



# MOHAVE COUNTY DEVELOPMENT SERVICES

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

3250 E. Kino Avenue, Kingman, AZ 86409  
Phone: (928) 757-0903

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

700 N. Hwy. 91, Bldg. B, Beaver Dam, AZ. 86432  
Phone: (928) 347-4904

[www.Mohave.gov](http://www.Mohave.gov)

## Application for Variance

Mohave County Zoning Ordinance Section 41

**For assistance in completing your application request a Planner at 928-757-0903.**

### Variance Eligibility:

A variance is to allow an adjustment from the terms of the Ordinance and Regulations when, due to special circumstances or conditions, applicable to the property referred to in the application, that do not prevail on other property in that zone, where a strict interpretation would create an unnecessary hardship, if in granting such variance the general intent and purpose of the Zoning Ordinance will be preserved. A variance may be applied for:

- Structure height
- Coverage Area
- Setbacks (size of yards and open spaces)
- Not more than 10% decrease in required parking required by Section 36
- Not more than a 10% increase in the size of signage allowed in Section 42

Establishment or expansion of a use otherwise prohibited shall not be allowed by a variance, nor shall a variance be granted because of the presence of nonconforming uses in the zoning district or adjoining zoning districts.

### Application Requirements:

A complete application package shall include the following:

- Completed application.
- Appropriate fee of \$540 (\$500 application fee, \$40 automation).
- Plot plan containing the following:
  - 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 existing and proposed structures and septic systems including the leach fields.
  - Setbacks from the property boundaries from all existing and proposed structures and the distance between all septic systems, and existing and proposed buildings.
  - Location of any domestic wells.
  - Location of required off-street parking.
- Narrative identifying justification for the requested variance to be granted, based on the criteria for approval, as specified in section 41.F.
- Evidence of the ability and intention of the applicant to proceed with actual construction work in accordance with said plans after issuance of permit.

# VARIANCE APPLICATION

## Property Information

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

Legal Description:

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Present use of property: \_\_\_\_\_

## 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: \_\_\_\_\_

## Request

Requested variation from the Mohave County Zoning Ordinance:

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Special circumstances or conditions that do not prevail on other property in the zone:

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## 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.

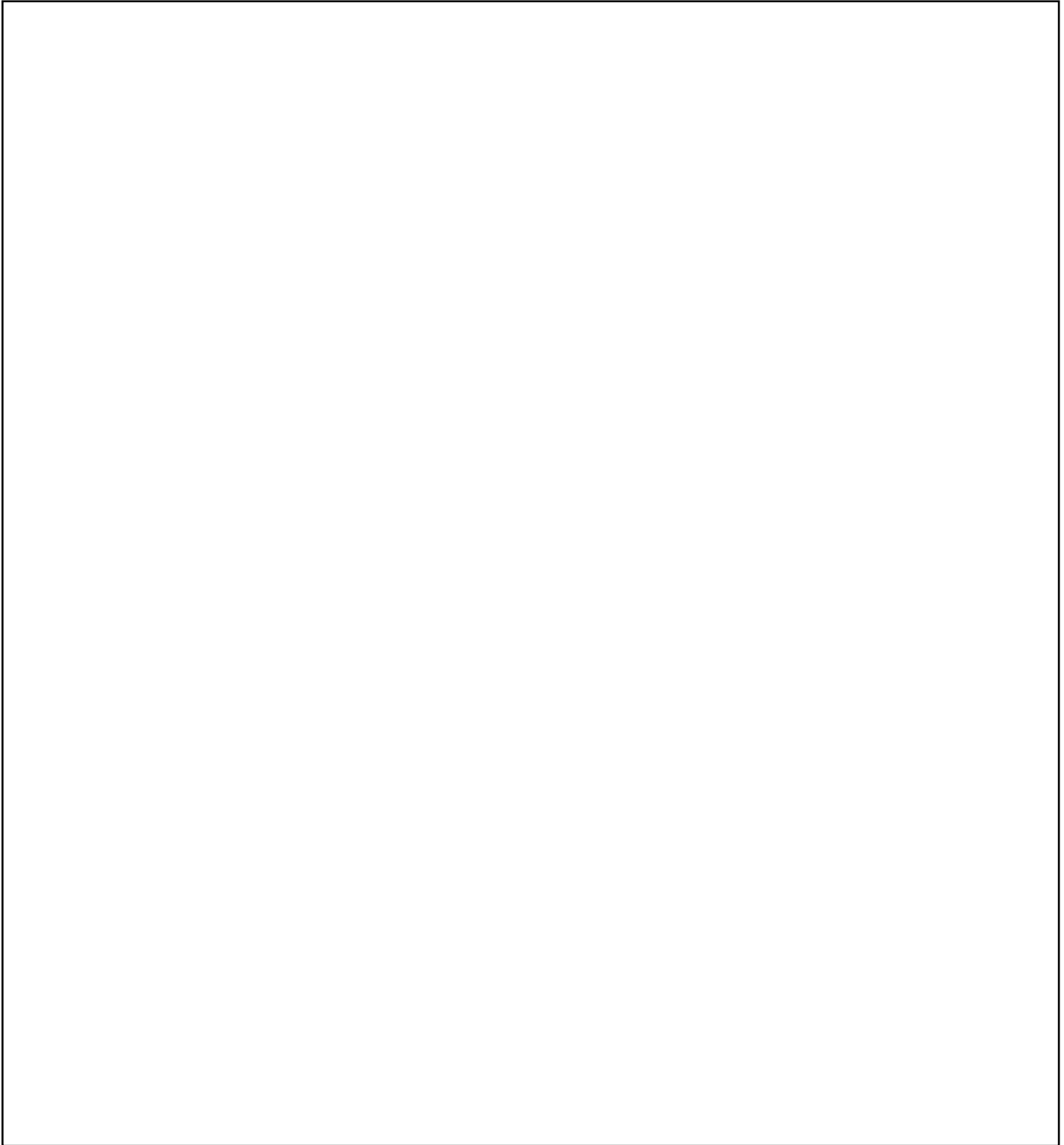
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All owners of record must sign. If property is owned by a commercial entity signing authority status must be provided.

# Plot Plan for Variance 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 existing and proposed structures and septic systems including the leach fields.
- Setbacks from the property boundaries from all existing and proposed structures and the distance between all septic systems, and existing and proposed buildings.
- Location of any domestic wells.
- Location of required off-street parking.



A proposed site plan meeting all requirements of Mohave County Zoning Ordinance 37.N is acceptable as a replacement for this plot plan.

**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. The Board of Adjustment shall hold a public hearing not later than 45 days after the application is determined to be administratively complete.

**Fee:** \$540.00

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

## Variance 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.
	Narrative of justification.
	Evidence of the ability and intention to proceed.