



# LAKE HAVASU CITY Conditional Use Permit Application

Return completed application to the Community Investment Department

2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403 Phone: 928.453.4148 Website: [www.lhcaz.gov](http://www.lhcaz.gov)

For faster processing, email completed application to: [planninginfo@lhcaz.gov](mailto:planninginfo@lhcaz.gov)

To review specific regulatory procedures see Lake Havasu City Code Section 14.05.04(G)

**CLICK HERE**

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(S)**

STREET ADDRESS \_\_\_\_\_

ASSESSOR PARCEL ID \_\_\_\_\_ TRACT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**(4) PROPOSED USE DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(5) SUBMITTAL REQUIREMENTS**

- a) Letter of Intent
- b) 2 ea. 8 1/2" X 11" site plans
- c) Property owner list from the Mohave County GIS website of property owners within 300 feet of subject property [www.mohavecounty.us](http://www.mohavecounty.us) (Major only)

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

- a) Staff reviews submittal requirements 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 performs internal review (7 business days).
- d) Application will be scheduled for the next available Planning and Zoning Commission meeting (up to 45 days) (Major only).
- e) Staff mails original Notice of Action stating approval, approval with conditions, or denial to owner and a copy to applicant (if different) (1 to 3 business days).

Conditional Use Permit (Major)  \$607.50

Conditional Use Permit (Minor)  \$303.70

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

Stuart Schmeling, Zoning Administrator 928.854.0714 [schmelings@lhcaz.gov](mailto:schmelings@lhcaz.gov)  
Luke Morris, Planner 928.854.0722 [morrisl@lhcaz.gov](mailto:morrisl@lhcaz.gov)

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**(8) CLARIFICATION**

A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the procurement of this license in accordance with ARIZ. REV. STAT. § 9-839.

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**(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**

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