



Above enter 12-digit parcel ID
For example: 210630150000

Land Class: _____

**PETITION TO DEDICATE HISTORIC COMMERCIAL
REAL PROPERTY FOR PRESERVATION**
ROH Section 8-10.30 (Filing Deadline is September 1)

PRINT PETITIONER'S NAME	HOME PHONE NUMBER	BUSINESS PHONE NUMBER	EMAIL ADDRESS
PRINT PETITIONER'S NAME	HOME PHONE NUMBER	BUSINESS PHONE NUMBER	EMAIL ADDRESS
ADDRESS OF HISTORIC COMMERCIAL PROPERTY			
MAILING ADDRESS IF DIFFERENT FROM ABOVE			

This petition and maintenance agreement 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 preceding the tax year for which such petition is declared.

1. Number of Historic Buildings: _____ Historic Land Area: _____ square feet/acres

2. Include tax map or plot plan showing the property boundaries, location of the building(s) and the land to be dedicated.

The petitioner(s) must obtain a signature from the State Historic Preservation Officer, State of Hawaii, Department of Land & Natural Resources ("DLNR") certifying that the property has been placed on the National or Hawaii Register of Historic Places after January 1, 1977 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 National or the Hawaii Register of Historic Places after January 1, 1977, and qualifies as a historic property.

Signature of DLNR Historic Preservation Officer	Print Name of DLNR Historic Preservation Officer	Date
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CERTIFICATION OF PETITIONER

I/We certify that:

- the public shall be provided reasonable visual access to the historic commercial property;
- the property shall be maintained in accordance with the maintenance agreement approved by the Director of BFS;
- the RPAD or its designee shall be granted a right of entry to inspect the property;
- this document shall be signed by all parties having an interest in the property;
- the maintenance agreement (or short form) shall be recorded in the Bureau of Conveyances and/or filed in the Land Court;
- a copy of the recorded maintenance agreement (or short form) shall be returned to the RPAD.

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

For Tax Year: _____	FOR OFFICIAL USE ONLY	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Received By: _____	Date Received (post office cancellation mark): _____	Petition #: _____	
Zoning District: _____	Land Area Dedicated: _____ Sq. Ft.	Plot Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
TEN. # _____	BLDG. # _____	BLDG. # _____	BLDG. %: _____ LAND. %: _____

INSTRUCTIONS FOR HISTORIC COMMERCIAL REAL PROPERTY DEDICATION

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, if any.
3. Enter the petitioner's name, mailing address, and phone number. All communications regarding this petition will be sent to this address. Should your mailing address changes, please notify the RPAD in writing.
4. Enter the number of buildings and land area that contributes to the property's status as a qualifying historic property (as determined by the State historic preservation division).
5. Provide a tax map or plot plan showing the location of the property and any buildings on the property.
6. Attach the completed maintenance agreement (if opting to record short form, include short form) and the proposed maintenance plan that is subject to approval by the Director of the Department of Budget and Fiscal Services ("BFS").
7. All owners must sign the petition.
8. Obtain a signature from the State Historic Preservation Officer, State of Hawaii, Department of Land & Natural Resources ("DLNR") certifying petitioned property has been placed on the National or Hawaii Register of Historic Places after January 1, 1977 and qualifies as a historic property. DLNR certification is subject to verification by RPAD.
9. The completed petition form, including the maintenance agreement, maintenance plan, and short form agreement must be hand delivered on or before September 1, 4:30 p.m., to one of the addresses listed below. If the application is mailed, it must be postmarked by the U.S. Postal Service by midnight, September 1. If a receipt of the application is requested, enclose a self-addressed stamped envelope. The application cannot be filed by facsimile transmission.
10. Upon approval of your petition, you must record a copy of the maintenance agreement (or a short form) in the Bureau of Conveyances and/or file a copy in the Land Court and provide proof of the recordation to the RPAD:

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 Section 8-1.16)

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