



LAKE HAVASU CITY

Lot Alteration Application

Submit completed application to the Development Services Department / Planning Division:
2330 McCulloch Blvd N. / Lake Havasu City, AZ 86403 or planninginfo@lhcaz.gov

To review dimensional standards, see Lake Havasu City Code Section 14.04.01.

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) SITE LOCATION(S)

STREET ADDRESS _____ TRACT _____ BLOCK _____ LOT _____
STREET ADDRESS _____ TRACT _____ BLOCK _____ LOT _____

(4) REQUEST DESCRIPTION

(5) SUBMITTAL REQUIREMENTS

- a) Lot Combination / Un-Combination
 - i) Copy of deed(s)
 - ii) Two (2) ea. 8-1/2" x 11" copies of a tract map with subject properties identified
- b) Lot Split / Lot Line Adjustment
 - i) Copy of deed(s). Note: Transfer of property between owners will require updated deeds. Contact title company for info.
 - ii) Two (2) ea. 8-1/2" x 11" copies of the preliminary parcel plat stamped by a State of Arizona registered surveyor

(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 performs internal review and requests review from applicable outside agencies (7 business days).
- d) Staff mails original Notice of Action to owner and a copy to applicant (if different).

Lot Combination / Un-Combination ☐ \$382.73 Lot Split / Lot Line Adjustment ☐ \$382.73

(7) POST APPROVAL REQUIREMENTS OF OWNER OR APPLICANT

- a) Lot Combination / Un-Combination
Complete all application requirements of the Mohave County Assessor's Office / Cartography Dept. Fees may apply.
- b) Lot Split / Lot Line Adjustment
 - i) Submit parcel plat mylar to the City for signature by the Development Services Director.
 - ii) Complete all application requirements of the Mohave County Assessor's Office / Cartography Dept. Fees may apply.
 - iii) If the property is developed, the parcel plat must show all structures within 10 feet of the new lot line and the distance from it.

(8) CONTACT INFORMATION

LHC Planning Division: Trevor Kearns, City Planner II, Phone: (928) 854-0783, kearnst@lhcaz.gov
LHC Planning Division: Chris Gilbert, Planning Division Manager, Phone: (928) 854-0722, gilbertc@lhcaz.gov
Mohave County Assessor's Cartography Dept.: PO Box 7000, Kingman, AZ 86402, (928) 753-0703, www.mohavecounty.us

(9) 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.

(10) 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.
- d) I am aware of the post approval requirements.

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 ☐

Notice: Arizona Revised Statutes § 9-495 requires in any written communication between the City and a person, the City provide the name, telephone number, and email address of an employee to provide information if the communication: 1) Demands payment of a tax, fee, penalty, fine or assessment; 2) Denies an application for a permit or license that is issued by the City; or 3) Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the City. The employee shall reply within five (5) business days after City's receipt of a communication if authorized and able.