



LAKE HAVASU CITY Sign 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
For faster processing, email completed application to: planninginfo@lhcaz.gov
To review sign standards see Lake Havasu City Code Section 14.04.08

CLICK HERE

APPLICATION NUMBER _____ DATE _____

(1) APPLICANT NAME/MAILING ADDRESS/CONTACT INFO

PHONE _____
EMAIL _____
APPLICANT'S CITY _____
BUSINESS LICENSE# _____

(2) BUSINESS BEING ADVERTISED

BUSINESS BEING ADVERTISED _____
CITY BUSINESS LICENSE # _____

(3) SITE LOCATION

STREET ADDRESS _____ TRACT _____ BLOCK _____ LOT _____

(4) SIGN PERMIT TYPE

*Freestanding Wall Banner A-Frame Other

(5) SUBMITTAL REQUIREMENTS

- a) 2 ea. 8 1/2" X 11" drawings including dimensions; square footage; design of new sign; location of new sign on building/property
- b) 2 ea. 8 1/2" X 11" drawings including building dimensions along street frontages; square feet of existing signs on building/property
- *c) FREESTANDING and MONUMENT SIGNS exceeding 7 feet in height also require a separate Building Permit Application and 2 sets of engineering sealed by a licensed registrant.

(6) PERMIT 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) Sign fees are **non-refundable**.

Sign Fee \$146.81

(7) CONTACT PLANNING FOR FURTHER INFORMATION

Stuart Schmeling, Zoning Administrator 928.854.0714 schmelings@lhcaz.gov
Luke Morris, Planner 928.854.0722 morrisl@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 procurement of this license in accordance with ARIZ. REV. STAT. § 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

CITY USE ONLY BELOW THIS LINE

Sign Type	Allowed	Number of Signs	Square Footage	Total Square Footage
Freestanding				
Wall				
Banner				
A-Frame				
Other				

AGGREGATE SIGN AREA =

PERMIT APPROVED

PERMIT DENIED

CONDITIONS OF APPROVAL (if any)

BY _____

DATE _____