



LAKE HAVASU CITY

Preliminary Plat Subdivision 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 Subdivision procedures, see Lake Havasu City Code Title 13

[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

PROPERTY ADDRESS: _____
 TOWNSHIP: _____ RANGE: _____ SECTION: _____
 TRACT: _____ BLOCK: _____ LOT: _____

ASSESSOR PARCEL ID(s): _____

(4) PROJECT INFORMATION

Proposed Subdivision Name: _____ Tract Number: _____
 Number of Lots/Units: _____ Acres: _____
 Existing Zoning: _____ Proposed Zoning: _____

(5) PRELIMINARY PLAT SUBMITTAL REQUIREMENTS (Provide a bundled set for each Division as shown below)

Document Required for Packet	Planning Set		Engineering Set		Building Set	
	Required	Received	Required	Received	Required	Received
Prelim Plat Maps	1 + PDF		3		1	
Prelim Grading Plan/Soils Report	1 + PDF				2	
Prelim Infrastructure Plans	1 + PDF		3			
Traffic Impact Analysis	1 + PDF		2			
Prelim Stormwater Plan	1 + PDF		3			
Drainage Master Plan	1 + PDF		3			
Wastewater Master Plan	1 + PDF		3			
Wastewater Capacity Assurance	1 + PDF		1			
Water Master Plan	1 + PDF		3			
Water Allocation/Service Agreement	1 + PDF		1			
Sealed Engineers Cost Estimate	1 + PDF		2			
Proposed Financial Assurance Type	2 + PDF		1			
Copy of Deed Restrictions	1 + PDF					
Preliminary Title Report	1 + PDF					

___ Condominium projects require a declaration which includes information required by A.R.S. Title 33, Chapter 9
 ___ \$1,215.00 Subdivision Preliminary Plat Filing Fee (Other fees may apply)
 ___ Other/Notes:

(6) APPLICATION PROCESSING TIMEFRAME & FEES

- i) Planning Staff routes documents to reviewing parties for comments and summarizes the comments. (15 business days)
- ii) Repeat reviews until all comments are addressed. (15 business days per resubmittal)
- iii) Preliminary Plat will be scheduled for Planning and Zoning Commission meeting to approve, conditionally approve, or deny preliminary plat approval. (up to 45 business days)

(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: