



# 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: \_\_\_\_\_  
Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_  
Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

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

### (4) PROJECT INFORMATION

Proposed Subdivision Name: \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Tract Number: \_\_\_\_\_ Number of Lots/Units: \_\_\_\_\_  
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	
Traffic Impact Analysis	1		2 + PDF			
Preliminary Stormwater Plan	1		3 + PDF			
Preliminary Wastewater Plan	1		3 + PDF			
Preliminary Water Plan	1		3 + PDF			
Water Allocation / Service Agreement	1		1 + 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) Preliminary Plat scheduled for Planning & Zoning Commission meeting to approve, conditionally approve, or deny. (up to 45 business days)

**Preliminary Plat Subdivision Filing Fee: \$1,616.96** *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.