

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION  
DESIGN BRANCH  
**M E M O R A N D U M**

HWY-D 2.XXXX  
DATE: September 8, 2008

TO: HWY-C, -D, -L, -T, -O

FROM: HWY

SUBJECT: WAIVER OF DETAILED PLAN REVIEW - LETTER OF AGREEMENT  
(LOA) BETWEEN HAWAII STATE DEPARTMENT OF TRANSPORTATION  
AND CITY & COUNTY OF HONOLULU (C&C) DATED AUGUST 12, 2008

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By letter of agreement (Attachment A), the C&C has agreed not to conduct a detailed plan review for DOT-Highways projects requiring grading permits provided that DOT submits a self certification form (Attachment B) along with any required grading permit applications. This applies only to projects on Oahu that require grading permits.

Upon completion of design, the design Project Manager shall use Attachment C, Typical Projects not Requiring Grading Permits dated 8-20-08 and Attachment D, Revised Ordinances of Honolulu to determine whether if the project requires a grading permit or not.

If the project does not require a grading permit, no grading plan review by C&C is needed. However if a project requires a grading permit, the following shall be done:

1. The Project Manager shall complete Attachment B to be signed by the Section Head and Branch Head.
2. The signed original will be provided to HWY-OC's construction engineer prior to the preconstruction conference. A copy of this form will be kept in the design project file.
3. At the preconstruction meeting, this form will be provided to the construction contractor, who in turn, will provide this to the C&C when a grading permit is processed.

It should be noted that this specifically pertains to grading plan review. The possibility exists that your project may affect other C&C facilities such as sewer lines, waterlines, traffic signals, sidewalks, etc. While such work may not require a grading permit, these plans will still require review and approval by C&C.

If you have any questions regarding this matter, please contact Scot Urada, Design Branch Head at 692-7559.

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Attachment

SU: