



MOHAVE COUNTY DEVELOPMENT SERVICES

P. O. Box 7000, Kingman, Arizona 86402-7000 3250 E. Kino Avenue, Kingman, AZ 86409 www.Mohave.gov Telephone (928) 757-0903

Site Plan Application

Mohave County Zoning Ordinance Section 37.N

It is strongly recommended you contact a Planner at 928-757-0903 or email planners@mohave.gov to schedule a pre-application meeting to review the proposed development.

Submittal Requirements:

A complete application package shall include the following:

- Completed application.
- Appropriate fee of \$640 which covers the first two reviews. If the process exceeds two reviews then an additional review fee of \$150 may be required if the revisions or corrections are not determined to be minor in nature.
- Proof of Ownership (recorded deed). A Quitclaim Deed must be accompanied by a title report. A limited report is acceptable.
- One (1) site plan (max. 36" x 36") as described below, folded to approximately 9" x 12" sealed by licensed AZ professional engineer/architect.
- Two (2) copies of drainage report *(If required by Flood Control District)*
- Digital copy of each of the above items

Site Plan Requirements:

General Information *(unless reduced as a result of the pre-application meeting)*

- Owner's and preparer's contact information (including mailing address and phone number)
- Seal & Signature of licensed AZ professional engineer/architect
- Property address, assessor parcel number, parcel size, legal description, and dimensions
- Current, proposed, and/or conditional zoning and resolution numbers as applicable
- Special Use Permit resolution numbers as applicable
- Zoning and land use for the adjacent parcels
- North arrow, drawing scale, and vicinity map
- Location and dimensions of existing and/or proposed uses, structures, outdoor activities, and utilities
- Building height and setbacks from property lines
- Site access including names and right-of-way widths of abutting roadways
- Location, size, and type of all easements
- Utility (electric, water, wastewater, solid waste, telephone, gas)
- and Fire District service providers
- Topographical 2-foot contours
- Drainage arrows, retention pond sizing, and drainage considerations (per Mohave County Drainage Design

manual)

- FIRM Panel Number
- Phase map or description if project will be developed in phases
- Location, type and height of existing/proposed/required fences or screening. *Note: View obscuring fencing and/or buffering a minimum of 6 feet in height may be required to screen abutting residential and/or incompatible uses.*

Parking Information *(unless reduced as a result of the pre-application meeting)*

- Location, dimension, and surfacing of driveway entrances
- Surface material of parking areas and drives leading thereto
- Parking calculations based on uses (# of spaces required & actual)
- Parking stall setback from street
- Dimensions for parking stalls, backing aisles, driving lanes, and off-street loading areas.
- Handicap parking, access aisle, slope, signage, and path of travel to all ADA accessible buildings and/or uses (www.ada.gov)

INTERNAL USE
Rcvd: _____
Fees Pd: \$ _____

SITE PLAN APPLICATION

INTERNAL USE
SP _____ - _____

Project Information

Project Name: _____

Submittal Type (check one):

- New
 Revision to SP _____ - _____

Optional Economic Development Information:

Capital Investment: _____

Possible Future Jobs: _____

Inquiry Information

Have you attended a pre-application meeting prior to submitting this application? Yes No

Property Information

Assessor Parcel Number(s): _____ Current Zoning: _____ Site Size _____ Acres

Township _____ Range _____ Section _____

Owner Information

Name: _____

Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Engineer Information

Name: _____

Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Agent Information

Name: _____

Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Authorization

By signing below, I certify I am the current property owner, concur with the request, and all the information is correct to the best of my knowledge. If agent information is completed, I allow them to act on my behalf regarding this application.

All owners of record must sign. If property is owned by a commercial entity signing authority status must be provided.

**Arizona Revised
Statutes 11-1604**

A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

D. A county shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

**Arizona Revised Statutes
11-1609**

An applicant may receive a clarification from the county of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in section 11-1609.

Appeal Process

If you disagree with the staff's interpretation, you may appeal to the Planning and Zoning Division Manager. The Planning and Zoning Division Manager's decisions may be appealed to the Development Services Director. Appeals of interpretations of the Mohave County Zoning Ordinance will be heard by the Board of Adjustment after the appropriate application is completed. The Board of Adjustment decisions may be appealed to the Superior Court within 30 days of their decision.

Section 37.N – Site Plan Applications – (Regulatory Bill of Rights)

Please read and sign that you acknowledge and understand your rights as defined by A.R.S. §11-1601 et. seq. which codifies the Regulatory Bill of Rights for citizens living in un-incorporated areas.

1. I have attended a Pre-Application meeting with County staff where the submittal requirements for the Site Plan have been determined based upon the complexity of the project (Section 37.N.5 & 6, MCZO) or have otherwise been made aware of the submittal requirements. I have received the Regulatory Bill of Rights (hard copy or by reference to web page), a processing flow chart, the review time frames for each review period and departmental contact information has been provided to me (§11-1606).
2. I understand that the Administrative Completeness Review shall consist of ten (10) working days to verify the completeness of a submittal. The Administrative Completeness Review shall involve review by the staff assigned to the case and will be performed before the commencement of each substantive review. If the county determines that any documents or information necessary for the submittal to be considered incomplete, or missing, the county will notify the applicant of the need for the missing material, and all processing timeframes will be suspended from the date of that notice until the receipt of all material from the applicant per §11-1605.D and §11-1605.E.
3. I understand that the Substantive Review will be based upon criteria set forth in Section 37.N and other applicable sections of the Mohave County Zoning Ordinance as well as rules and regulations adopted by other reviewing agencies in accordance with §11-1604. Each County Department connected with the review will be requested to provide their comments to Development services by the substantive review deadline. However, Development Services will not be responsible for comments received from other County Departments and/or non-County agencies after the Substantive Review deadline per §11-1605.G. All comments received after the deadline will be forwarded to the applicant. The applicant is responsible for addressing comments of other departments and agencies. Development Services is not responsible for late comments from others. Those issuing comments are responsible for administering their own time frames and enforcing their own requirements.
4. I understand that the Substantive Review timeframe will be fifteen (15) working days for each separate submittal, regardless whether it is the initial submittal or a corrected or revised submittal. If, at the conclusion of the latest review, the County finds the Site Plan does not meet the Site Plan requirements, Development Services may issue a request for additional or revised information and documents, in the form of a corrected submittal, as provided for under §11-1605.G. If subsequent Site Plan reviews result in remaining comments, corrected submittals will be required of the applicant until those concerns have been addressed. Time frames are suspended from that date of the request for additional submittal(s) until the submittal of all the requested material, according to §11-1605G. If substantive changes to the Site Plan result in a different “kind” of project rather than a refinement of the “type” of project, the timeframe shall be suspended and the applicant will submit the project as a new Site Plan.
5. I understand that once corrections have been made to the satisfaction of the County, Development Services will approve (or conditionally approve) the Site Plan.
6. I understand that if the overall project renew time (including both administrative and substantive reviews), minus periods of suspended time frames, reaches 180 working days and the Site Plan has not been approved, the applicant and county may agree to extend timeframes by up to 25% per §11-1605.H.
7. I understand that in the case of Site Plan denial, justification for the denial will include references to the statutes, ordinances, regulations, substantive policy statements or delegation agreements from outside agencies on which the denial is based (§11-1605.I.1). In addition, staff will provide an explanation of the applicant’s right to appeal the denial within fifteen (15) working days and the name and telephone number of a County contact person who can answer questions regarding the appeals process (§11-1605.I.2).
8. If the administrative, substantive and overall deadlines are not met by the Planning staff, exceptions listed above notwithstanding, §11-1605.J requires the County to: 1) refund to the applicant all fees charged for reviewing and acting on the application for the license; 2) excuse payment of any fees that have not yet been paid and; 3) continue to process the application.
9. I understand that fees required for Site Plan processing shall be as prescribed in adopted fee schedules.

I have read, understand and agree to the above rights and responsibilities as defined by the Regulatory Bill of Rights.

Printed Name & Signature of Applicant

Date

Printed Name & Signature of Owner (if different than applicant)

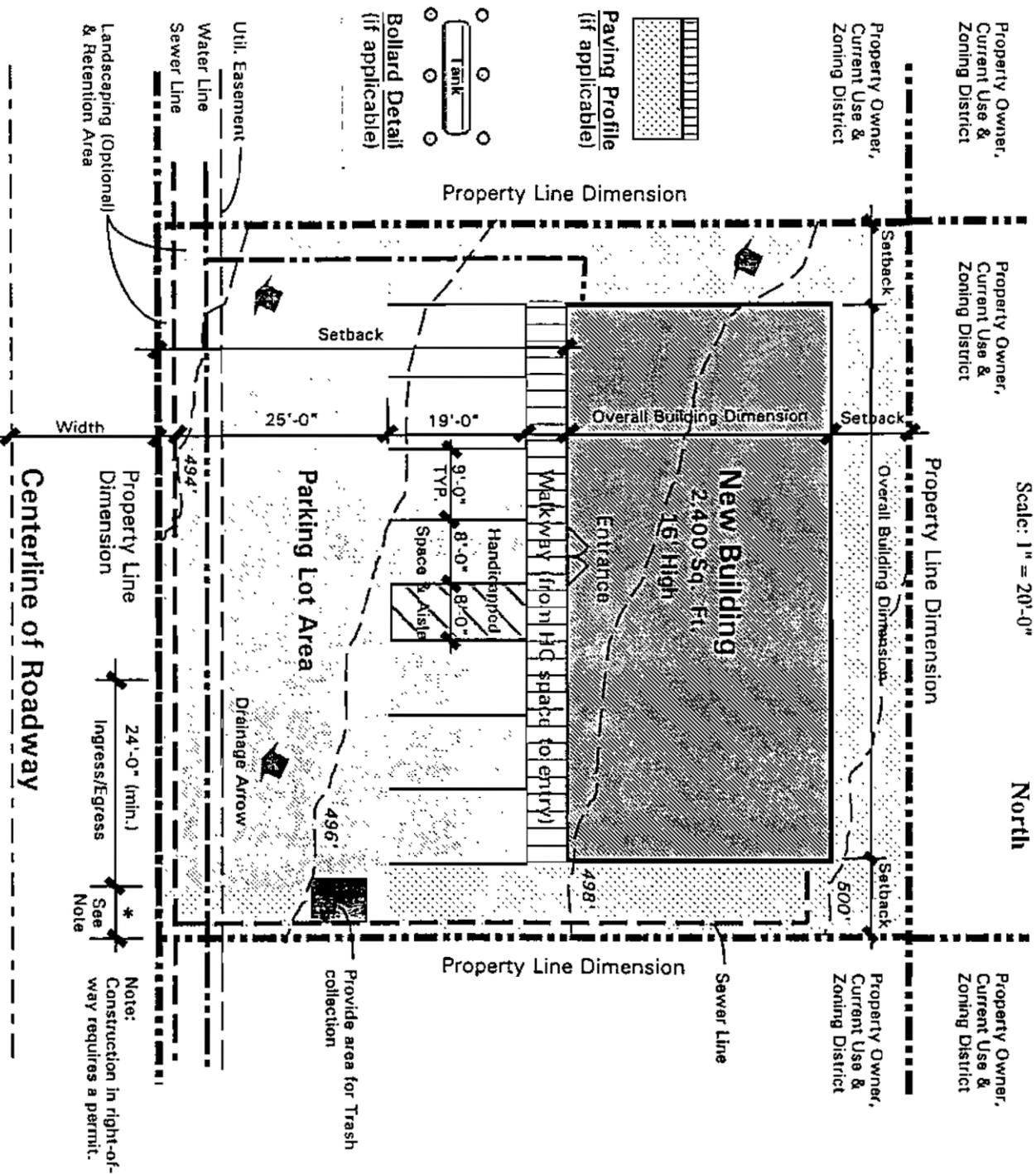
Date

Printed Name & Signature of Development Services Representative

Date

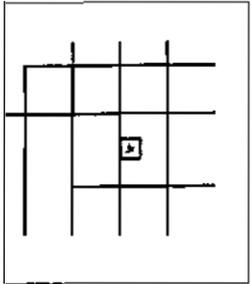
Site Plan

Scale: 1" = 20'-0"



Vicinity Map

Scale: 1" = 2,000'



Legal Description

Township, Range, Section, Tract Name & Number, Block, and Lot.

Site Plan Notes:

- Zoning District
- BOS Resolution No., if any.
- No. of Parking Spaces (by Type).
- Type of Construction (UBC).
- Use of Building.
- Flood Plain Designation w/ FIRM Panel No.
- Topo. Source (if Reqd.).
- ADA compliance, etc.
- Cut and fill in cu. yds, if any.
- Topos @ 2ft intervals ----

Utility Providers

- Electric by ...
- Well or Water by ...
- Septic or Sewer by ...
- Solid Waste by ...
- Gas (if applies) by ...

Owner's Name, Address, Email, and Phone

Preparer's Name, Address, Email, and Phone

Licensed AZ Professional Engineer/Architect's Seal & Signature

* Dimension will vary based upon distance to adjoining lot's driveway entrance.

Note: This represents the typical Site Plan map contents. Required information may vary given site's location and features.

Site Plan Review Processing Flowchart

