



# LAKE HAVASU CITY

## Conditional Use Permit Application

Submit completed application to the Development Services Department / Planning Division:  
2330 McCulloch Blvd N. / Lake Havasu City, AZ 86403 or [planninginfo@lhcaz.gov](mailto:planninginfo@lhcaz.gov)

To review specific regulatory procedures, see Lake Havasu City Code Section 14.05.04(G).

APPLICATION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

**(1) OWNER NAME / MAILING ADDRESS / CONTACT INFO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**(2) APPLICANT NAME / MAILING ADDRESS / CONTACT INFO (if different than Owner)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**(3) SITE LOCATION(S)**

STREET ADDRESS \_\_\_\_\_  
ASSESSOR PARCEL ID \_\_\_\_\_ TRACT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**(4) PROPOSED USE DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(5) SUBMITTAL REQUIREMENTS**

- a) Letter of Intent
- b) Two (2) ea. 8-1/2" x 11" site plans
- c) Property owner list from the Mohave County GIS website of property owners within 300 feet of subject property (Major only) [www.mohavecounty.us](http://www.mohavecounty.us)

**(6) APPLICATION PROCESSING TIMEFRAME & FEES**

- a) Staff reviews submittal requirements for completeness and compliance with the Lake Havasu City Code (3 business days).
- b) Staff contacts applicant for payment of fee (3 business days). Fees can be paid by credit card, check, or cash.
- c) Staff performs internal review (7 business days).
- d) Application will be scheduled for the next available Planning and Zoning Commission meeting (up to 45 days) (Major only).
- e) Staff mails original Notice of Action stating approval, approval with conditions, or denial to owner and a copy to applicant (if different) (1 to 3 business days).

Conditional Use Permit (Major)  \$749.25      Conditional Use Permit (Minor)  \$374.63

**(7) CONTACT PLANNING FOR FURTHER INFORMATION**

Trevor Kearns, City Planner, Phone: (928) 854-0783, [kearnst@lhcaz.gov](mailto:kearnst@lhcaz.gov)  
Luke Morris, Planning Division Manager, Phone: (928) 854-0722, [morrisl@lhcaz.gov](mailto:morrisl@lhcaz.gov)

**(8) CLARIFICATION**

A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the processing of this application in accordance with ARS § 9-839.

**(9) CERTIFICATION/ACKNOWLEDGEMENT**

- a) I hereby file the above request as an authorized applicant.
- b) To the best of my knowledge, the information provided herein is accurate and true.
- c) I am aware of the steps and timeframes involved in the processing of this application.

To submit this application electronically, Lake Havasu City requires that you certify your application by submitting an electronic signature. Please type your name in the field below and click the confirm signature check box.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CONFIRM SIGNATURE

Notice: Arizona Revised Statutes § 9-495 requires in any written communication between the City and a person, the City provide the name, telephone number, and email address of an employee to provide information if the communication: 1) Demands payment of a tax, fee, penalty, fine or assessment; 2) Denies an application for a permit or license that is issued by the City; or 3) Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the City. The employee shall reply within five (5) business days after City's receipt of a communication if authorized and able.