



LAKE HAVASU CITY

Design Review Application

Submit completed application to the Development Services Department / Planning Division:

2330 McCulloch Blvd N. / Lake Havasu City, AZ 86403 or planninginfo@lhcaz.gov

For specific regulatory procedures, see Lake Havasu City Development Code Section 14.05.04(H).

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) ARCHITECT NAME / MAILING ADDRESS / CONTACT INFO

PHONE _____
EMAIL _____

(4) SITE LOCATION

STREET ADDRESS _____
ASSESSOR PARCEL ID _____ TRACT _____ BLOCK _____ LOT _____

(5) SUBMITTAL REQUIREMENTS

- a) Site Plan shall include parking layout and design, handicap accessibility, and landscaping.
 - i) One (1) ea. 8-1/2" x 11" or 11" x 17"
 - ii) Two (2) ea. 11" x 17" or 24" x 36"
- b) Two (2) ea. 11" x 17" or 24" x 36" Landscape Plan (if not included on Site Plan)
- c) Two (2) ea. 11" x 17" or 24" x 36" Architectural Building Elevations
- d) Two (2) ea. 8-1/2" x 11" or 11" x 17" Addressing Plan

(6) APPLICATION PROCESSING TIMEFRAME & FEES

- a) Staff reviews submittal requirements for completeness and compliance with the Lake Havasu City Code (3 business days).
- b) Staff contacts applicant for payment of fee (3 business days). Fees can be paid by credit card, check, or cash.
- c) Staff processes review, including internal departments and outside service agencies (10 business days).
- d) Staff mails original Notice of Action to owner and a copy to applicant (if different).
- e) In the event of denial, subsequent reviews are completed in no more than 10 business days following resubmittal.

New Construction Design Review \$794.81 Tenant Improvement \$396.90

(7) CONTACT PLANNING FOR FURTHER INFORMATION

Luke Morris, City Planner (928) 854-0722 morrisl@lhcaz.gov
Stuart Schmeling, Development Services Director (928) 854-0714 schmelings@lhcaz.gov

(8) 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.

(9) 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