



LAKE HAVASU CITY

Lot Alteration Application

Submit completed application to the Development Services Department / Planning Division:

2330 McCulloch Blvd N. / Lake Havasu City, AZ 86403 or planninginfo@lhcaz.gov

To review dimensional standards, see Lake Havasu City Code Section 14.04.01.

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

- i) Copy of deed(s)
- ii) Two (2) ea. 8-1/2" x 11" copies of the preliminary parcel plat stamped by a State of Arizona registered surveyor
- iii) If the property is developed, the parcel plat must show all structures within 10 feet of the new lot line and the distance from it.

For complete submittal requirements, see City Code Chapter 13.28. Staff will review initial submittals and contact the applicant if a preapp meeting is required.

(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 from applicable outside agencies (7 business days).
- d) Staff mails original Notice of Action to owner and a copy to applicant (if different).

Lot Combination / Un-Combination ☐

\$382.73

Lot Split / Lot Line Adjustment ☐

\$382.73

(7) POST APPROVAL REQUIREMENTS OF OWNER OR APPLICANT

- i) Submit parcel plat mylar to the City for signature by the Development Services Director.
- ii) Complete all application requirements of the Mohave County Assessor's Office / Cartography Dept. Fees may apply.

(8) CONTACT INFORMATION

LHC Planning Division: Carrington Meadows, Planning Technician, Phone: (928) 854-0715, meadowsr@lhcaz.gov

LHC Planning Division: Trevor Kearns, City Planner II, Phone: (928) 854-0783, kearnst@lhcaz.gov

Mohave County Assessor's Cartography Dept.: PO Box 7000, Kingman, AZ 86402, (928) 753-0703, www.mohavecounty.us

(9) CLARIFICATION

A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the processing of this application in accordance with ARS § 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 ☐