stamped by a Hawaii professional 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.

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 plats 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.

The subdivider or authorized representative will receive a final approval letter and an approved stamped final plat signed by the Director of the Department of Public Works.

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 of Maui, the subdivider shall provide [warranty deeds](#) and easement documents fully executed by the subdivider for review prior to obtaining final subdivision approval.

The original warranty deeds and/or easement documents along with a completed State of Hawaii Exemption From Conveyance Tax form shall be submitted to the [Development Services Administration Subdivision Section](#).

The Development Services Administration Subdivision Section will submit acceptable 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 and recording of roadway dedications.

CHECK ON STATUS OF SUBDIVISION

The status of the subdivision application can be viewed online through [Kivanet](#). Here are some instructions to use our online access.

To access the file by **Tax Map Key (TMK)**:

- 1) Visit our [Kivanet](#) website.
- 2) Enter the tax map key in the **TMK** field associated with the subdivision.
TMK example format: **2340080420000**

- 3) Select **All** for file types, then press **Search**.
- 4) Click on the Subdivision Permit Number associated with your subdivision
Subdivision Example Format: SUBD #
- 5) Scroll Down to the Activities Section
- 6) Click on any item underneath the Description Column

To access the file by the **Subdivision File Number**:

- 1) Visit our [Kivanet](#) website.
- 2) Enter the subdivision file number in the **Project** field.
Example format: **3.2400**
- 3) Press **Search**.
- 4) Scroll Down to the Activities Section
- 5) Click on any item underneath the Description Column

CONCLUSION

Please visit our [website](#) for additional forms and information to assist you with the subdivision process.