



# LAKE HAVASU CITY

## Preliminary 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) PRELIMINARY 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 Plat Maps	1		3 + PDF		1	
Preliminary Grading Plans / Soil Report	1				2	
Preliminary Infrastructure Plans	1		3 + PDF			
Traffic Impact Analysis	1		2 + PDF			
Preliminary Stormwater Plan	1		3 + PDF			
Drainage Master Plan	1		3 + PDF			
Wastewater Master Plan	1		3 + PDF			
Wastewater Capacity Assurance	1		1 + PDF			
Water Master Plan	1		3 + PDF			
Water Allocation / Service Agreement	1		1 + PDF			
Sealed Engineers Cost Estimate	1		2 + PDF			
Proposed Financial Assurance Type	2		1 + PDF			
Copy of Deed Restrictions	1					
Preliminary Title Report	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. (15 business days)
- b) Repeat reviews until all comments are addressed. (15 business days per resubmittal)
- c) Preliminary Plat scheduled for Planning & Zoning Commission meeting to approve, conditionally approve, or deny. (up to 45 business days)

Preliminary Plat Subdivision Filing Fee: **\$1,238.29** *Note: Other fees may apply*

### (7) CONTACT PLANNING FOR FURTHER INFORMATION

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