

Koke'e Leaseholders Association

Friends of the Forest

<http://www.malamaokokee.org>

Revised 16 May 2006

How to File a Conservation District Use Application to Move or Demolish your Koke'e Cabin

You will need the application and attachments listed below. All except the data sheet for your cabin are on our web site <http://www.malamaokokee.org>. You must provide:

1. A completed application. You'll need to **change everything noted in red** to your own name, address, telephone, tax map key, lease number, number of bedrooms, etc.
2. A copy of the appropriate tax map [**choose only one**: K1402 for Pu'u Ka Pele, K1403 for Halemanu, and K1404 for Koke'e]. **Draw an arrow pointing to your cabin.**
3. **Using your plot plan (your single lot) as a template, enlarge it substantially – to fit on an 8 ½ x 11 page. Make a simple sketch of your cabin, showing the general route of the utilities (water, telephone, and electricity) and locate the cesspool on your lot. Mark these clearly. My plot plan is shown as an example on the next page. The utilities must be shown in relation to the cabin on the lot.**
4. A copy of the appropriate topographic USGS map [**choose only one**: USGS Pu'u Ka Pele or USGS Koke'e]. Again, enlarge it and **draw an arrow pointing to your cabin.**
5. The relevant data sheet for *your* cabin. These are **not** posted here – you'll have to send an email to me kokee@okauai.com **with your tax map key, please** - and I'll send you back the relevant data sheet. It's a one-page summary of your cabin, with dimensions and photos, similar to the sample provided on the web site – for one of the State cabins.
6. **Sign the application in TWO places – on page 6 and at page 16.**
7. **Enclose either a personal check or a certified or cashier's check made out to DLNR for \$50.00.** Although the instructions note only a certified or cashier's check, Dawn tells us that a personal check is acceptable (they'll revise their instructions accordingly).

Send in two copies, including all attachments as soon as possible. Their staff will review your submittal within 30 days. If it is complete, they will ask for (up to 18) additional copies. Please note that **the deadline of May 15** provided in Land Division's letter **is real** and that they *cannot guarantee* processing your application by the end of the year if it is late:

'An application is not considered accepted for processing until the Department has found it complete. Once an application is considered "complete" by the Department, a letter of acceptance will be issued and **the statutory 180-day time period will begin.**' [emphasis added]

We urge you to get your application in right away. Ms. Dawn Hegger of DLNR's Office of Conservation and Coastal Lands will review the application, and if complete, will call to ask for ten more copies.

Please call her at (808) 587-0380 if you have specific questions. **Thanks, Dawn!**

Frank O. Hay
President

**P O Box 1113
Lawai, Kauai, Hawaii 96765-1113
(808) 639.7704 fax (808) 332.5831**

LEGEND

- A: EXISTING CESSPOOL
- B: 2 PANEL PHOTO-VOLTAIC SYSTEM
- C: TELEPHONE POLE WITH LINE TO HOUSE

NOTE: LOCATIONS APPROXIMATE

FRANK HAY

B

A

CABIN

C

1 1/2" H.D. POLY DR 11 CL 160

ROBERT FRENCH

SINGLE SERVICE

DRIVEWAY

1" LATERAL

WATERLINE "A"

DIRT ROAD

TO WELL "A"

FRANK HAY: KOKEE CABIN SERVICE LINE

SCALE:
1" = 50'

DATE / () / ()

