



# MOHAVE COUNTY DEVELOPMENT SERVICES

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Mailing Address: P.O. Box 7000, Kingman AZ 86402-7000

3250 E. Kino Ave, Kingman, AZ 86409  
(928) 757-0903

1130 E. Hancock Rd, Bullhead City, AZ 86442  
(928) 758-0707

700 N Hwy 91, Bldg B, Beaver Dam, AZ 86432  
(928) 347-

## Application for an Accessory Residence

Mohave County Zoning Ordinance Section 37.P

**For assistance in completing your application request our Planning Technician at 928-757-0903.**

### An accessory residence shall:

- Not exceed 75% of the primary residence (calculated by livable area, garages and patio space not included). If greater than 75% of the primary residence a special use permit should be obtained, this application does not apply.
- Comply with all setbacks applicable to the zoning classification in which they are located.
- Have a living room of not less than 120 square feet of habitable floor area and an additional 70 square feet of habitable floor area shall be provided for each occupant in excess of two.
- Include a kitchen with a sink, permanent cooking facilities (stove and/or oven that requires a gas connection or 220 volt electrical connection), and refrigeration facilities, each having a clear working space of not less than 30-inches in front, when not attached to or within the primary residence.
- Include a separate bathroom containing a sink, toilet, and bathtub or shower.
- Properties under one (1) acre in size are allowed one (1) detached and one (1) attached accessory residence on any lot or parcel where single family dwellings are permitted. Properties one (1) acre and greater are allowed two (2) detached and one (1) attached accessory residence.
- Comply with the requirements of ADEQ and the Mohave County Environmental Quality Division.

### Application Requirements:

A complete application package shall include the following:

- Completed application.
- Appropriate fee of \$140 (\$100 application, \$40 automation).
- Plot plan containing the following:
  - North arrow and scale.
  - Location and names of all streets adjacent to the lot.
  - Property boundaries, dimensions, and area of the lot.
  - Location and dimensions of primary residence and accessory residence.
  - If primary residence and accessory residence are separate structures, the distance between the structures must be shown.
  - Location / setback measurements of all existing and proposed accessory structures.
  - Location / setback measurements of all existing and proposed septic systems including the leach fields from the property boundaries and the distance between all septic systems, and existing and proposed buildings.
  - Location of any domestic wells.
  - Location of required off-street parking.

# ACCESSORY RESIDENCE APPLICATION

ARA- \_\_\_\_\_

## Property Information

Assessor Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Parcel Size \_\_\_\_\_ Acres

Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary residence square footage \_\_\_\_\_ Accessory residence square footage \_\_\_\_\_

## Owner Information

Owner Name(must match current deed): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Agent Information (to be completed if owner has appointed an agent to complete the application process)

Agent Name: \_\_\_\_\_

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.

## Approvals

Mohave County Department of Environmental Quality

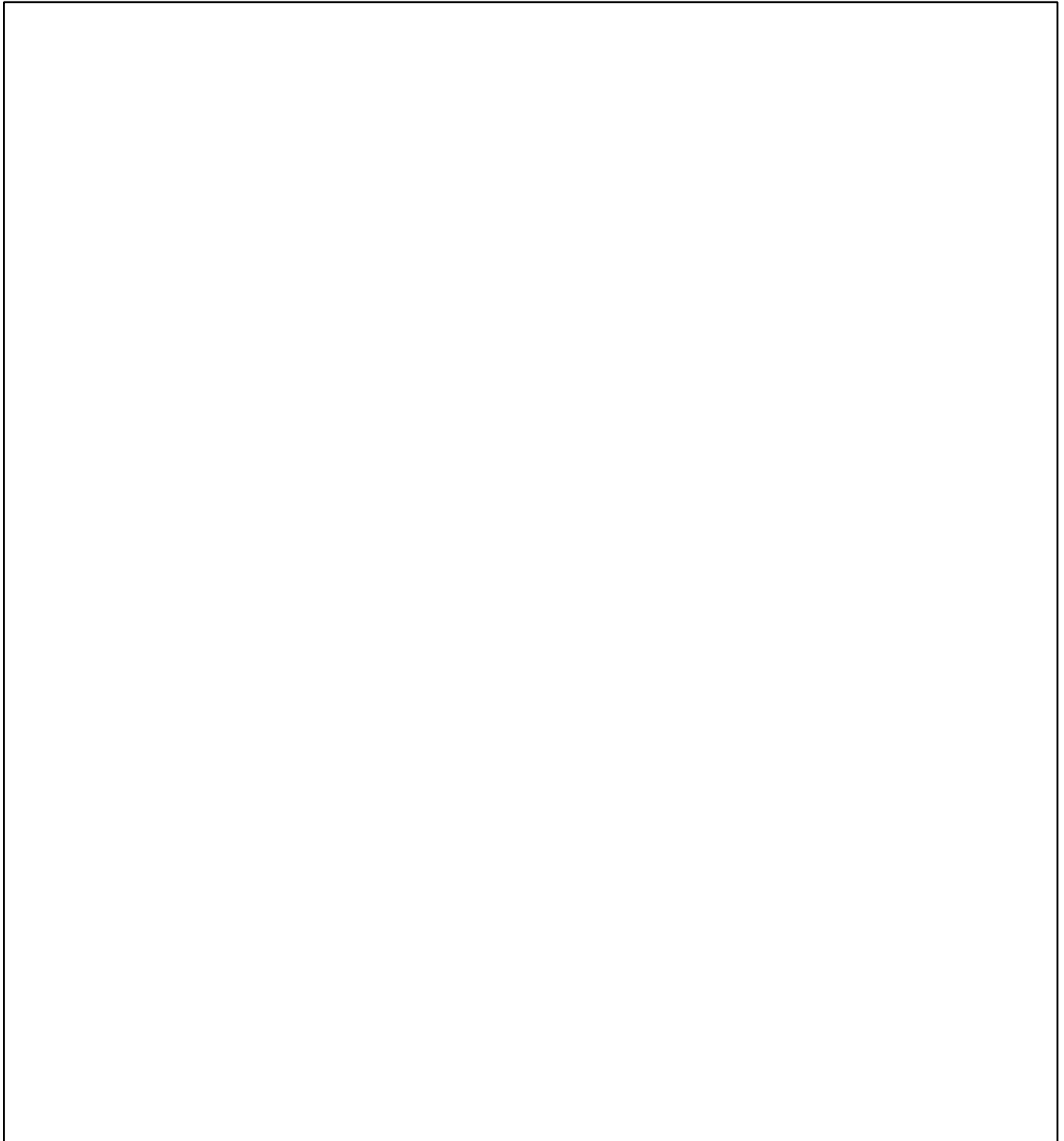
\_\_\_\_\_ Date: \_\_\_\_\_

Mohave County Planning and Zoning

\_\_\_\_\_ Date: \_\_\_\_\_

# Plot Plan for Accessory Residence Application on Assessor Parcel Number \_\_\_\_\_

- North arrow and scale of plan.
- Location and names of all streets adjacent to the lot.
- Property boundaries, dimensions, and area of the lot.
- Location and dimensions of primary residence and accessory residence.
- If primary residence and accessory residence are separate structures, the distance between the structures must be shown on the plan.
- Location of all existing and proposed accessory structures.
- Location of all existing and proposed septic systems including the leach fields.
- Setbacks from the property boundaries from all existing and proposed structures.
- Setbacks for all existing and proposed septic systems from the property boundaries and the distance between all septic systems, and existing and proposed buildings. Location of any domestic wells.
- Location of required off-street parking.



**Notice:** This permit requests authorization for an accessory residence. Building permits and any other required licensing or permits will still need to be obtained prior to commencement of use.

**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.

**Timeframe:** There is a 10-working day timeframe to determine administrative completeness. After the application is determined to be administratively complete there is a 20-working day timeframe for a substantive review.

**Fee:** \$140.00 (\$100 application, \$40 automation)

Applications may be submitted in person to:

**Mohave County Development Services Department**

Kingman Office:

3250 East Kino Avenue  
Kingman, AZ 86409  
928-757-0903  
Monday – Friday 7 am – 6 pm

Bullhead City Office:

1130 E Hancock Road  
Bullhead City, AZ 86442  
928-758-0707  
Monday – Friday 7 am – 6 pm (closed 12-1 for lunch)

Receipts will be mailed for fees received after 5:30 pm, checks only after 5:30 pm

Applications may be submitted by mail to:

U.S. Postal Service:

Mohave County  
Development Services - Planning  
PO Box 7000  
Kingman, AZ 86402

Other carriers (i.e. FedEx, UPS):

Mohave County  
Development Services – Planning  
3250 East Kino Avenue  
Kingman, AZ 86409

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Accessory Residence Application Checklist

Completed application with the signature of all owners of record. If a commercially owned property proof of signers' authorization should be included.

Appropriate fee.

Plot Plan.