

Aloha!

The County of Hawai'i Planning Department has launched its Electronic Processing and Information Center (EPIC) system, which allows applicants to submit applications and payments to the Planning Department electronically.

What is the EPIC system?

The EPIC system is an electronic **submittal system only**. What does this mean? EPIC replaces the process of mailing/dropping off your completed paper application and fee to the Planning Department; it does not replace the process of filling out the application form. Applicants will still need to download the appropriate Planning Department application form from our website (www.planning.hawaiicounty.gov), fill it out, and collect any supporting documents prior to submittal.

How does EPIC affect the application submittal process?

With the launch of the EPIC system, the Planning Department is no longer accepting paper applications. All application submittals and payments must be completed through EPIC.

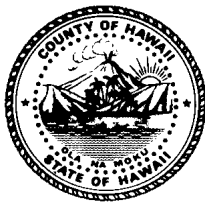
I've filled out the application and collected my supporting documents. Now what?

- Save your application and documents in PDF form.
- Create your user account in EPIC. Visit www.planning.hawaiicounty.gov and click on the **Electronic Processing and Information Center** banner. You will be redirected to EPIC's Customer Self-Service (CSS) portal, where you may create a new user account.
- Once your account is created, select the application you wish to apply for. During the submittal process:
 - When prompted to **Add Contacts**, you may add any person/company as a Contact so long as that Contact has their own EPIC user account. Contacts will be able to view your application and any documents associated with your submittal. As some applications may contain personal financial information, please do not add contacts whom you do not wish to be able to access this information.
 - When prompted to **Add Attachments**, please upload your PDF file(s).

Where do I find out more information about the EPIC system and how to use it?

- How-to videos for navigating the EPIC system are available online.
 - Visit www.planning.hawaiicounty.gov
 - Click on the **Electronic Processing and Information Center** banner
 - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- Need more help? Please contact us:
 - HILO Main line: **(808) 961-8288**
 - KONA Main line: **(808) 323-4770**
 - Email: planning@hawaiicounty.gov





County of Hawai'i

BOARD OF APPEALS

Aupuni Center • 101 Pauahi, Suite 3 • Hilo, Hawai'i 96720
(808) 961-8288 • Fax (808) 961-8742

GENERAL PETITION FOR APPEAL OF DECISIONS BY PLANNING DIRECTOR OR PUBLIC WORKS DIRECTOR

(Type or legibly print the requested information. *See instructions attached.*)

TYPE OF PETITION (check one):

Appeal Decision of the Planning Director

Appeal Decision of Director of Public Works

SUBJECT PROPERTY (land in question):

Tax Map Key (TMK): _____ Area of Property: _____

State Land Use _____

Designation: _____ County Zoning: _____

Street Address: _____

APPELLANT INFORMATION:

Name(s): _____

Signature(s): _____ Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

Interest in Subject _____

Property: _____

LANDOWNER INFORMATION:

Name(s): _____

Signature(s)¹: _____ Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

APPELLANT REPRESENTATIVE INFORMATION (leave blank if not applicable):

Name(s)/Title(s): _____

Signature(s): _____ Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

¹ Not required if the Landowner is not the Appellant.

INSTRUCTIONS

GENERAL PETITION FOR APPEAL OF DECISIONS BY PLANNING DIRECTOR OR PUBLIC WORKS DIRECTOR

Board of Appeals Rules of Practice and Procedure (RPP) can be reviewed in the Planning Department or on the following website: <https://records.hawaiicounty.gov/Weblink/1/doc/34351/Page1.aspx>.

For a General Petition for Appeal filed with the Board of Appeals to be considered complete, it must contain the following:

1. A filing fee of two hundred fifty dollars (\$250) payable to the County Director of Finance [RPP Section 8-7].
2. The original in electronic form of the following:
 1. The General Petition for Appeal application form above.
 2. Supplemental documents that provide the following:
 - a. A description of the property involved in the appeal in sufficient detail for the public to precisely locate the property.
 - b. A statement explaining the nature of the appeal and the relief requested.
 - c. A statement explaining:
 - i. How the decision appealed from violates the law; or
 - ii. How the decision appealed from is clearly erroneous; or
 - iii. How the decision appealed from was arbitrary or capricious, or characterized by an abuse of discretion or clearly unwarranted exercise of discretion.
 - d. A clear and concise statement of any other relevant facts.
3. A copy of the Director's decision letter that is being appealed.

Note that the Board of Appeals is a separate entity from the Planning Director and Director of Public Works. Pursuant to RPP Section 8-8, you are required to serve a copy of the petition to the Director of the decision being appealed, and to all landowners of the affected property if the landowners are not the Appellants.

For questions, please email boardofappeals@hawaiicounty.gov.

You may submit the completed petition as a PDF document at the on-line Electronic Processing & Information Center (EPIC).