



# LAKE HAVASU CITY

## Temporary Use 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)

For use specific standards see Lake Havasu City Code Section 14.03.03(F)

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

Street Address: \_\_\_\_\_

Assessor Parcel ID: \_\_\_\_\_ TRACT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

### (4) EVENT INFORMATION

Description: \_\_\_\_\_

Event Start Date & Time: \_\_\_\_\_ Event End Date & Time: \_\_\_\_\_

Tents \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes; Number \_\_\_\_\_ Size (sq. ft.) \_\_\_\_\_

Canopies \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes; Number \_\_\_\_\_ Size (sq. ft.) \_\_\_\_\_

Booths \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes; Number \_\_\_\_\_

Fireworks \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Concessions \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Private Security \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Request Law Enforcement \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**Noise From All Sources Related to the Event:** Indicate type/source of significant noise from the event and times of day the noises will occur. Sources of noise cannot exceed the decibel level outlined in Chapter 9.30 of the Lake Havasu City Code.

Noise/Source: \_\_\_\_\_ Time(s) of Day: \_\_\_\_\_

Noise/Source: \_\_\_\_\_ Time(s) of Day: \_\_\_\_\_

How will noise levels be managed to avoid creating a public nuisance to residents in the area of the event?

### (5) SUBMITTAL REQUIREMENTS

- a) Completed applications must be submitted to the Development Services Department 21 days prior to the event
- b) Written permission for the event from the property owner
- c) One (1) ea. 8-1/2" x 11" Site Plan including restrooms, parking, access, concessions (if applicable)

### (6) APPLICATION PROCESSING TIMEFRAME & FEES

- a) Staff reviews submittal 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.
- c) Staff processes review, which includes multiple City departments (10 business days).
- d) Staff mails original Notice of Action to owner and a copy to applicant (if different).

Temporary Use Permit (4-30 Days): **\$326.03**

Temporary Use Permit (3 Days): **\$81.00**

Temporary Use Permit  
(4 - 30 Days - Non Profit 501C3): **\$163.01**

Temporary Use Permit  
(3 Days - Non Profit - 501C3): **\$40.50**

---

**(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) If any information is incorrect, I understand this permit can be revoked.
- d) I understand failure to comply with conditions placed on this permit or the creation of a public nuisance as defined by applicable state and local law may result in the immediate abatement of the offending activity or revocation of this permit.
- e) I understand this event may be monitored by the City.
- f) Lake Havasu City reserves the right to require utilization of trained public services personnel as may be warranted by certain or specific conditions or as deemed necessary by the City.
- g) 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.