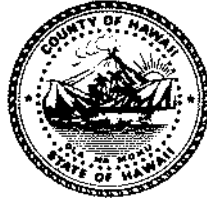


Mitchell D. Roth
Mayor

Lee E. Lord
Managing Director

West Hawai'i Office
74-5044 Ane Keohokālole Hwy
Kailua-Kona, Hawai'i 96740
Phone (808) 323-4770
Fax (808) 327-3563



County of Hawai'i

PLANNING DEPARTMENT

Zendo Kern
Director

Jeffrey W. Darrow
Deputy Director

East Hawai'i Office
101 Pauahi Street, Suite 3
Hilo, Hawai'i 96720
Phone (808) 961-8288
Fax (808) 961-8742

March 29, 2023

Kona Hills LLC
P.O. Box 2113
Kealahou, Hawai'i 96750

Dear Mr. Lawton E. Allen:

SUBJECT: Application: ADDITIONAL FARM DWELLING AGREEMENT
Proposed Master Plan Phase I, (PL-AFD-2022-000044)

Applicant: Kona Hills LLC
Landowner(s): Kona Hills LLC
Location: Haleki'i-Kalukalu, (Kealahou Village), South Kona, HI
Tax Map Key: (3) 8-1-002:040

Pursuant to state law, Hawai'i Revised Statutes (HRS) section (sec.) 205-4.5 (a)(4), Hawai'i County Code sec. 25-5-77(c) Additional Farm Dwellings, and County of Hawai'i Planning Department Rule 13-4 Farm Dwellings, a Planning Director's review has been completed on your request for **(3) Additional Farm Dwellings**. The application request is **approved** subject to the following background information, findings, and conditions of approval.

BACKGROUND INFORMATION

1. **Subject Property:** TMK: (3) 8-1-002:040, Subdivision No. (SUB-09-000940), September 16, 2011, 81-6580 Hawai'i Belt Road, Hawai'i 96750.
2. **Lot Size:** 1,392.71 acres or 60,666,448 square feet.
3. **County Zoning:** A-20a (Agricultural District, minimum building site 20 acres).
4. **State Land Use:** Agricultural (A).

The subject parcel is in the State Land Use Agricultural District and its County Zoning classification is in A-20a and is therefore designated for agricultural land use as defined by the State Land Use law and the County Zoning classification.

FINDINGS

1. **Building Permits:** Real Property Tax records show a dwelling, coffee field and pasture land in 1944, on parcel TMK: (3) 8-1-002:040, owned by William H. and Maud A. Greenwell Trust Estate. Other agricultural structures including a saddle house, multiple garages, sheds and water tanks were recorded on the property since 1954. Currently County of Hawai‘i records do not show that a Building Permit was issued for a Single-Family Dwelling on the subject parcel. Kona Hills LLC are the current owners of the parcel and proposes to build a primary single-family dwelling and **three** additional farm dwellings. Please see Proposed Farm Master Plan Residential Cluster Site Plan D1 on Sheet MP21.
2. **Proposed Request: Additional Farm Dwelling (Second Farm Dwelling).** Agricultural State Land Use and County Zoning allows the landowner to apply for an Additional Farm Dwelling (AFD) on this property, pursuant to HRS sec. 205-4.5 (a)(4) or (b) and Hawai‘i County Zoning Code sec. 25-5-77 (b) or (c), and Hawai‘i County Planning Department Rule 13-4 (c).
3. **Proposed Agricultural Activity:** There is evidence of existing agricultural activity on the subject parcel TMK: (3) 8-1-002:040. The applicant plans to develop an estate coffee farm cultivating and planting coffee trees over a 6 year period. The owner provided an updated summary of October 2022, describing the acreage of trees currently planted. There are approximately 272,322 trees planted on 291.46 acres of agricultural land, and Kona Hills LLC forecasts that by 2025 the company anticipates a gross revenue of \$29,036,560 and net revenue of \$2,707,56. Owners plan to increase coffee crops to 55 acres in Phase I and intend to plant an additional 53 acres in Phase II.
4. **Evidence of Agricultural Activity:**
 - a) Real Property Tax: (RPT) 2022 records show that the property is currently assessed for any agricultural use on the property. The property class is agricultural, with 737.71 acres of orchards.
 - b) Income Tax Records: Evidence of a State Department of Taxation General Excise Tax License, ID No. (GE-055-068-0576-01) and Schedule GE, General Excise/Use Tax Schedule of Exemptions and Deductions for wholesaling activities.
5. **Satisfaction of Statutory Standards:** To substantiate the development of commercial agriculture on the subject parcel, the landowner-applicants have submitted documentation to satisfy the statutory standards of the two state laws germane to evaluating this application:
 - a) HRS, Section 204-4.5 (a)(4) for a ‘farm dwelling,’ states, in part, “... *a single-family dwelling located on and used in connection with a farm, ..., or where agricultural activity provides income to the family occupying the [farm] dwelling, ...*” [emphasis added]; and

b) HRS, Section 165-2 defines “farming operation” to mean “... *a commercial agricultural ... [or whatever type of agriculture is undertaken] facility or pursuit conducted, in whole or in part, ...*” [emphasis added].

6. **Rationale for Establishing AFD:** The County of Hawai‘i Code requires that the applicant submit evidence of the applicant’s continual agricultural activity on a farm plan (H.C.C. § 25-5-77(c)(2)). It strongly suggests that the applicant should have some present agricultural activity in order to qualify for a second farm dwelling. The applicant has provided the documents to prove there is existing and continual agricultural activity on parcel TMK: (3) 8-1-002:040. The farming operation currently requires an average of 3,033 man hours of work per week, which includes 10.41 hours a week per acre. In Phase I the total planned acres will be 346.15, an average of 3,602.29 work hours per week. Kona Hills LLC recorded work hours for harvesting, farming and ranching, between January 7, 2022 to December 9, 2023, with a summed total of 148,623.95 hours. Owners propose to build a primary (2) bedroom single-family dwelling, and three (2) bedroom additional farm dwellings to house farm workers in Phase I.

AGENCY COMMENTS

1. **Department of Water Supply (DWS):** DWS comment letter dated March 1, 2023. (attached)
The subject parcel is served by three (3) existing 5/8-inch meters (Account Nos. 900-66800, 900-66860 and 900-71700), each adequate for only one (1) dwelling unit each at an average of 400 gallons per day. Inasmuch as this application proposes an additional dwelling, the installation of a separate 5/8-inch meter would normally be required in accordance with the Department’s regulations. However, the Department’s existing water system facilities cannot support an additional water meter at this time. Extensive improvements and additions, which may include, but not limited to, source, storage, booster pumps, transmission, and distribution facilities, would be required. Currently sufficient funding is not available from the Department for such improvements and no time schedule is set. Therefore, the Department has no objections to the proposed application, subject to the applicant understanding and accepting that the Department cannot provide service to the proposed additional farm dwelling. Should the application be approved, all dwellings shall not share the existing meter, and the water system plumbing between any dwellings shall not be interconnected in any way.
2. **State of Hawai‘i Department of Health (DOH):** DOH comment letter dated February 9, 2023. (attached)
3. **Real Property Tax (RPT):** No comments received.

DECISION AND CONDITIONS

In view of the above, your request to construct one (1) Additional Farm Dwelling on the property is **approved** subject to the following conditions:

1. Your AFDA has been approved based on existing and expanded agricultural activity as summarized in this letter.
2. The AFD shall be used for farm-related purposes and provide shelter for persons involved in the agricultural or farm-related activity on the building site. Family members who are not engaged in agricultural or farm related activities are allowed to reside in the additional farm dwelling.
3. An Additional Farm Dwelling Agreement Affidavit shall be notarized and submitted to the Planning Department for recordation with the Bureau of Conveyances, State of Hawai'i, which states that the additional dwelling shall be used for farm related purposes.
4. The farming enterprise shall be commercial in nature and up to seventy-five percent (75%) of your proposed farm plan shall be implemented within three (3) years from the AFDA approval date. The Planning Department shall be allowed to inspect the farm upon reasonable prior notice.
5. The agreement shall run with the land and apply to all persons who may, now or in the future, use or occupy the additional farm dwelling. The enclosed AFD Agreement must be returned to the Planning Department with the appropriate notarized signature(s) along with a check made out to the Bureau of Conveyances in the amount of \$41.00 in accordance with the enclosed AFDA Instructions.

The Planning Department will not approve a building permit application for the additional dwelling until the AFDA document and all required attachments have been sent for recordation by the Planning Department.

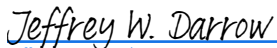
6. The applicant is responsible for any State and Federal tax consequences due to the income produced from the farm activity.
7. The First Party (as identified in the Additional Farm Dwelling Agreement) shall allow the Second Party or its representatives to inspect the farm upon reasonable prior notice.
8. This AFD shall be valid for a period of two (2) years from the date of this approval letter to secure a Building Permit (BP) for the AFD. Failure to secure a BP for this AFD on or before **March 29, 2025**, may cause the Director to initiate proceedings to invalidate the AFD.

9. An initial extension of time for the performance of conditions within the permit may be granted by the Planning Director upon the following circumstances:
- a) Non-performance is the result of conditions that could not have been foreseen or are beyond the control of the applicants, successors, or assigns and that are not the result of their fault or negligence.
 - b) The granting of the time extension would not be contrary to the General Plan or Zoning Code.
 - c) The granting of the time extension would not be contrary to the original reasons for the granting of the permit.
 - d) The time extension granted shall be for a period not to exceed the period originally granted for performance (i.e., a condition to be performed within one year may be extended for up to one additional year).

Should any of these conditions not be met or substantially complied with in a timely fashion, the Planning Director may initiate procedures to revoke this permit.

Please feel free to contact Terri L. Napeahi of this office at (808) 961-8288, ext. 8160, or via email Terri.Napeahi@hawaiicounty.gov, should you have any questions and/or concerns.

Sincerely,


Jeffrey W. Darrow (Mar 31, 2023 14:52 HST)

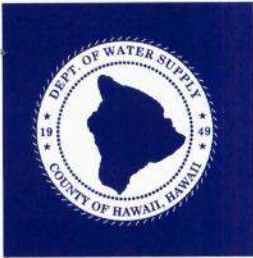
for ZENDO KERN
Planning Director

TLN:cn

\\COH01\planning\public\Admin Permits Division\AFDA\2023\PL-AFD-2022-000044 AFDA Apvl Letter Lawton Kona Hills LLC 3-29-2023.doc

Enclosures: DWS Comment letter dated March 1, 2023
DOH Comment letter dated February 9, 2023
AFDA Document
AFDA Instruction sheet

cc w/Encl: Chief Sanitarian, DOH
Manager-Chief Engineer, DWS
GIS Section
Lisa Miura, Administrator, Real Property Tax Office



DEPARTMENT OF WATER SUPPLY • COUNTY OF HAWAII

345 KEKŪANAŌ'A STREET, SUITE 20 • HILO, HAWAII 96720

TELEPHONE (808) 961-8050 • FAX (808) 961-8657

March 1, 2023

COH PLANNING DEPT
MAR 7 2023 AM 7:45

TO: Mr. Zendo Kern, Director
Planning Department

REC'D HAND DELIVERED

FROM: Keith K. Okamoto, Manager-Chief Engineer

**SUBJECT: Additional Farm Dwelling Agreement (PL-AFD-2022-000044)
Applicant – Kona Hills LLC
Tax Map Key 8-1-002:040**

We have reviewed the subject application and have the following comments.

Please be informed that the subject parcel is served by three (3) existing 5/8-inch meters (Account Nos. 900-66800, 900-66860 and 900-71700) each adequate for only one (1) dwelling unit each at an average of 400 gallons per day. Inasmuch as this application is proposing an additional dwelling, the installation of a separate 5/8-inch meter would normally be required in accordance with the Department's regulations.

However, the Department's existing water system facilities cannot support an additional water meter at this time. Extensive improvements and additions, which may include, but not be limited to, source, storage, booster pumps, transmission, and distribution facilities, would be required. Currently, sufficient funding is not available from the Department for such improvements and no time schedule is set.

Therefore, the Department has no objections to the proposed application, subject to the applicant understanding and accepting that the Department cannot provide service to the proposed additional farm dwelling. Should the application be approved, all dwellings shall not share the existing meter, and the water system plumbing between any dwellings shall not be interconnected in any way.

Further, as the applicant indicates that there is existing and proposed agricultural activity within the subject parcel, a reduced pressure type backflow prevention assembly must be installed (if one does not already exist) within five (5) feet of the existing meter on private property. The installation of the backflow prevention assembly must be inspected and approved by the Department before commencement/continuation of water service. A copy of the Department's backflow prevention handout is attached to help the applicant understand this requirement.

... Water, Our Most Precious Resource ... Ka Wai A Kāne ...

The Department of Water Supply is an Equal Opportunity provider and employer.

Mr. Zendo Kern, Director
Page 2
March 1, 2023

Should there be any questions, please contact Mr. Troy Samura of our Water Resources and Planning Branch at (808) 961-8070, extension 255.

Sincerely yours,



Keith K. Okamoto, P.E.
Manager-Chief Engineer

TS:dfg

copy - Kona Hills LLC (w/copy of backflow prevention handout)
DWS Cross Connection Section
DWS Customer Service Sections (Hilo and Kona)

DeVera, Ashley

From: Honda, Eric T. <Eric.Honda@doh.hawaii.gov>
Sent: Thursday, February 9, 2023 10:21 AM
To: Planning Internet Mail
Subject: PL-AFD-2022-000044
Attachments: PL-AFD-2022-000044 TMK8-1-002--040.doc

Eric Honda
District Environmental Health Program Chief
Hawaii District Health Office
(808) 933-0917
Eric.honda@doh.hawaii.gov



STATE OF HAWAII
DEPARTMENT OF HEALTH
P.O. BOX 916
HILO, HAWAII 96721-0916

MEMORANDUM

DATE: February 9, 2023

TO: Mr. Zendo Kern
Planning Director, County of Hawaii

FROM: Eric Honda
District Environmental Health Program Chief

SUBJECT: Application: Additional Farm Dwelling Agreement Proposed Master Plan
Phase 1, PL-AFD-2022-000044
Applicant: Kona Hills LLC
Owner: Kona Hills LLC
Request: One Additional Farm Dwelling Unit
TMK: 8-1-002:040 Lot 1-A

In most cases, the District Health Office will no longer provide individual comments to agencies or project owners to expedite the land use review and process.

Agencies, project owners, and their agents should apply Department of Health "Standard Comments" regarding land use to their standard project comments in their submittal. Standard comments can be found on the Land Use Planning Review section of the Department of Health website: <https://health.hawaii.gov/epo/landuse/>. Contact information for each Branch/Office is available on that website.

Note: Agencies and project owners are responsible for adhering to all applicable standard comments and obtaining proper and necessary permits before the commencement of any work.

General summary comments have been included for your convenience. However, these comments are not all-inclusive and do not substitute for review of and compliance with all applicable standard comments for the various DOH individual programs.

Clean Air Branch

1. All project activities shall comply with the Hawaii Administrative Rules (HAR),

- Chapters 11-59 and 11-60.1.
2. Control of Fugitive Dust: You must reasonably control the generation of all airborne, visible fugitive dust and comply with the fugitive dust provisions of HAR §11-60.1-33. Note that activities that occur near existing residences, businesses, public areas, and major thoroughfares exacerbate potential dust concerns. It is recommended that a dust control management plan be developed which identifies and mitigates all activities that may generate airborne and visible fugitive dust and that buffer zones be established wherever possible.
 3. Standard comments for the Clean Air Branch are at: <https://health.hawaii.gov/epo/landuse/>

Clean Water Branch

1. All project activities shall comply with the HAR, Chapters 11-53, 11-54, and 11-55.
 1. The following Clean Water Branch website contains information for agencies and/or project owners who are seeking comments regarding environmental compliance for their projects with HAR, Chapters 11-53, 11-54, and 11-55: <https://health.hawaii.gov/cwb/clean-water-branch-home-page/cwb-standard-comments/>.

Hazard Evaluation & Emergency Response Office

1. A Phase I Environmental Site Assessment (ESA) and Phase II Site Investigation should be conducted for projects wherever current or former activities on site may have resulted in releases of hazardous substances, including oil or chemicals. Areas of concern include current and former industrial areas, harbors, airports, and formerly and currently zoned agricultural lands used for growing sugar, pineapple or other agricultural products.
2. Standard comments for the Hazard Evaluation & Emergency Response Office are at: <https://health.hawaii.gov/epo/landuse/>.

Indoor and Radiological Health Branch

1. Project activities shall comply with HAR Chapters 11-39, 11-45, 11-46, 11-501, 11-502, 11-503, and 11-504.
2. Construction/Demolition Involving Asbestos: If the proposed project includes renovation/demolition activities that may involve asbestos, the applicant should contact the Asbestos and Lead Section of the Branch at <https://health.hawaii.gov/irhb/asbestos/>.

Safe Drinking Water Branch

1. Agencies and/or project owners are responsible for ensuring environmental compliance for their projects in the areas of 1) Public Water Systems; 2) Underground Injection Control; and 3) Groundwater and Source Water Protection

in accordance with HAR Chapters 11-19, 11-20, 11-21, 11-23, 11-23A, and 11-25. They may be responsible for fulfilling additional requirements related to the Safe Drinking Water program: <https://health.hawaii.gov/sdwb/>.

2. Standard comments for the Safe Drinking Water Branch can be found at: <https://health.hawaii.gov/epo/landuse/>.

Solid & Hazardous Waste Branch

1. Hazardous Waste Program - The state regulations for hazardous waste and used oil are in HAR Chapters 11-260.1 to 11-279.1. These rules apply to the identification, handling, transportation, storage, and disposal of regulated hazardous waste and used oil.
2. Solid Waste Programs - The laws and regulations are contained in HRS Chapters 339D, 342G, 342H, and 342I, and HAR Chapters 11-58.1 and 11-282. Generators and handlers of solid waste shall ensure proper recycling or disposal at DOH-permitted solid waste management facilities. If possible, waste prevention, reuse, and recycling are preferred options over disposal. The Office of Solid Waste Management also oversees the electronic device recycling and recovery law, the glass advanced disposal fee program, and the deposit beverage container program.
3. Underground Storage Tank Program – The state regulations for underground storage tanks are in HAR Chapter 11-280.1. These rules apply to the design, operation, closure, and release response requirements for underground storage tank systems, including unknown underground tanks identified during construction.
4. Standard comments for the Solid & Hazardous Waste Branch can be found at: <https://health.hawaii.gov/epo/landuse/>.

Wastewater Branch

For comments, please email the Wastewater Branch at doh.wwb@doh.hawaii.gov.

Sanitation / Local DOH Comments:

1. Noise may be generated during demolition and/or construction. The applicable maximum permissible sound levels, as stated in Title 11, HAR, Chapter 11-46, “Community Noise Control,” shall not be exceeded unless a noise permit is obtained from the Department of Health.
2. According to HAR §11-26-35, No person, firm, or corporation shall demolish or clear any structure, place, or vacant lot without first ascertaining the presence or absence of rodents that may endanger public health by dispersal from such premises. Should any such inspection reveal the presence of rodents, the rodents shall be eradicated before demolishing or clearing the structure, site, or vacant lot. A demolition or land clearing permit is required prior to demolition or clearing.

Other

1. [CDC - Healthy Places - Healthy Community Design Checklist Toolkit](#) recommends that state and county planning departments, developers, planners, engineers, and other interested parties apply these principles when planning or reviewing new developments or redevelopment projects.
2. If new information is found or changes are made to your submittal, DOH reserves the right to implement appropriate environmental health restrictions as required. Should there be any questions on this matter, please contact the Department of Health, Hawaii District Health Office, at (808) 933-0917.

AFTER RECORDATION, RETURN BY MAIL TO:

County of Hawai'i Planning Department
101 Pauahi Street, Suite 3
Hilo, Hawai'i 96720

TITLE OF DOCUMENT:

ADDITIONAL FARM DWELLING AGREEMENT (PL-AFD-2022-000044)

PARTIES TO DOCUMENT:

FIRST PARTY: KONA HILLS LLC

SECOND PARTY: COUNTY OF HAWAI'I

PROPERTY DESCRIPTION:

LOT 1-A, HALEKI'I - KALUKALU,
(KEALAKUA VILLAGE), SOUTH KONA,
HAWAII, Hawai'i Island

TMK: (3) 8-1-002:040-0000

ADDITIONAL FARM DWELLING AGREEMENT

THIS AGREEMENT made and executed this ____ day of _____, 2023, by and between **KONA HILLS LLC**, herein called the “First Party,” whose mailing address is, 81-964 Haleki'i Street, Suite A, Kealahou, HI, 96750-8193; and, the **COUNTY OF HAWAI'I**, herein called the “Second Party.”

IT IS HEREBY AGREED that the First Party may construct one additional farm dwelling (note: the additional farm dwelling of this agreement is the approved second additional farm dwelling; and, in chronological and numerical order, the second additional farm dwelling is also the second single-family dwelling) located on the real property of LOT 1-A. The property LOT 1-A is described as a portion of HALEKI'I – KALUKALU, (KEALAKEKUA VILLAGE), SOUTH KONA, HAWAI'I, Island of Hawai'i, containing 1,392.71 ACRES or 60,666,448 SQ. FT. of LOT 1-A, **Tax Map Key (3) 8-1-002:040**, situated in the State Land Use Agriculture District and zoned A-20a, by the Second Party.

IT IS HEREBY ACKNOWLEDGED that the First Party FEE OWNER is the legal owner of the property described above.

IT IS HEREBY FURTHER AGREED that this approval to construct one additional farm dwelling is given subject to the following conditions:

1. The additional farm dwellings shall be used to provide shelter to person(s) involved in the agricultural or farm-related activity on the property. Family members who are not engaged in agricultural or farm-related activity are allowed to reside in the farm dwelling.
2. The agreement shall run with the land and apply to all persons who may now or in the future use or occupy the additional farm dwelling.
3. This agreement shall include any and all conditions specified in the Additional Farm Dwelling Agreement letter, attached to this document as Exhibit: “A”.

IT IS HEREBY FURTHER AGREED that this agreement shall run with the land and apply to a lessee or tenant of the lot or of any portion of LOT 1-A.

IT IS HEREBY FURTHER AGREED that should the pertinent provisions of the State and County laws, rules, and regulations change to authorize said farm dwelling, upon request of the First Party, this Agreement may be reconsidered for possible amendment and/or severance.

IT IS HEREBY FURTHER AGREED, for the property, LOT 1-A, situated within the State Land Use Agricultural district, any land use and zoning violations that is determined by the Second Party to be caused by the First Party, a LESSEE or a TENANT, the Second Party may impose fines in violation of Hawai'i Revised Statutes section 205-4.5. If the violation is not corrected within six months of such citation and the violation continues, a citation for a new and separate violation may be imposed. There shall be a fine of not more than \$5,000 for a first violation; for any additional violation, there shall be a fine of not more than \$5,000. The Second Party may also impose fines for any violation of Hawai'i County Code Chapter 25, as amended, according to the procedures and fine schedule of Hawai'i County Code – Zoning Code sections 25-2-30 through -2-36.

IN CONSIDERATION OF THE AFORESAID, the Second Party hereby approves this Agreement to be in conformity with Hawai'i Revised Statutes sections 205-2 and 205-4.5, consistent with the permitted uses of the State Land Use Agricultural district. This Agreement also conforms to Hawai'i County Code Chapter 25, as amended.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

FIRST PARTY:

KONA HILLS LLC, Landowner

SECOND PARTY:

ZENDO KERN, Planning Director
County of Hawai'i Planning Department

STATE OF HAWAI'I)
) SS.
COUNTY OF HAWAI'I)

On this _____ day of _____, 2023 before me personally appeared KONA HILLS LLC, to me known to be the person described herein and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Notary Public, State of Hawai'i

My commission expires: _____

Additional Farm Dwelling Agreement Instructions

Attached is the Additional Farm Dwelling Agreement form for your approved application. It is important that you follow these instructions in the completion of the form. Failure to complete and submit a properly completed agreement form to the Planning Department for recordation with the Bureau of Conveyances may cause your Additional Farm Dwelling Agreement to be rejected by the Bureau and delay approval of your application for a building permit for the additional farm dwelling. Building permit applications for additional farm dwellings will not be approved by the Planning Department until the AFDA form and the required submittals specified below have been returned to the Planning Department. You may make as many copies of the AFDA document for your records as necessary. A copy of the final recordation page will be available from the Planning Department when received back from the Bureau of Conveyances upon request.

1. All persons in the "First Party" must sign before a Public Notary in the appropriate location on the signature page (Page 5). Photocopies of this page may be made and sent to any persons listed on the page whose notarized signatures are required and then attached to the agreement document along with the original signature page. Facsimiles or FAX copies of signatures will not be accepted.

Note: All signatures must be the same as the typed name. Therefore, if John L. Doe is the name typed the signature must also be John L. Doe. Signing John Doe or Jonathan L. Doe will cause the agreement document to be rejected by the Bureau of Conveyances for recordation purposes.

2. The date on page 2 will be filled in when the agreement is signed by the Planning Director; please leave it blank.
3. Enclose a check or money order in the amount of **\$41.00**, made payable to the Bureau of Conveyances, for the recordation fee. (One payment needed. Please designate who will submit)
4. Return the **original** completed AFDA document with all required signatures and the recordation fee payment to the Planning Department for the Director's signature and submittal to the Bureau of Conveyances for recordation.