

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

Historic Residential Real Property for Preservation

PETITION TO DEDICATE

ROH § 8-10.19

Filing Deadline is September 1

PRINT PETITIONER'S NAME	HOME/CELL PHONE NUMBER	BUSINESS PHONE NUMBER	EMAIL ADDRESS
PRINT PETITIONER'S NAME	HOME/CELL PHONE NUMBER	BUSINESS PHONE NUMBER	EMAIL ADDRESS

ADDRESS OF HISTORIC RESIDENTIAL PROPERTY

MAILING ADDRESS IF DIFFERENT FROM ABOVE

This petition shall be filed with the Real Property Assessment Division ("RPAD"), Department of Budget and Fiscal Services ("BFS"), City and County of Honolulu, on or before September 1st of any calendar year.

I/We hereby petition to dedicate the above-referenced property in its entirety for historic residential preservation.

I/We hereby petition to dedicate a portion of the above-referenced property for historic residential preservation. The estimated square footage of building portions not included in the dedication must be indicated on the required site plan. [see Rules, Sec. 4-16-4(a)(2)]

Please attach the applicable documentation to support the petition

Site plan showing location of building(s), year built and square footage of any building portions that are less than 50 years old, plaque, and viewing point signs (if applicable)

Color photo(s) of view plane of historic building from the public way (or from viewing point, if offering alternative visual visitations)
 Color photo(s) of viewing point, viewing point sign, and directional sign(s) (*only for properties offering alternative visual visitations*)

Copy of agreements entered into with the State Historic Preservation Office, Dept of Land & Natural Resources ("DLNR")

Copy of Historic Register Nomination Form

Proposed plaque wording subject to RPAD approval [see Rules, Sec. 4-16-5(c)]

CERTIFICATION AND COVENANT OF PETITIONER(S)

I/We certify that: the public shall be provided visual access or alternative visual visitations at least 12 days a year to the historic residential property;

I/We covenant that:

- the historic residential property shall be maintained in at least average condition, and repaired and improved in compliance with all laws;
- the dedicated use of property shall be a legally permitted use;
- the RPAD or its designee shall be granted a right of entry to inspect the property;
- I/we shall place and maintain a plaque that has been approved by the Director of BFS and placed at a point where vehicular access to the property is closest to the public way;
- the property is accessible to the public and is not located on a private road without public access;
- this document shall be signed by all parties having an interest in the property (*attach additional signature page if necessary*);

Failure to undertake the foregoing obligations shall be grounds for denial of the petition or cancellation of the dedication.

Signature of Petitioner

Print Name of Petitioner

Date

Signature of Petitioner

Print Name of Petitioner

Date

The Petitioner(s) must obtain a signature from the State Historic Preservation Officer, DLNR, State of Hawaii, certifying that the property has been placed on the Hawaii Register of Historic Places and qualifies as a historic property. DLNR certification is subject to verification by RPAD.

For DLNR use only

The DLNR certifies that the property has been placed on the Hawaii Register of Historic Places and qualifies as a historic property.

Signature of DLNR Historic Preservation Officer

Print Name of DLNR Historic Preservation Officer

Date

Petition Number: _____ **FOR OFFICIAL USE ONLY** Approved Disapproved

Received By: _____ Date Received: _____ (post office cancellation mark) For Tax Year: _____

Historic Property Agreements Attached: Yes No Photos/Plot Plan Attached: Yes No Nomination Attached: Yes No

Exemption % of Land: _____ Building # _____ Exemption % of Building: _____ Building # _____ Exemption % of Building: _____

**INSTRUCTIONS FOR FORM P-91:
PETITION TO DEDICATE HISTORIC RESIDENTIAL REAL PROPERTY FOR PRESERVATION**

IMPORTANT NOTE: Property must be accessible to the public and cannot be located on a private road with no public access.

1. Enter the Parcel ID (Tax Map Key) and land classification for the parcel. This information can be found on your Notice of Assessment or by contacting the Real Property Assessment Division ("RPAD").
2. Enter the site address of the property.
3. Enter the petitioner's name, mailing address, phone number, and email address. All communications regarding this petition will be sent to this address. Should your mailing address change, please notify the RPAD in writing.
4. All owners of record of the property must sign the petition.
5. Petitioner(s) must obtain a signature from the State Historic Preservation Officer, Department of Land & Natural Resources ("DLNR"), State of Hawaii, certifying that the property that is the subject of the petition has been placed on the National or Hawaii Register of Historic Places and qualifies as a historic property. DLNR certification is subject to verification by RPAD.
6. The following items must be submitted with this petition:
 - o Site plan to scale showing:
 - Boundaries of the property and location of the historic building(s) on the property
 - Year built and square footage of building portions that are not included in the dedication and/or are less than 50 years old (if dedicating a portion of the property)
 - Proposed location of official plaque
 - Location of public way clearly marked from which the public has visual access
 - Location of viewing point if property does not have visual access from a public way
 - Location of viewing point sign and directional sign(s) if property does not have visual access from a public way
 - o Color photos (8" by 10" if printed, minimum 300 dpi if digital) showing:
 - View plane from a public way to the historic residential property (if property has visual access from a public way)
 - View plane from the viewing point to the historic residential property (if property does not have visual access from a public way)
 - Viewing point if property does not have visual access from a public way
 - Any signs identifying the location of the viewing point or providing directions to the viewing point
 - o Copies of any agreements entered into with the State Historic Preservation Office relative to any legal obligations affecting renovation, rehabilitation, or other requirements of the property to be dedicated
 - o Copy of the Historic Register Nomination Form
 - o Proposed plaque wording (subject to RPAD approval)
7. If hand delivered, the completed petition form and all required attachments must be received by RPAD no later than 4:30 p.m. on September 1st preceding the tax year in which the dedication will become effective, at one of the addresses listed below. If the petition is mailed, it must be postmarked by the U.S. Postal Service by midnight, September 1. If a receipt of the petition is requested, enclose a self-addressed stamped envelope. The petition cannot be filed by facsimile transmission or via email.

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) 768-3169

Note: When the due date for any remittance or document required by any ordinance imposing a tax falls on a Saturday, Sunday, or legal holiday, the remittance shall not be due until the next succeeding day which is not a Saturday, Sunday, or legal holiday. [ROH § 8-1.16]

Additional real property assessment information and forms can be found at www.realpropertyhonolulu.com.

IMPORTANT:

The Notice of Assessment, which is issued on December 15th each year, will serve as notification of approval or disapproval of a petition for dedication. Owners whose petitions are approved, have within 60 days (by February 13th) to acquire and place an approved plaque in compliance with the Rules, Sec. 4-16-5.