

**DAM SAFETY CERTIFICATE OF APPROVAL TO IMPOUND  
INSTRUCTIONS TO FILE A CERTIFICATE OF APPROVAL TO IMPOUND (CAI)  
APPLICATION**

---

Requirements for obtaining a Certificate of Approval to Impound (CAI) for the impoundment of water at a dam or reservoir in the State of Hawaii are outlined in Hawaii Administrative Rules, Title 13, Department of Land and Natural Resources, Sub-Title 7 – Water and Land Development, Chapter 190.1 – Dams and Reservoirs.

The completed application shall include the following items:

1. Application fee of \$400.00. Make check payable to the “State of Hawaii.”
2. Completed CAI application form
3. Completed Owner Contact Information Sheet
4. Review and Verification of Dam Inventory Data Sheet
5. Remediation Plan for Addressing Dam Deficiencies <sup>1</sup>

The remediation plan should include the following:

1. Detailed description of plans to address all known dam deficiencies.
2. Timeline to accomplish addressing all known dam deficiencies.
3. For major improvements, listing of milestones and implementation schedule.

All these items are to be received and reviewed by the Department of Land and Natural Resources (DLNR) Engineering Division before a recommendation to the Board of Land and Natural Resources for the CAI application will be provided. Please return completed application package to:

Chairperson, Board of Land and Natural Resources  
Department of Land and Natural Resources  
Engineering Division  
P.O. Box 373  
Honolulu, Hawaii 96809

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM**

---

All information shall be typed or printed. Every item on the form should be completed. If a specific item does not apply to your structure, mark it NA (not applicable). Make sure the application form is signed and dated. If you are planning to remove/breach the dam or reservoir within the next 3 months, please contact the Engineering Division to verify if your facility qualifies for an exemption from the CAI. Any questions pertaining to the completion of this form should be directed to the Engineering Division – Telephone No: (808) 587-0230.

---

<sup>1</sup> “Deficiencies” means either finding as identified in DLNR visual inspection or Priority 1 and Priority 2 deficiencies identified in phase I reports. The lack of adequate information may constitute a deficiency.

**DEPARTMENT OF LAND AND NATURAL RESOURCES**  
**DAM SAFETY CERTIFICATE OF APPROVAL TO IMPOUND APPLICATION FORM**  
(HRS Chapter 179D)

State Dam Inventory Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Dam / Reservoir: \_\_\_\_\_

**CURRENT RESERVOIR'S USE (Check all that apply; include description):**

- Irrigation: \_\_\_\_\_ Acres served: \_\_\_\_\_ IAL acres served: \_\_\_\_\_
- Sedimentation: \_\_\_\_\_
- Recreation: \_\_\_\_\_
- Flood Control: \_\_\_\_\_
- Drinking Water: \_\_\_\_\_ MGD: \_\_\_\_\_
- Power Generation: \_\_\_\_\_ MWD: \_\_\_\_\_
- Other: \_\_\_\_\_

**MINIMUM OPERATIONS REQUIREMENTS:**

- Yes    No   Spillway approach and channels operational and cleared of obstructions
- Yes    No   Ability to maintain reservoir empty; operational inlets diversions and outlet works.  
Provide proof of these items (e.g. recent pictures, log and/or description)
- Yes    No   Operations and Maintenance plan submitted to the DLNR
- Yes    No   Access maintained to the dam and appurtenant features
- Yes    No   Conduct regular inspections and submit copy of most recent owner /operator inspection  
log/sheet for facility

**Required for High/Significant Hazard Dams:**

- Yes    No   Emergency Action Plan (EAP) submitted to the DLNR
- Yes    No   EAP updates current within 12 months submitted to the DLNR

Please provide the following activities at the facility over the last 2 years: (use addition page if needed):

1. Recent improvements or modifications

---

---

---

---

---

---

---

---

2. Incidents (include any level 1 EAP events):

---

---

---

---

---

---

---

---

List all parties that have ownership or other interest on the parcels where the dam and reservoir are located. The owners herein listed below concur with the intent of the application for the certificate of approval to impound (CAI) by his/her signing hereto, the owner of the land extends to the Board of Land and Natural Resources, and its designated representatives, a right-of-entry onto the dam and reservoir site to conduct any inspections required in compliance with the provisions of Chapter 13-190.1, Hawaii Administrative Rules. (Submit additional copies of this sheet should there be more owners)

_____	_____	_____
Owner's name (Please print)	Signature	TMK of parcel on Dam or Reservoir
_____	_____	_____
Owner's name (Please print)	Signature	TMK of parcel on Dam or Reservoir
_____	_____	_____
Owner's name (Please print)	Signature	TMK of parcel on Dam or Reservoir
_____	_____	_____
Owner's name (Please print)	Signature	TMK of parcel on Dam or Reservoir
_____	_____	_____
Owner's name (Please print)	Signature	TMK of parcel on Dam or Reservoir
_____	_____	_____
Owner's name (Please print)	Signature	TMK of parcel on Dam or Reservoir
_____	_____	_____
Owner's name (Please print)	Signature	TMK of parcel on Dam or Reservoir

I, \_\_\_\_\_, the applicant, hereby certify that the information herein is true and factual to the best of my knowledge.

_____	_____	_____
Name of Applicant (Please Print)	Signature	Date
_____	_____	_____
Applicant address	Telephone	Fax
_____		
Applicant email		