



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

Application for a Special Use Permit

Mohave County Zoning Ordinance Section 39

It is strongly recommended you contact our planning technician at 928-757-0903 or email planners@mohave.gov to assist you in completing your application.

Application Requirements:

- Completed application.
- Appropriate fee.
- Proof of Ownership (recorded Deed). A Quitclaim Deed must be accompanied by a Title Report. A limited report is acceptable.
- Notice of hearing letters, using the included fill in the blank letter. Please contact our planning technician to receive the list of property owners within 300 feet of your property. A map will also be provided for use, but you may create your own.
- The mailings need to be:
 - Pre-addressed.
 - Stamped. Please note: metered mail is not acceptable.
 - Unsealed (open).
 - Letter and map enclosed.
 - The return address to be printed on the envelopes is
MOHAVE COUNTY DEVELOPMENT SERVICES
P O BOX 7000
KINGMAN AZ 86402
- Conceptual site plan that shows the new use.

Additional Notice: This permit allows the use to begin the formal steps of establishment. Building permits, site plan approval, and any other required licensing or permits will still need to be obtained prior to commencement of use. Not completing the requirements of all mandatory applications may result in penalties.

The Department will schedule the application for hearing by the Planning and Zoning Commission at the next available date after receipt of a complete application package. The Department will mail notification letters provided by the applicant to all property owners of record within 300 feet of the property proposed for the special use 14 days prior to the hearing.

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.

Submittal Deadline:

Applications for a Special Use Permit will not be considered at a Planning and Zoning Commission meeting sooner than six weeks after the filing deadline. Applications must be complete and received prior to 12:00 Noon on the last Wednesday of the month. Incomplete applications will be returned to the applicant or delayed to a later meeting pending completion of the application or receipt of required supplemental information. Filing deadlines are at the end of this application.

Processing Fees (updated by Mohave County Ordinance No. 2018-03 effective 07/18/2018):

Type of Use	Fee
Commercial	\$540.00
Residential	\$540.00
Renewable Energy	\$540.00 plus actual expense in excess

These fees include a \$40 non-refundable automation fee as approved by the Board of Supervisors Resolution No. 2005-446.

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 8 am – 5 pm

Bullhead City Office:

1130 E Hancock Road
Bullhead City, AZ 86442
928-758-0707
Monday – Friday 8 am – 5 pm (closed 12-1 for lunch)

Receipts will be mailed for fees received after 4:30 pm, checks only after 4:30 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

SPECIAL USE PERMIT APPLICATION

Inquiry Information

Have you contacted a representative from the Planning and Zoning Division of Mohave County Development Services prior to submitting this application? ☐ Yes ☐ No

Property Information

Assessor Parcel Number: _____ Current Zoning: _____ Parcel Size _____ Acres

Legal Description:

Water Provider: _____ Electric provider: _____ Sewer provider: _____

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

I (we) hereby request that the Board of Supervisors set this matter for public hearing following evaluation by the Planning and Zoning Commission for a Mohave County Special Use Permit to allow for:

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.

Special Use Permit Notice of Hearing

Dear Property Owner:

This letter is to notify you of a request for a Special Use Permit for the below-captioned property to allow for

The Mohave County Zoning Ordinance requires all property owners within 300 feet of the subject property be notified of this request. The enclosed vicinity map is included for your reference.

Please direct written comments to the Mohave County Development Services Department at the following address:

Mohave County Development Services Department
3250 East Kino Avenue
P.O. Box 7000
Kingman AZ 86402-7000
928-757-0903 Fax 928-757-3577

Or email the planner assigned to the item at the email address located on the bottom of the enclosed *Notice of Planning and Zoning Commission Public Hearing* slip. You may direct questions to the applicant, contact information below. Please direct all comments to Mohave County Development Services.

Sincerely,

Applicant / agent

Contact information:

Assessor Parcel Number and Legal Description of proposed Special Use location:

Special Use Permit 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.

Proof of Ownership (recorded Deed). A Quitclaim Deed must be accompanied by a Title Report. A limited report is acceptable.

Notice of hearing letters using the included fill in the blank letter. The letters need to be pre-addressed, stamped, and unsealed with the return address:

MOHAVE COUNTY DEVELOPMENT SERVICES
P O BOX 7000
KINGMAN AZ 86402

Because the date of mailing for notification letters is unknown, we cannot accept metered postage. Only postage stamps are acceptable.

Conceptual site plan that shows the new use.

Title report as needed (REQUIRED for Quit Claim deeds). Limited report is acceptable.

SUBMITTAL DEADLINE

Applications will not be considered at a Planning and Zoning Commission meeting sooner than six weeks after the filing deadline. Applications must be complete and received prior to 12:00 Noon on the last Wednesday of the month. Incomplete applications will be returned to the applicant or delayed to a later meeting pending completion of the application or receipt of required supplemental information. Filing deadlines for the Calendar Year 2026 are as follows:

Deadline for Submittal 12:00 Noon	Deadline to Withdraw eligible for refund 5:00 PM	Planning & Zoning Commission Meeting 10:00 AM	Board of Supervisors Meeting 9:30 AM
December 31, 2025		February 11, 2026	March 2, 2026
January 28, 2026	February 11, 2026	March 11, 2026	April 6, 2026
February 25, 2026	March 11, 2026	April 8, 2026	May 4, 2026
March 25, 2026	April 15, 2026	May 13, 2026	June 1, 2026
April 29, 2026	May 13, 2026	June 10, 2026	July 6, 2026
May 27, 2026	June 10, 2026	July 8, 2026	August 3, 2026
June 24, 2026	July 15, 2026	August 12, 2026	September 8, 2026
July 29, 2026	August 12, 2026	September 9, 2026	October 6, 2026
August 26, 2026	September 16, 2026	October 14, 2026	November 2, 2026
September 30, 2026	October 14, 2026	November 12, 2026	December 7, 2026
October 28, 2026	November 10, 2026	December 9, 2026	January 4, 2027
November 25, 2026	December 16, 2026	January 13, 2027	February 1, 2027
December 30, 2026	January 13, 2027	February 10, 2027	March 1, 2027

While attendance is not a requirement, it is strongly recommended you are present to answer any questions the Commission or Board may have.