



LAKE HAVASU CITY

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

VARIANCE 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 Information

Request _____

Existing Use(s) _____

Variance 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
- Variance Fee \$253.13

Variance Steps and Timeframes

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 BOA meeting date, prepare notifications, etc.) and prepares Board of Adjustment staff report with staff recommendation. Board of Adjustment holds public hearing and issues an approval, approval with conditions, or denial. (45 to 60 days).
3. Administrative staff sends applicant notice of action stating Board of Adjustment action. (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 _____