



LAKE HAVASU CITY Variance 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: planningapplications@lhcaz.gov

To review regulatory procedures see Lake Havasu City Code Section 14.05.04

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) REQUEST DESCRIPTION

(5) SUBMITTAL REQUIREMENTS

- a) Property owner list from the Mohave County GIS website. www.mohavecounty.us.
 - i) Minor - property owners adjacent to subject property.
 - ii) Major - property owners within 300 feet of subject property.
- b) Letter of Intent.
- c) 2 ea. 8 1/2" X 11" site plans.

(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 (Major only).
- c) Staff performs internal review (7 days).
- d) Staff places item on next available agenda with the Board of Adjustment (45-60 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).

Minor No Charge

Major \$253.13

(7) CONTACT PLANNING FOR FURTHER INFORMATION

Stuart Schmeling, Zoning Administrator 928.854.0714 schmelings@lhcaz.gov
Luke Morris, City 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
