



# LAKE HAVASU CITY

## Condominium/Towhouse Subdivision Plat 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 Subdivision procedures, see Lake Havasu City Code Title 13.**

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**

Property Address: \_\_\_\_\_  
Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Assessor Parcel ID(s): \_\_\_\_\_

**(4) PROJECT INFORMATION**

Proposed Development Name: \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Acres: \_\_\_\_\_

**(5) Step 1: PRELIMINARY PLAT SUBMITTAL REQUIREMENTS (Provide a bundled set for each Division as shown below)**

Document Required for Packet	Planning Set		Engineering Set		Building Set	
	Required	Received	Required	Received	Required	Received
Preliminary Plat Maps	2 + PDF		3		2	

Subdivision Plat Filing Fee: **\$1,498.50** (Includes Preliminary and Final Plat review)

Plat Amendment Fee: **\$905.18**

Other / Notes: \_\_\_\_\_

**(6) PRELIMINARY PLAT APPLICATION PROCESSING TIMEFRAME**

- a) Staff routes documents to reviewing parties for comments and summarizes the comments. (10 business days)
- b) Preliminary plat scheduled for Planning and Zoning Commission meeting to approve, conditionally approve, or deny. (up to 45 business days)
- c) Submit Final Plat **after** the Preliminary Plat has been approved.

**(7) Step 2: FINAL PLAT SUBMITTAL REQUIREMENTS (Provide a bundled set for each Division as shown below)**

Documents Required for Packet	Planning Set		Engineering Set		Building Set	
	Required	Received	Required	Received	Required	Received
Final Plat Maps	2 + PDF		3		2	
Articles of Incorporation	1 + PDF					
Deed Restrictions	1 + PDF					
Final Title Report	1 + PDF					

*Note: Condominium projects require a declaration which includes information required by A.R.S. Title 33, Chapter 9*

Other \ Notes: \_\_\_\_\_

**(8) FINAL PLAT APPLICATION PROCESSING TIMEFRAME**

- a) Staff routes documents to reviewing parties for comments then prepares and forwards comments for the applicant to address. (10 business days)
- b) Repeat reviews until all comments are addressed. (10 business days per resubmittal)
- c) Final Plat will be scheduled for City Council meeting to approve or deny Final Plat. (up to 45 days)

**(9) 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)

**(10) 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.

**(11) 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.