



LAKE HAVASU CITY

Development Services Department
2330 McCulloch Blvd. North ♦ Lake Havasu City, AZ 86403

CONDITIONAL USE PERMIT APPLICATION

Application# _____

Owner Information

Owner _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Applicant Information

Applicant _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Site Location

Tract _____ Block _____ Lot(s) _____ Assessor Parcel No.(s) _____

Street Address _____

Project Location

Proposed Use(s) _____

Existing Use(s) _____

Zoning _____ Property Size: Square Footage _____ Acres _____

Conditional Use Permit Submittal Requirements

- List from Mohave County Assessor's Office of all property owners within 300' of subject property.
- Letter of Intent
- (2) 8 ½" x 11" Site Plans
- Conditional Use Permit Fee \$506.25

Conditional Use Permit 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. Staff processes application (enter in computer system, set P&Z meeting date, prepare notifications, etc.) and prepares Planning Commission staff report with staff recommendation. (20 to 30 days).
3. Planning Commission holds public hearing and issues an approval, approval with conditions, or denial. (30 to 45 days from application submittal).
4. Staff finalizes Planning Commission resolution based on Planning Commission action and sends copy to applicant and/or owner (7 business days).

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/Owner Acknowledgement

I am the [] applicant [] owner of the above referenced property. 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 _____