



# LAKE HAVASU CITY Design Review 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](http://www.lhcaz.gov)  
For faster processing, email completed application to: [planningapplications@lhcaz.gov](mailto:planningapplications@lhcaz.gov)  
For specific regulatory procedures see Lake Havasu City Development 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) ARCHITECT NAME/MAILING ADDRESS/CONTACT INFO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**(4) SITE LOCATION**

STREET ADDRESS \_\_\_\_\_

ASSESSOR PARCEL ID \_\_\_\_\_ TRACT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**(5) SUBMITTAL REQUIREMENTS**

- a) Site Plan shall include parking layout and design, handicap accessibility, and landscaping
  - i) 2 ea. 24" X 36"
  - ii) 2 ea. 8 1/2" X 11"
- b) 2 ea. 24" X 36" Landscape Plan (only required if separate from Site Plan)
- c) 2 ea. 24" X 36" Architectural Building Elevations
- d) 2 ea. 8 1/2" X 11" Addressing Plan

**(6) APPLICATION PROCESSING TIMEFRAME & FEES**

- a) Staff reviews submittal requirements for completeness and compliance with the Lake Havasu City Development 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 including internal departments and outside service agencies (10 business days).
- d) Staff mails original Notice of Action to owner and a copy to applicant (if different).
- e) In the event of denial, subsequent reviews are completed in no more than 10 business days following resubmittal.

New Construction Design Review  \$729.00      Tenant Improvement  \$303.75

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**(7) CONTACT PLANNING FOR FURTHER INFORMATION**

Stuart Schmeling, Zoning Administrator, Senior Planner, 928.854.0714 or email [schmelings@lhcaz.gov](mailto:schmelings@lhcaz.gov)  
Luke Morris, City Planner, 928.854.0722 or email [morrisl@lhcaz.gov](mailto:morrisl@lhcaz.gov)

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**(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.

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**(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**