



**LAKE HAVASU CITY**  
Development Services Department  
2330 McCulloch Blvd. North ♦ Lake Havasu City, AZ 86403

**ANNEXATION APPLICATION**

Application# \_\_\_\_\_

**Applicant Information**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Site Location**

Tract \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Assessor Parcel No.(s) \_\_\_\_\_

Street Address \_\_\_\_\_

**Project Information**

Request \_\_\_\_\_

Acres \_\_\_\_\_

**Submittal Requirements**

- Legal Description (Metes & Bounds Only)
- 8 ½" x 11" map of the property to be annexed
- Application Fee: \$3,726.00

**Annexation Steps and Timeframe**

1. Planning Division Staff reviews application to ensure all information necessary to process application has been submitted (1 to 3 business days).
2. Initial processing of annexation application (prepare annexation affidavit and petition, get property valuations, prepare service and infrastructure plan, etc.) (10 business days)
3. File affidavit and blank annexation petition with Mohave County Recorder, place newspaper ads, post property and hold City Council public hearing (30 days)
4. Obtain property owner signatures and file completed petition with Mohave County Recorder (up to 1 year).

5. Hold two City Council hearings, one to introduce annexation ordinance and one to adopt annexation ordinance (60 days)

6. Annexation becomes final 30 days after adoption if not protest/contest of the annexation has been filed.

**Contact Information**

Stuart Schmeling, Senior Planner, (928) 453-4148, ext. 4354, email: schmelings@lhcaz.gov

Dan Kassik, City Planner, (928) 453-4148, ext. 4623, email: kassikd@lhcaz.gov

City Website: www.lhcaz.gov

**Clarification**

A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the procurement of this license pursuant to ARIZ. REV. STAT. § 9-839.

**Applicant Acknowledgement**

I am the applicant of the above referenced request. I hereby file the above request as party of interest, or representative thereof, and declare that all information submitted is true and correct to the best of my knowledge and belief and I am aware of the steps and timeframes involved in the processing of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_