



LAKE HAVASU CITY Condominium Subdivision Plat 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 Subdivision procedures, see Lake Havasu City Code Title 13.

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

Property Address: _____
Tract: _____ Block: _____ Lot: _____

Assessor Parcel ID(s): _____

(4) PROJECT INFORMATION

Proposed Condominium Name: _____ Number of Units: _____ Acres: _____

Existing Zoning: _____ Proposed Zoning: _____

(5) Step 1: PRELIMINARY CONDOMINIUM PLAT SUBMITTAL REQUIREMENTS (Provide a bundled set for each Division as shown below)

Document Required for Packet	Planning Set		Engineering Set		Building Set	
	Required	Received	Required	Received	Required	Received
Preliminary Condominium Plat Maps	2 + PDF		3		2	

Subdivision Plat Filing Fee: \$1,238.29 (Includes Condominium Preliminary and Final Plat review) *Note: Other fees may apply*

Other / Notes: _____

(6) PRELIMINARY CONDOMINIUM PLAT APPLICATION PROCESSING TIMEFRAME

- a) Staff routes documents to reviewing parties for comments and summarizes the comments. (10 business days)
- b) Preliminary plat scheduled for Planning and Zoning Commission meeting to approve, conditionally approve, or deny. (up to 45 business days)
- c) Submit Condominium Final Plat **after** the Preliminary Plat has been approved **and** Building Permit Plans have been submitted.

(7) Step 2: FINAL CONDOMINIUM PLAT SUBMITTAL REQUIREMENTS (Provide a bundled set for each Division as shown below)

Documents Required for Packet	Planning Set		Engineering Set		Building Set	
	Required	Received	Required	Received	Required	Received
Final Condominium Plat Maps	2 + PDF		3		2	
Articles of Incorporation	1 + PDF					
Deed Restrictions	1 + PDF					
Final Title Report	1 + PDF					

Note: Condominium projects require a declaration which includes information required by A.R.S. Title 33, Chapter 9

Other \ Notes: _____

(8) FINAL CONDOMINIUM PLAT APPLICATION PROCESSING TIMEFRAME

- a) Staff routes documents to reviewing parties for comments then prepares and forwards comments for the applicant to address. (10 business days)
- b) Repeat reviews until all comments are addressed. (10 business days per resubmittal)
- c) Final Plat will be scheduled for City Council meeting to approve or deny Final Plat. (up to 45 days)

(9) 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

(10) 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.

(11) 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