



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 Fax (928) 757-3577

1130 E. Hancock Rd., Bullhead City, AZ, 86442
Phone (928) 758-0707 Fax (928) 763-0870

700 N. Hwy 91, Bldg B., Beaver Dam, AZ, 86432
Phone (928) 347-4904 Fax (928) 947-4905

www.Mohave.gov

A.R.S. §11-1606 – Application Process Notice for Manufactured Home and/or Recreational Vehicle (RV) Park Plans (Sections 37.H and 37.G)

Under A.R.S. §11-1606 Mohave County is required to give you the following information when you apply for a Manufactured Home and/or an RV Park Plan under Sections 37.H and 37.G, Mohave County Zoning Ordinance.

The following steps are required for Manufactured Home and/or RV Park Plan application:

- Prepare a complete submittal package conforming to the appropriate submittal checklist. Checklists can be obtained from the Development Services Department offices listed above or from www.Mohave.gov under the Development Services Department link. Be sure to obtain the checklist that pertains to your development or project.
- Complete an application and submit the application with all items listed in the checklist to one of the Development Services offices in Kingman, Bullhead, or Beaver Dam. The Kingman Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m., excepting holidays. The Bullhead Office is open Monday through Thursday from 8:00 a.m. to 12:00 noon. Department staff is available in the Beaver Dam Office periodically. Please call Development Services for an appointment or to confirm staff availability.

Applicable licensing timeframes:

Specific licensing timeframes are listed at www.Mohave.gov under the Development Services Department link.

Contact Information

For questions regarding the RV Park Plan application process or submittal status, please feel free to contact a Planner at 928-757-0903 or email Planners@Mohave.gov

Under A.R.S. §11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement, or authorized substantive policy statement that affects the approval of the Manufactured Home and/or RV Park Plan by providing the County with a written request that states: 1) Your name and address; 2) The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement, or authorized substantive policy statement that requires clarification; 3) Any facts relevant to the requested ruling; 4) Your proposed interpretation, in whole or in part, of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 5) Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.

You may request clarification or interpretations or review criteria of the Manufactured Home and/or RV Park Plan staff member reviewing your project. 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 Adjustments after the appropriate application is completed. Board of Adjustment decisions may be appealed to the Superior Court within 30 days of their decision.

Manufactured Home and/or Recreational Vehicle (RV) Park Plan Application and Checklist

Instructions: Please complete this form and include it with your Manufactured Home and/or RV Park Plan submittal. Check the boxes that apply to your RV Park Plan submittal. If you're unsure about what to show or submit, please contact the Mohave County Planning Division.

The Manufactured Home and/or RV park plan will be reviewed by the County Development Services Department, the Public Works Department, the Health Department, and may also be routed to utility and public safety providers and other applicable agencies for review and comment.

The Planning and Zoning Division encourages you to schedule a **park plan pre-application meeting** to review the proposed development. The meeting may reduce the required Manufactured Home and/or RV park plan information and help speed the approval process. Please contact a Planner at (928) 757-0903, extension 5886 to schedule a park plan pre-submittal meeting.

Assessors Parcel Number(s):		
Project Name:		
Contact's Name:	Company:	Phone No:
Contact's Mailing Address:		
Contact's E-mail Address:		
Property Owner's Name:		Signature
Submittal Type (check one): <input type="checkbox"/> New Application <input type="checkbox"/> Revision to Previously Approved Park Plan (Insert Park Plan #):		

Please provide the following with your park plan submittal

- ☐ One digital & one hard copy of the park plan (max. 36" x 36") as described below, folded to approximately 9" x 12"
- ☐ One digital & one hard copy of a drainage report - as requested
- ☐ One digital & one hard copy of a percolation and soils test (if applicable)
- ☐ One digital & one hard copy of a Petition of Exception submittal (if applicable)
- ☐ A park plan review fee of \$790 plus \$2 per space
- ☐ Rezone or Zoning Use Permit application and fees (if applicable)

A. General information to be included on the park plan:

1. ☐ Applicant(s), Owner(s), and/or Engineer(s) contact information (including mailing address and phone number)
2. ☐ Engineer's Stamp (AZ licensed) and Date of Preparation
3. ☐ Property address, assessor parcel number, parcel size, legal description, and dimensions
4. ☐ Park area (in acres) and density (spaces per acre)
5. ☐ Current, proposed, and/or conditional zoning and resolution numbers as applicable
6. ☐ Zoning Use Permit resolution numbers as applicable
7. ☐ Zoning and land use for the adjacent parcels
8. ☐ North arrow, drawing scale, and vicinity map
9. ☐ Site access including names and right-of-way widths of abutting roadways
10. ☐ Location, size, and type of all easements
11. ☐ Source and date of topography information
12. ☐ Drainage arrows depicting direction of water flows
13. ☐ Utility (electric, water, wastewater, solid waste, telephone, gas) and fire district service providers
14. ☐ Plans and specifications of the water supply, refuse and sewage disposal, and sanitary facilities (as required by Arizona Department of Health Services)
15. ☐ Dimensions, height, location, setbacks from property lines, and nature of all existing and/or proposed buildings or facilities
16. ☐ Dimensions, location, and setbacks of boat, automobile, or operational vehicle open storage area (if proposed)
17. ☐ Location of water, sewer lines, riser pipes, fire hydrants (if applicable) and the electrical layout and proposed

lighting, if provided

18. ☐ Location, type, and height of existing/proposed fences or screening

B. Space information to be included on the park plan:

1. ☐ Location, dimensions, and sizes of all spaces (number each space)
2. ☐ Manufactured Home and/or RV separation and setbacks
3. ☐ Required utility connections
 - i. ☐ Water from a central water system
 - ii. ☐ Sewage disposal from a central sewage disposal system
 - iii. ☐ Electricity
4. ☐ Parking pad dimensions and material
5. ☐ At least one (1) vehicle parking space (minimum 9' x 19') on each space in addition to the parking pad

C. Parking/access information to be included on the park plan:

1. ☐ Location, dimensions, and surfacing of driveway entrances, internal park streets, and walkways
 - i. ☐ For parks with streets serving more than twelve (12) spaces internal streets shall be continuous and return to a public road
 - ii. ☐ Dead-end streets shall be limited to serve no more than twelve (12) spaces, and shall be provided at the closed end with a turnaround having an outside roadway diameter of at least sixty (60) feet
 - iii. ☐ Park street width shall be at least twenty (20) feet if one way and twenty-four (24) feet if two-way
2. ☐ Access to spaces shall be by internal streets only. No space shall have direct access to a public street
3. ☐ Describe how streets and spaces will be numbered or identified for emergency vehicle response
4. ☐ Surface material of parking areas and drives leading thereto
5. ☐ No on-street parking is allowed
6. ☐ A minimum of one (1) off-street parking space for every six (6) spaces shall be provided
7. ☐ Parking calculations based on accessory building uses
8. ☐ Parking stall setback from right-of-way
9. ☐ Dimensions for parking stalls, backing aisles, driving

- lanes, and off-street loading areas
10. ☐ Handicap parking, access aisle, slope, signage, and path of travel to all ADA accessible buildings

D. Recreation requirements to be included on the park plan:

- ☐ Recreational and/or usable common, open area(s) shall be provided and conveniently accessible to all park guests and shall be no less than seven percent (7%) of the total park area. Floor space in enclosed or open recreation halls and/or recreational amenities may be included in the requirement. The recreation open area requirement may not include parking, streets, or incidental landscaped or open parcels not suitable or intended for recreational use. Please provide calculation data.

E. Other information included with your submittal

- ☐ _____
- ☐ _____
- ☐ _____

Mohave County Contact Information:

Public Works: 928-757-0910 Planning/Building: 928-757-0903
Flood Control: 928-757-0925 Environmental Health: 928-757-0901
Economic Development: 928-757-0960

Office Use Only:

Received By:	Date/Time:
Assigned Planner:	
Fees Paid:	Park Plan #:
Notes:	

Regulatory Bill of Rights

Instructions:

Please read and sign that you acknowledge and understand your rights as defined by ARS 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 RV Park Plan have been determined based upon the complexity of the project 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 fifteen (15) 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 complete, is missing, the county will notify the applicant of the need for the missing material, and all processing time frames will be suspended from the date of that notice until the receipt of all of that 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.G and other applicable Sections of the Mohave County Zoning Ordinance as well 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 time frame will be fifteen (15) working days for each separate submittal, regardless of whether it is the initial submittal or a corrected or revised submittal. If, at the conclusion of the latest review, the County finds the Park Plan appears unready for public hearing, 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 Park 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 the date of the request for additional submittal(s) until the submittal of all the requested material, according to §11-1605.G. If the substantive changes to the Park Plan result in a different "kind" of project rather than a refinement to the "type" of project, the time frame shall be suspended and the applicant will submit the project as a new Park Plan.
5. I understand that once corrections have been made to the satisfaction of the County, Development Services will schedule the Park Plan for the necessary public hearings and the time frames are suspended.

6. I understand that if the overall project review time (including both Administrative and Substantive Reviews), minus periods of suspended time frames, reaches 180 working days and the Park Plan has not been approved, the applicant and county may agree to extend time frames by up to 25% per §11-1605.H.
7. I understand that in the case of Park 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 Park 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 and signature of Applicant

Date

Printed name and signature of Owner (if different than applicant)

Date

Printed name and signature of Development Services Department Representative

Date