



# LAKE HAVASU CITY

## Sign Permit Application

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

2330 McCulloch Blvd N. / Lake Havasu City, AZ 86403 or [planninginfo@lhcaz.gov](mailto:planninginfo@lhcaz.gov)

To review sign standards, see Lake Havasu City Code Section 14.04.08.

APPLICATION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

### (1) APPLICANT NAME/MAILING ADDRESS/CONTACT INFO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
APPLICANT'S CITY BUSINESS LICENSE# \_\_\_\_\_

### (2) BUSINESS BEING ADVERTISED

\_\_\_\_\_  
BUSINESS'S CITY BUSINESS LICENSE # \_\_\_\_\_

### (3) SITE LOCATION

STREET ADDRESS \_\_\_\_\_ TRACT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

### (4) SIGN PERMIT TYPE

Freestanding\* ☐ Wall ☐ Banner ☐ A-Frame ☐ Other \_\_\_\_\_

### (5) SUBMITTAL REQUIREMENTS

- a) Two (2) ea. 8-1/2" x 11" drawings including dimensions; square footage; design of new sign; location of new sign on building/property
- b) Two (2) ea. 8-1/2" x 11" drawings including building dimensions along street frontages; square feet of existing signs on building/property
- c) \*FREESTANDING and MONUMENT SIGNS exceeding 7 feet in height also require a separate Building Permit Application and 2 sets of engineering sealed by a licensed registrant.

### (6) PERMIT 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.

#### Sign Fee (Non-refundable):

Large - Wall Mounted or Monument \$122.51 Small - Banner or A-Frame Board \$61.76

### (7) CONTACT PLANNING FOR FURTHER INFORMATION

Carrington Meadows, Planning Technician, Phone: (928) 854-0715, [meadowsr@lhcaz.gov](mailto:meadowsr@lhcaz.gov)

Trevor Kearns, City Planner II, Phone: (928) 854-0783, [kearnst@lhcaz.gov](mailto:kearnst@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 ☐

CITY USE ONLY BELOW				
Sign Type	Sign Area Allowed	Number of Signs	Square Footage	Total Square Footage
Freestanding				
Wall				
Banner				
A-Frame				
Other				
Aggregate Sign Area				

PERMIT APPROVED ☐ PERMIT DENIED ☐

CONDITIONS OF APPROVAL (if any)

BY \_\_\_\_\_ DATE \_\_\_\_\_

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.