



## LAKE HAVASU CITY

### Final Plat Subdivision/Amendment 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)

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: \_\_\_\_\_

Assessor Parcel ID(s): \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

#### (4) PROJECT INFORMATION

Proposed Subdivision Name: \_\_\_\_\_

Tract Number: \_\_\_\_\_

Number of Lots/Units: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Acres: \_\_\_\_\_

#### (5) FINAL 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
Final Plat Maps	1		3 + PDF		1	
Final Grading Plans	1		3 + PDF		2	
Final Drainage Plans	1		3 + PDF			
Final Roadway Plans	1		3 + PDF			
Final Water & Sewer Plans	1		3 + PDF			
Final Stormwater Disposal/Retention	1		3 + PDF			
Drainage Report	1		3 + PDF			
Traffic Study (if applicable)	1		3 + PDF			
Development Agreement (if applicable)	1		3 + PDF			
Sealed Engineer's Cost Estimate	1		2 + PDF			
Financial Assurance	2		1 + PDF			
Articles of Incorporation	1					
Deed Restrictions	1					
Final Title Report	1					
Grading Permit Application					1	
Infrastructure Permit Application					1	
Certificate of Special Inspection					1	

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

Other/Notes: \_\_\_\_\_

#### (6) APPLICATION PROCESSING TIMEFRAME & FEES

a) Staff routes documents to reviewing parties for comments; prepares and forwards comments for the applicant to address. (25 business days)

b) Repeat reviews until all comments are addressed. (15 business days per resubmittal)

c) Final Plat will be scheduled for City Council meeting to approve or deny Final Plat. (up to 45 business days)

☐ Final Plat Subdivision: \$1,573.43

☐ Final Plat Amendment: \$950.74

*Note: Other fees may apply*

#### (7) CONTACT PLANNING FOR FURTHER INFORMATION

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

Chris Gilbert, Planning Division Manager, Phone: (928) 854-0722, [gilbertc@lhcaz.gov](mailto:gilbertc@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 ☐

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.