



MOHAVE COUNTY DEVELOPMENT SERVICES

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) 347-4904

Extension of Time for an Approved Resolution of a Rezone or Special Use Permit

When the Mohave County Board of Supervisors conditionally approves a resolution, a time for completion of conditions is stated in the resolution. If the conditions are not completed by the expiration date, the approval will become void and rezones are subject to rescission. The Board of Supervisors may, at their discretion, grant extensions of time for completion of the conditions.

Application Requirements:

A complete application package shall include the following:

- Completed application.
- Appropriate fee.

Rezone to	Fee	Other Applications	Fee
Residential Zone	\$415.00	Minor General Plan Amendment	\$340.00
Commercial Zone	\$540.00	Special Use Permit	\$290.00
Special Zoning	\$790.00		

\$40 automation fee included in above totals

- Notice of hearing letters, using the correct enclosed fill in the blank letter (REZONE or SPECIAL USE PERMIT). 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, map, and copy of approved resolution enclosed.
- The return address to be printed on the envelopes is:

Mohave County Development Services
PO Box 7000
Kingman, AZ 86402

- If ownership has changed since approval a copy of the newest deed. A Quitclaim Deed must be accompanied by a title report.

Request for an Extension of Time

Approval Information

Approved B.O.S. Resolution No. _____ Dated _____

Property Information

Assessor Parcel Number: _____

Legal Description:

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 an extension of time to complete conditions of an approved B.O.S. Resolution.

The following conditions HAVE been met:

The following conditions have NOT been met:

The conditions have not been completed because:

The anticipated date for completion of conditions is _____

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.

Notice of Hearing

Extension of Time of a REZONE

Dear Property Owner:

This letter is to notify you of a request for an extension of time to complete conditions listed on approved B.O.S. Resolution No. _____ that was approved by the Mohave County Board of Supervisors on _____.

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.

Arizona Revised Statutes § 11-814.D relating to County Zoning indicates that if twenty percent (20%) of the property owners by area and number within the zoning area (300 feet) file protests to the proposed change, the change shall not be made except by a three - quarters (3/4) vote of all members of the Board of Supervisors.

Protests to be included in the calculation MUST be:

- Be filed in writing before noon the Friday prior to the Board of Supervisors hearing.
- Clearly state opposition to the amendment or change.
- Indicate the Assessor's Parcel Number or Address of the parcel(s) owned by the party filing the comment.
- Filed by the property owner of the property within 300'. If there are multiple parties owning one property, a single filing by any member of the party is sufficient. Only one opposition per property will be counted.

Please email all comments to 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, to our general email at Planners@Mohave.gov, or you can mail letters to the following address:

Mohave County Development Services
P.O. Box 7000
Kingman AZ 86402-7000
928-757-0903

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 subject property: _____

Notice of Hearing

Extension of Time of a SPECIAL USE PERMIT

Dear Property Owner:

This letter is to notify you of a request for an extension of time to complete conditions listed on approved B.O.S.

Resolution No. _____ that was approved by the Mohave County Board of Supervisors on _____.

(date)

The Mohave County Zoning Ordinance requires all property owners within 300 feet of the subject property be notified of this request. The enclosed approved resolution and vicinity map are 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 subject property:

**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: Please see the following Submittal Deadlines details.

Processing Fees (*\$40 automation fee INCLUDED below*):

Rezone to	Fee	Other Applications	Fee
Residential Zone	\$415.00	Minor General Plan Amendment	\$340.00
Commercial Zone	\$540.00	Special Use Permit	\$290.00
Special Zoning	\$790.00		

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

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 5, 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.

Extension of time 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.

Notice of hearing letters as described on the cover sheet of this application packet using the proper template. Note there is one for REZONE and a different one for SPECIAL USE PERMIT.

The return address should be:
Mohave County Development Services
PO Box 7000
Kingman, AZ 86402

If ownership has changed since approval a current Proof of Ownership (recorded Grant, Warranty, Joint Tenancy Deed or similar Deed). A Quitclaim Deed must be accompanied by a Title Report

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