



MOHAVE COUNTY DEVELOPMENT SERVICES

P. O. Box 7000, Kingman, Arizona 86402-7000 3250 E. Kino Avenue, Kingman www.Mohave.gov Telephone (928) 757-0903 FAX (928) 757-3577

A.R.S. §11-1606 – Application Process Notice for Site Plans (Section 37.N)

Under A.R.S. §11-1606 Mohave County is required to give you the following information when you apply for a Site Plan under Section 37.N, Mohave County Zoning Ordinance.

The Following steps are required for Site Plan applications:

- Prepare a complete submittal package conforming to the appropriate submittal checklist. Checklists can be obtained from the Development Services Department offices located 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 M-F from 8:00 a.m. to 5:00 p.m., excluding holidays. The Bullhead Office is open M-TH from 8:00 a.m. to 12:00 p.m. Department staff are 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 Site Plan application process or submittal status, please 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 Site 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 application.

You may request clarification or interpretations or review criteria of the Site 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 Adjustment after the appropriate application is completed. Board of Adjustment decisions may be appealed to the Superior Court within 30 days of their decision.



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Department Director

Sam Elters, P.E.
County Manager / County Engineer

Site Plan Application and Checklist

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

The site plan will be reviewed by the Development Services Department and, if found necessary, will be circulated for review and comments to the Public Works Department, Flood Control District, Division of Environmental Quality, and to the appropriate agencies, utility, and public safety providers.

The Planning Division encourages you to schedule a **site plan pre-submittal meeting** to review the proposed development. The meeting may reduce the required site plan information and help speed the approval process. Please contact a Planner II at (928) 757-0903 to schedule a site plan pre-submittal meeting.

Assessor's Parcel Number(s):		
Project Name:		
Contact's Name:	Company:	Phone No:
Contact's Mailing Address:		
Contact's Email Address:		
Submittal Type (check one): <input type="checkbox"/> New <input type="checkbox"/> Revision to Previously Approved Site Plan (Include Site Plan #): SP _____ - _____		
Economic Development Info (optional)- Capital Investment:		Possible Future Jobs:

Please provide the following with your site plan submittal (unless reduced as a result of the pre-submittal meeting):

- ☐ 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
- ☐ Ownership verification – Title Report or Deed
- ☐ Digital copy of each of the above items
- ☐ Review 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. Each site plan review period is 15 working days.

A. General Information to be included on the site plan (unless reduced as a result of the pre-submittal meeting):

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

15. ☐ FIRM Panel Number
16. ☐ Phase map or description if project will be developed in phases
17. ☐ 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.

B. Parking Information to be included on the site plan (unless reduced as a result of the pre-submittal meeting):

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

C. 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:	Site Plan #: SP _____ - _____
Notes:	



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

Instructions:

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 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 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

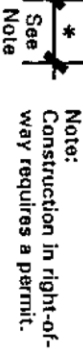
Printed Name & Signature of Owner (if different than applicant)

Date

Printed Name & Signature of Development Services Representative

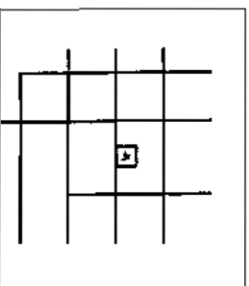
Date

North



Centerline of Roadway

Scale: 1" = 2,000'



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

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 Req'd.).

ADA compliance, etc.

Cut and fill in cu. yds, if any.

Topos @ 2ft intervals ---

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

