



# LAKE HAVASU CITY

## Rezone / Planned Development 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)

For specific regulatory procedures, see Lake Havasu City Code Sections 14.05.04(K) and (L).

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**

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

**(4) PROJECT INFORMATION**

Request/Proposed Zoning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(5) SUBMITTAL REQUIREMENTS**

- a) List from the Mohave County GIS website of property owners within 300 feet of subject property [www.mohavecounty.us](http://www.mohavecounty.us)
- b) Letter of Intent
- c) Citizens' Review Report\*
  - i) Copy of meeting invitation letter
  - ii) List of attendees
  - iii) Notes/minutes

\*The applicant must conduct a meeting at a location of their choice prior to the submittal of a Rezone/Planned Development Application to the City. Letters must be sent to property owners within 300 feet of the proposed rezoning/planned development inviting them to the meeting and providing the applicant's contact information for comments or questions. There is no restriction to the time or location of the meeting. The applicant shall explain, in detail, the request and take notes as to the questions from the attendees. The attendance and notes from the meeting shall accompany this Application to the City. The intent of the meeting is to conform with the Arizona State Growing Smarter legislation by involving citizens early in the process and alerting them to any potential impacts of the proposed development.

- d) Two (2) ea. 24" x 36" General Development Plan (Planned Development Only)
- e) Two (2) ea. 8-1/2" x 11" General Development Plan (Planned Development Only)
- f) Two (2) ea. 24" x 36" Landscape Plan (only required if separate from General Development Plan) (Planned Development Only)
- g) Two (2) ea. 24" x 36" Architectural Building Elevations (Planned Development Only)

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**(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 (10 business days).
- d) The request will be scheduled for the next available Planning and Zoning Commission meeting (up to 45 days).
- e) The request will be scheduled for the next available City Council meeting (up to 45 days).
- f) If City Council adopts the rezone by ordinance, it is certified by the City Clerk's office (3 business days).
- g) If adopted, the ordinance is effective 30 days after adoption (30 days).

**Rezone / Planned Development /  \$2,997.00  
PD Amendment (Major)**

**Planned Development  No Fee  
Amendment (Minor)**

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**(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)

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**(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.

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**(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.