



LAKE HAVASU CITY

Sale of Public Property 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

For Procurement Sale and Disposition of Property see Lake Havasu City Code Section 03.10.050

CLICK HERE

APPLICATION NUMBER _____ DATE _____

(1) APPLICANT NAME/MAILING ADDRESS/CONTACT INFO

PHONE _____
EMAIL _____

(2) SITE LOCATION

STREET ADDRESS _____

ASSESSOR PARCEL ID _____ TRACT _____ BLOCK _____ LOT _____

(3) REQUEST DETAILS

Provide detailed explanation for request: _____

(4) SUBMITTAL REQUIREMENTS

- a) Written letter of request.
- b) Legal description.
- c) 2 ea. 8 1/2" X 11" tract map of subject property to be purchased.
- d) List from the Mohave County GIS website of property owners within 300 feet of subject property. www.mohavecounty.us.
- e) Appraisal and Title Report for subject property.

(5) 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 processes review which includes multiple City departments (10 business days).
- d) Preparation of request to bid; notification of property owners (30 days).
- e) Publication of advertisement for bid (45 days).
- f) Hold bid opening at City Hall (3 business days).
- g) Schedule City Council hearing to accept or reject successful bid (30 business days).
- h) If accepted by City Council, Staff processes and finalizes the transfer of property (30 days).

Sale of Public Property Fee \$1,721.25

(6) CONTACT PLANNING FOR FURTHER INFORMATION

Stuart Schmeling, Zoning Administrator, Senior Planner, 928.854.0714 or email
Luke Morris, City Planner, 928.854.0722 or email

schmelings@lhcaz.gov

morrisl@lhcaz.gov

(7) 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.

(8) 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