



LAKE HAVASU CITY

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

DESIGN REVIEW APPLICATION

Application# _____

Owner Information

Owner _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Applicant Information

Applicant _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Architect Information (If Different Than Applicant)

Architect _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Site Location

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

Street Address _____

Design Review Submittal Requirements

- One 24" x 36" Site Plan and one 24" x 36" Architectural Building Elevation(s). The site plan shall include parking layout and design, handicap accessibility, and landscaping. If separate landscaping plan is submitted, landscape plan shall be 24" x 36".
- 8 1/2" x 11" Site Plan
- 8 1/2" x 11" Addressing Plan
- New Construction Design Review Fee \$729.00; Tenant Improvement Fee \$303.75

Design Review Steps and Timeframe

Administrative Process

1. Planning Division reviews application to ensure all information necessary to process application has been submitted (1 to 3 business days).
2. Planning Division processes application and begins their review of the application as well as sends request to other City departments for their review. (10 business days).
3. Planning Division issues notice of action which either contains initial comments, approval, approval with conditions or denial. (1 to 3 business days).
4. If re-submittal is required, Planning Division reviews application in same manner and timeframes as initial submittal until an approval or approval with conditions is granted. Any subsequent reviews are completed in no more than 10 business days.
5. Planning Division issues a notice of action for any subsequent review which either contains review comments, approval, or approval with conditions. (1 to 3 business days).

Public Hearing Process

1. Planning Division reviews application to ensure all information necessary to process application has been submitted (1 to 3 business days).
2. Planning Division processes application (enter in computer system, set P&Z meeting date, etc.), sends request to respective departments for review, and prepares Planning Commission staff report. Planning Commission holds public hearing and, if required, City Council holds public hearing with either entity issuing an approval, approval with conditions, or denial. (60 to 75 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 _____