



LAKE HAVASU CITY

Lot Alteration 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
For faster processing, email completed application to: planninginfo@lhcaz.gov
To review dimensional standards see Lake Havasu City Code Section 14.04.01

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 _____ TRACT _____ BLOCK _____ LOT _____
STREET ADDRESS _____ TRACT _____ BLOCK _____ LOT _____

(4) REQUEST DESCRIPTION

(5) SUBMITTAL REQUIREMENTS

a) Lot Combination

- i) Copy of deed(s)
- ii) 2 ea. 8 1/2" X 11" copies of a Tract map with subject properties identified

b) Lot Split

- i) List from the Mohave County GIS website of property owners within 150 feet of subject property www.mohavecounty.us
- ii) Copy of deed(s)
- iii) 2 ea. 8 1/2" X 11" copies of the preliminary Parcel Plat stamped by a State of Arizona registered surveyor

c) Lot Line Adjustment

- i) Copy of deed(s)
- ii) 2 ea. 8 1/2" X 11" copies of the preliminary Parcel Plat stamped by a State of Arizona registered surveyor

(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 and requests review of applicable outside agencies (7 days).
- d) Staff processes public notice (if applicable) (5 days).
- e) Staff mails original Notice of Action to owner and a copy to applicant (if different).

Lot Combination \$405.00 Lot Split \$405.00 Lot Line Adjustment \$405.00

(7) POST APPROVAL REQUIREMENTS OF OWNER OR APPLICANT

a) Lot Combination

Complete all application requirements of the Mohave County Assessor's Office (fees may apply). For information contact the Mohave County Assessor's Cartography Department, PO Box 7000, Kingman, AZ 86402, 928.753.0703.
www.mohavecounty.us

b) Lot Split/Lot Line Adjustment

- i) Submit Parcel Plat Mylar to City for signature by the Community Investment Director.
- ii) Complete all application requirements of the Mohave County Assessor's Office (fees may apply). For information contact the Mohave County Assessor's Cartography Department, PO Box 7000, Kingman, AZ 86402, 928.753.0703.
www.mohavecounty.us

(8) CONTACT PLANNING FOR FURTHER INFORMATION

Stuart Schmeling, Zoning Administrator 928.854.0714 schmelings@lhcaz.gov
 Luke Morris, Planner 928.854.0722 morrisl@lhcaz.gov

(9) 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.

(10) 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.
- d) I am aware of the post approval requirements.

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

CITY USE ONLY BELOW THIS LINE

REQUEST APPROVED REQUEST DENIED

CONDITIONS OF APPROVAL (if any)

BY _____ DATE _____