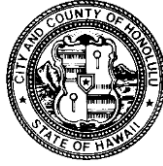


Parcel ID (Tax Map Key)



REAL PROPERTY ASSESSMENT DIVISION
DEPARTMENT OF BUDGET
AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
Phone: (808) 768-3799
www.realpropertyhonolulu.com

Enter 12-digit Parcel ID

Lands in Urban Districts
PETITION TO DEDICATE
ROH § 8-10.11

Print Owner(s) Name Telephone
Site Address Email Address
Mailing Address Property is: Fee Simple Leasehold

DEDICATED PURPOSE: Landscaping Open Space Other (describe):
Public Recreation - specify: Park Playground Historical Site Campground Wildlife Refuge Scenic Point
County Zoning District: For example: R-5 (residential), B-1 (business), etc.

If land is leased, attach a copy of the recorded lease document. The lease term must extend at least 10 years from the date of the dedication.

Start Date of Lease: Original Term of Lease: (# of years)

Describe benefit to the public:

If only portions of parcel are to be dedicated ("dedicated portions"), state the use of the non-dedicated area:

List total cost of improvements on dedicated portion and annual maintenance costs thereof (attach additional sheets if necessary):

Table with 4 columns: Improvement Description, Improvement Cost, Maintenance Description, Annual Maintenance Cost. Includes Total Improvement Cost and Total Annual Maintenance Cost rows.

List the land area and specific use intended for the land to be dedicated as listed in ROH § 8-10.11(attach additional sheets if necessary):

Table with 2 columns: Land Area, Describe Dedicated Use, Required Maintenance, and Benefit to Public. Includes Area and Total rows.

Attach: (1) documentation of improvement and ongoing maintenance costs (receipts, bills of sale, etc.), (2) a plot plan illustrating the location of dedicated portions and nondedicated portions identifying all improvements, land areas of portions, and pecifying intended uses; and (3) documents supporting use.

CERTIFICATION OF PETITIONER

I/We hereby petition to dedicate the urban land described above ("subject property") for open space and similar uses, and grant the right of entry thereto. I/We certify that all persons having an interest in the property have read Title 4 Subtitle 5 Real Property Taxation Urban District Open Space Land Dedication Rules and Regulations ("Rules"), have signed this petition and shall comply with the provisions of the Rules and ROH § 8-10.11. I/We agree to abide by all requirements of the dedication, including posting and maintaining an approved sign in a conspicuous location on the subject property to give public notice of the dedication. I/We understand that failure to observe the restrictions on the use shall cancel the special tax assessment privilege retroactive to the date of the dedication, and that additional taxes and penalties due and owing as a result of a breach of the dedication shall be a paramount lien upon the subject property, in accordance with applicable ordinances. I/We also agree to (1) assume the responsibility for maintaining the subject property in a safe condition; (2) assume the responsibility for insuring the subject property against liability; and (3) hold harmless and indemnify the City & County of Honolulu against all claims in conjunction with the subject property.

Signature of Owner/Lessee/Petitioner Print Name of Owner/Lessee/Petitioner Date

Complete this petition and deliver or mail (post office cancellation mark) the petition with all required supporting documentation, on or before September 1, preceding the tax year for which dedication is claimed:

Real Property Assessment Division
842 Bethel Street, Basement
Honolulu, HI 96813

Real Property Assessment Division
1000 Uluohia Street #206
Kapolei HI 96707

Tax Year: Petition #: FOR OFFICIAL USE ONLY Appraiser: Approved Disapproved

Received By: Date Received (post office cancellation mark)

Total Sq Ft of Parcel: Sq Ft of Dedicated Land: Land % Exempt: Approved Sign? Yes No

Total Improv. Value: Dedicated Improv. Value: % Improv. Exempt: Improv. Costs Verified? Yes No

Approved Purpose: Landscaping Open Spaces Public Recreation Other:

PURPOSE

Form BFS-RPA-E-8-10.11 *Petition to Dedicate Lands in Urban Districts* is used to dedicate portions of taxable real property located in urban districts for landscaping, open spaces, public recreation, and other similar uses.

NOTE: Property owners who received this exemption must place and maintain a permanent sign on each of the dedicated portions. The sign(s) must be made of durable materials and permanently affixed in a prominent location on the parcel that notifies the public of the dedication. This sign must be installed within 90 days after receiving approval of the exemption. Any costs associated with placing and maintaining signage will not qualify as an improvement or as a maintenance cost for the dedicated portion(s).

INSTRUCTIONS

1. **Complete** BFS-RPA-E-8-10.11 *Petition to Dedicate Lands in Urban Districts*
 - Enter Parcel ID (Tax Map Key), name and contact information for each owner or lessee, site address, mailing address, and indicate whether the property interest being dedicated is fee simple or leasehold
 - Indicate Dedicated Purpose, Use Ordinance Zoning, and whether property is leased; if applicable, provide lease information
 - Describe the benefit to the public and, if applicable, state the use of all non-dedicated portions of the parcel
 - Provide information regarding improvement and ongoing maintenance costs and describe land areas of dedicated portions, dedicated uses, required maintenance, and benefit to public for each portion
 - All owners and/or lessees must carefully read the Certification then print name, sign, and date
2. **Attach** required documentation:
 - Recorded lease document (if property is leased)
 - Documentation of improvement and ongoing maintenance costs (receipts, bills of sale, etc.; signage costs and property taxes are not allowable expenses)
 - Plot plan showing parcel boundaries and illustrating the location of each dedicated and non-dedicated portion and identifying all improvements, areas of portions, and intended uses
 - Documents supporting use of dedicated portions and other documents requested by the Real Property Assessment Division to support the request for exemption from real property taxes
 - Proof of liability insurance
3. **Deliver** or mail via USPS the petition form with supporting documentation to one of the following addresses on or before September 1 preceding the tax year for which you are claiming this exemption:

Real Property Assessment Division
842 Bethel Street, Basement
Honolulu, HI 96813
Telephone: (808) 768-3799

Real Property Assessment Division
1000 Uluohia Street #206
Kapolei, HI 96707
Telephone: (808) 768-3799

Any change in facts affecting an exemption must be reported within 30 days. Failure to report by November 1st preceding the tax year in which the owner or the property no longer qualifies for the exemption, will result in the imposition of a penalty and may result in the levy of taxes due on the property, and additional penalties and/or interest on past due amounts. Please refer to the ordinance pertaining to a specific exemption for more information.

This petition cannot be filed by facsimile transmission or via email. For a receipted copy, submit with a self addressed stamped envelope. Additional petition forms are available at the Real Property Assessment Division, Satellite City Halls, and the City and County of Honolulu's website at www.realpropertyhonolulu.com.

ORDINANCE

See the *ROH Chapter 8 Real Property Tax*, online at: <https://www.honolulu.gov/ocs/roh.html>.