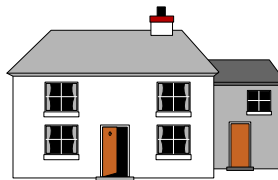


CITY OF BULLHEAD CITY DEVELOPER'S GUIDE



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Prepared by Planning and Zoning Department
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PREFACE

This Development Guide was put together to assist builders, contractors, and developers in obtaining the necessary approvals and permits for construction and development projects from the City of Bullhead City. Our hope is that this publication will aid in the expeditious processing of those projects.

Reviewing this Guide thoroughly will help you understand and fulfill the requirements of the various reviewing departments involved in the processing of development plans and permits. We encourage you to review your proposals while they are still in the conceptual stages with the appropriate development staff.

This Guide will also serve to assist the City in the development of a positive community environment based on solid land use planning principals. The City of Bullhead City is located in a volatile growth area and the effective control of that growth is of prime importance.

The fees and charges quoted throughout this Guide are subject to change and should be verified at the time of development. Also, this Guide is published as a source of information and does not in any way supersede actual regulations adopted by the City Council.

If you have any questions or need assistance call the Planning and Zoning Department at (928) 763-0123.

**CITY OF BULLHEAD CITY
DEVELOPMENT GUIDE**

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CHAPTER 1

INTRODUCTION AND CITY ORGANIZATION

The purpose of this Development Guide is to provide builders, contractors, and developers with a single source of information on the City's procedures for development. This information is a synopsis of the various ordinances and regulations adopted by the City Council to guide development and growth within Bullhead City. This document also outlines the responsibilities of the different departments and official governing bodies of the City, in relation to the enforcement of City procedures.

Board of Adjustment

Since it is impossible to draft a zoning ordinance that will cover every conceivable combination of circumstances, Boards of Adjustment are created to provide a means to deal with problems as they arise. The Board is a quasi-judicial administrative body appointed by the City Council. The Board is composed of five resident taxpayers of the City who serve a two-year term. The Board meets the second Monday of each month, as necessary.

A Board of Adjustment has only those powers that are delegated to it by state law. Generally, the Board can only interpret the meaning and spirit of the zoning regulations as enacted by the Council. Arizona Revised Statutes Section 9-462 grants the Board its powers, which are briefly summarized below.

1. Hear and decide appeals in which it is alleged there is an error in an order, requirement or decision made by the zoning administrator in the enforcement of a zoning ordinance adopted pursuant to this code.
2. Hear and decide appeals for variances from the terms of the zoning ordinance only if, because of special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, the strict application of the zoning ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district. Any variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.
3. Reverse or affirm, wholly or partly, or modify the order, requirement or decision of the zoning administrator appealed from, and make such order, requirement, decision or determination as necessary.

The Board of Adjustment may not make any changes in the uses permitted in any zoning classification or zoning district, or make any changes in the terms of the zoning ordinance; provided, the restriction in this subparagraph shall not affect the authority to grant variances pursuant to this

code. The Board also may not grant a variance if the special circumstances applicable to the property are self-imposed by the property owner.

Board of Appeals

In order to hear and decide appeals of orders, decisions, or determinations made by the Building Official, relative to the application and interpretation of the Uniform Building Codes and related city codes under Title 15, the Board of Appeals was created. This Board is composed of five resident taxpayers who serve a two-year term. Members of this Board must be qualified by experience and training to pass upon matters pertaining to building construction. The Board meets the fourth Thursday of each month, as necessary. Briefly, the duties of the Board are to:

1. Determine the suitability of alternate materials and methods of construction.
2. Provide reasonable interpretations of the International Construction Codes.
3. Act as the City's "Hearing Officer" in regards to dedications and exactions.

City Council

The City Council of the City of Bullhead City is the official law making body of the city. The Council is composed of one Mayor and six members elected at large. In relation to Development Services Department functions, the Council is responsible for the actions described below.

1. Appointing Board of Adjustment, Board of Appeals, Planning and Zoning Commission, Water Resources Advisory Committee members.
2. Approving text, density, and zoning map changes.
3. Adopting and promoting planning development policies.
4. Approving preliminary and final subdivision plats, abandonment requests and conditional use permit appeals.

Development Review Committee

The Development Review Committee consists of representatives from various City departments, the Bullhead City Fire Department and local utilities. The Committee's purpose is to review with the applicant, development plans including all current development proposals, conceptual plans, complex permit requests, concept plans, preliminary and final subdivision plats and any other departmental activities deemed appropriate.

The primary goal of the Committee is to facilitate the return of the comments of the committee members to the applicant in a timely fashion. The applicant or his representative is encouraged to attend and participate in the meeting to answer questions and hear comments of Committee members. If the applicant or representative is unable to attend written comments will be available to the applicant upon request.

Parks and Recreation Commission

The purpose of the Parks and Recreation Commission is to review all public park plans, recreation programs, and proposed park sites and make recommendations to the City Council. The Parks and Recreation Commission is composed of seven members appointed by the Mayor with approval of the City Council for two-year terms. The Commission meets on the third Wednesday of each month, as necessary.

Planning and Zoning Commission

Arizona Revised Statutes Section 9-461 allows the City Council to establish and appoint a Planning and Zoning Commission. Bullhead City's Commission is composed of seven resident taxpayers who serve a two-year term. The Commission meets the first Thursday of each month, as necessary. The duties of the Commission are summarized below.

1. Assist in the preparation of a general plan. This is one of the most important roles of the Commission. They assist and advise the local elected officials in developing goals, policies, and programs for future development of the City.
2. Review development proposals, proposed changes to ordinances and changes in development policies.

Water Resources Advisory Committee

The general purpose of the Water Resources Advisory Committee is to make recommendations to the City Council regarding water issues. The Committee is appointed by the City Council and is composed of a maximum of seven voting members, each of which shall be appointed from the community at large by a majority of the City Council. The non-voting membership of the Committee shall be comprised of two city staff appointed by the Development Services Director and two elected officials who are the Mayor and the Vice Mayor of the City Council or other Council member so designated by the Mayor or Vice Mayor. The Committee meets the second Tuesday of the month, as necessary.

The Water Resources Advisory Committee has only those powers that are delegated to it by Section 2.52.040 of the city code and they are advisory to the City Council. Briefly, the Committee can:

1. Make recommendations to the City Council regarding water related issues, including, but not limited to the acquisition of a reliable water supply for the present and future.
2. Review and comment on ordinances and policy matters effecting the planning and distribution of water.

CHAPTER 2

DEVELOPMENT DEPARTMENTS

Chapter 2 describes the City's Development Departments, which include the programs of Building, Engineering, and Planning and Zoning. These departments compliment one another in an effort to insure coordinated growth through planned, quality development within the community. The departments at certain times also act as the liaison for the city in its interactions with various state and federal agencies.

Building Department

The Building Department enforces the building, nuisance, subdivision and zoning regulations, provides information for building activities, coordinates building site plan review with other departments, issues all permits associated with construction, and provides inspection service of the same. This Department also renders technical assistance to the Board of Appeals.

Engineering Department

The Engineering Department provides technical assistance and data to all other departments in regards to engineering design guidelines and specifications set forth in the floodplain, grading, and subdivision regulations. The engineering staff also provides research for public projects, in addition to conducting field investigations and participating in civil plan review. On an as needed basis, this Department provides staff support to the Water Resources Advisory Committee.

Planning and Zoning Department

The Planning and Zoning Department provides guidance for future physical growth by rendering technical assistance to the Board of Adjustment, City Council, Planning and Zoning Commission, and Water Resources Advisory Committee. The Planners consult with architects, developers, and engineers relative to all aspects of land use planning and construction.

This Department updates and amends codes and regulations, prepares and coordinates special reports as needed, processes requests for rezoning, subdivision review, conditional use permits and variances, and monitors building permits, and issues permits for fences, manufactured, mobile, or modular homes and signs.

In addition, the Planning and Zoning staff manages projects as needed, researches special projects, provides a liaison with other governmental agencies, and administers matters relative to public land use. Occasionally, this Department applies for grants and oversees the resulting projects.

CHAPTER 3

PLANNING AND ZONING PROCEDURES

Chapter 3 provides a brief description of certain land use functions administered by the Planning and Zoning Division.

Abandonment

During the course of development it may become necessary to abandon public rights-of-way that have been dedicated as alleys, streets, and/or easements established for various purposes. If you wish to request an abandonment, contact a Planner in the Development Services Department. Appendix A includes application information and a flow chart outlining the steps involved in the abandonment process. The process from beginning to end takes approximately eight weeks provided none of the steps has to be repeated. See Appendix F for the applicable fees.

Conditional Use Permit

Every zoning district contains certain buildings, structures, and uses of land that are normal and complementary to the principal uses in the district. However, in some cases, a use by reason of its typical physical or operational characteristics is sometimes incompatible with certain adjacent activities and uses. Therefore, this type of use warrants special consideration.

The purpose of the conditional use permit (CUP) is to allow special consideration of these uses, and in addition determine if the proposed "conditional use" would be appropriate in certain locations within a zoning district. The request is reviewed to assure that the "conditional use" has been designed and developed in a manner that promotes compatibility with adjacent uses.

Every CUP issued is applicable only to the specific property for which it was issued. More than one CUP may be outstanding for any specific property at one time provided they are for unrelated purposes.

Any CUP granted by the Planning and Zoning Commission shall be commenced within the time frame established at the time of approval, and diligently pursued, otherwise it will become null and void. In addition, the Commission establishes a time limitation for all CUP's. At the end of that time limit, the applicant must apply for a CUP.

If you wish to apply for a conditional use permit, contact a Planner in the Development Services Department. Appendix A includes application information and a flow chart outlining the steps involved in the conditional use permit. The process from beginning to end takes approximately eight weeks provided none of the steps has to be repeated. See Appendix F for the applicable fees.

Density and Zoning Map Change

The City of Bullhead City has been divided into fifteen zoning districts. The purpose of the districts is to classify, regulate, and restrict the location of buildings and land uses; to control the height and bulk of buildings; to regulate and limit the intensity of the use of lot areas; and to regulate and determine the area of yards and other open spaces within and surrounding such buildings. The districts are as follows:

- R1L Residential: Single Family Limited
Allows single-family conventional development and those uses that are both compatible and convenient to the neighborhood.

- R1S Residential: Single Family Suburban
Allows single-family conventional development and those uses that are both compatible and convenient to the neighborhood. Lot sizes must be a minimum of one acre.

- R1FB Residential: Single Family Factory Built
Allow sites exclusively for factory built buildings used for single-family dwelling purposes and those uses that are both compatible and convenient to the neighborhood.

- R1MH Residential: Single Family Manufactured Home
Allows sites for manufactured or factory built homes, and use and structures accessory and incidental to these homes.

- R2MF Residential: Multiple Family
Allows for development of multiple family residences in areas where a higher density of housing is desirable.

- RS Residential and Services
Allows for orderly and compatible development in transitional areas between residential and non-residential districts and to establish areas for those commercial facilities which are especially useful in close proximity to residential areas.

- P1 Parking
Establishes areas for parking in close proximity to land uses that create a need for substantial parking.

- C1 Commercial: Neighborhood Sales and Services
Allows for retail and service establishments in close proximity to residential areas. These uses supply commodities or perform services to meet the daily needs of the neighborhood.

- C2 Commercial: General Sales and Services
Allows the sale of commodities and the performance of services and other activities in locations for which the market area extends beyond the immediate residential neighborhoods. The district provides accommodations for retail and service establishments required to meet the city's needs, and which are generally allowed along major streets and highways.
- C3 Commercial and Minor Industrial
Establishes and preserves areas for the heaviest type of commercial activities.
- M1 Industrial: General Limited
Provides sufficient space in appropriate locations for manufacturing development, wholesale and heavy commercial uses.
- M2 Industrial: Heavy
Provides sufficient space in appropriate locations for heavy industrial development.
- GC Golf Course
Establishes and sets aside areas for golf courses and various uses ancillary to a golf course.
- P/OS Parks/Open Space
Establishes and preserves areas for parks and open spaces, as well as promotes the public health, safety and welfare by providing land use controls for those areas set aside for parks and open spaces.
- PL Public Lands
These are lands held in ownership of public or quasi-public agencies. Provides areas within the community for location of parks, public open space, governmental buildings and facilities, schools, quasi-public buildings and facilities.
- RP Residential Park

Provides standards for the design and establishment of temporary or long term parking and occupancy area for manufactured homes, park trailers and recreational vehicles.

In addition, Bullhead City has been divided into density districts, which are intended to be combined with the districts listed above. The purposes of these districts are to regulate lot area and dimensions, amount of lot area required for each unit, yard width and depth, building height, spacing and percent lot coverage. Tables 3-1, 3-2, and 3-3 show the density district standards, and also the base density for each zoning district.

If you wish to establish a land use on a site that does not conform to the present zoning or density, a rezoning application shall be filed with the Development Services Department. Appendix A includes application information and a flow chart outlining the steps involved in the density and zoning map change process. The process from beginning to end takes approximately eight weeks provided none of the steps has to be repeated. See Appendix F for the applicable fees.

It is important for the applicant to remember that the basic conditions under which approval of the density or zoning map change is granted, may not be changed. In addition, approval is valid for the time frame established by the City Council action. Extensions of time may be considered if the applicant can demonstrate there are extenuating circumstances affecting his project, and that he has made subsequent submittals to the Development Services Department to move the project towards completion.

TABLE 3-1
SINGLE FAMILY
DENSITY DISTRICTS

DENSITY DISTRICT	MINIMUM LOT AREA	MINIMUM LOT AREA PER DWELLING	MINIMUM LOT WIDTH /DEPTH	MINIMUM SETBACK	MAXIMUM BUILDING HEIGHT	MAXIMUM LOT COVERAGE %	MINIMUM SPACING BETWEEN BUILDINGS
				F R IN EX	ST FT		
6	6,000	6,000	60/100	20 15 5 10	3 35	60	6
7	7,000	7,000	70/100	20 20 5 10	3 35	60	6
8	8,000	8,000	80/100	25 25 5 10	3 35	50	6
9	9,000	9,000	90/100	25 25 5 10	3 35	50	8
10	10,000	10,000	100	25 25 7 10	3 35	40	8
12	12,000	12,000	100	25 25 7 10	3 35	40	8
21	21,000	21,000	100	25 25 7 10	3 35	40	8
28	28,000	28,000	100	25 25 7 10	3 35	40	8
35	35,000	35,000	165	40 40 20 20	3 35	15	20
43	43,560	43,560	30	25 25 25 25	3 35	25	20

Notes:

- 1 See specific zoning district regulations and Chapter 17.06 General District Requirements, for additional regulations that when specified shall supersede this Chapter.
- 2 Minimum dimension for width and depth individually. The minimum lot area shall prevail.
- 3 Setback requirements established at the time of original subdivision approval, if less shall prevail over setbacks established in this table and elsewhere in this Chapter.
- 4 Lots sizes established at the time of original subdivision approval, if less, shall comply with the D6 density district requirements in this table and elsewhere in this Chapter.
- 5 Lots zoned single family residential that are adjacent to golf courses, open spaces dedicated for park and recreation purposes, waterfront or the Colorado River and have less than seven thousand square feet of lot area shall be allowed sixty-five percent lot coverage provided no structure encroaches into an easement or required yard.
- 6 Lots may be allowed up to 10% less of lot width, at the time of preliminary subdivision plat approval, provided that the total number of lots within a block divided into the cumulative width of all lots within the block yields an average lot width which is not less than the lot width required by the applicable density district.

TABLE 3-2

**MULTIPLE FAMILY
DENSITY DISTRICTS**

DENSITY DISTRICT	MINIMUM LOT AREA	MINIMUM LOT AREA PER DWELLING	MINIMUM LOT WIDTH /DEPTH	MINIMUM SETBACK F R IN EX	MAXIMUM BUILDING HEIGHT ST FT	MAXIMUM LOT COVERAGE %	MINIMUM SPACING BETWEEN BUILDINGS
1	7,000	1,000	70/100	15 15 5 10	3 35	60	6
2	8,000	2,000	80/100	15 15 5 10	3 35	60	6
3	9,000	3,000	90/100	20 20 5 10	3 35	50	8

Notes:

- 1 See specific zoning district regulations and Chapter 17.06 General District Requirements, for additional regulations that when specified shall supersede this Chapter.
- 2 Minimum dimension for width and depth individually. The minimum lot area shall prevail.
- 3 Setback requirements established at the time of original subdivision approval, if less, shall prevail over setbacks established in this table and elsewhere in this Chapter.
- 4 Lots sizes established at the time of original subdivision approval, if less, shall comply with the D6 density district requirements in this table and elsewhere in this Chapter.
- 5 Lots may be allowed up to 10% less of lot width, at the time of preliminary subdivision plat approval, provided that the total number of lots within a block divided into the cumulative width of all lots within the block yields an average lot width which is not less than the lot width required by the applicable density district.

TABLE 3-3

**COMMERCIAL & INDUSTRIAL
DENSITY DISTRICTS**

DENSITY DISTRICT	MINIMUM LOT AREA	MINIMUM LOT AREA PER DWELLING	MINIMUM LOT WIDTH /DEPTH	MINIMUM SETBACK F R IN EX	MAXIMUM BUILDING HEIGHT ST FT	MAXIMUM LOT COVERAGE %	MINIMUM SPACING BETWEEN BUILDINGS
6	6,000	6,000	60/100	See Sections 17.38.030 & 17.38.040	3 35	60	6
7	7,000	7,000	70/100	"	3 35	50	6
8	8,000	8,000	80/100	"	3 35	50	6
9	9,000	9,000	90/100	"	3 35	50	8
10	10,000	10,000	100	"	3 35	40	8
12	12,000	12,000	100	"	3 35	40	8
35	35,000	35,000	165	"	3 35	15	20

Notes:

- 1 See specific zoning district regulations and Chapter 17.06 General District Requirements, for additional regulations that when specified shall supersede this Chapter.
- 2 Minimum dimension for width and depth individually. The minimum lot area shall prevail.
- 3 Setback requirements established at the time of original subdivision approval, if less, shall prevail over setbacks established in this table and elsewhere in this Chapter.
- 4 Lots sizes established at the time of original subdivision approval, if less, shall comply with the D6 density district requirements in this table and elsewhere in this Chapter.
- 5 Lots may be allowed up to 10% less of lot width, at the time of preliminary subdivision plat approval, provided that the total number of lots within a block divided into the cumulative width of all lots within the block yields an average lot width which is not less than the lot width required by the applicable density district.

Variance

A variance results in permission to vary from the terms of a zoning ordinance. It is a form of relief that acts as a safety valve. It is provided because of the difficulties in drafting a zoning ordinance that applies equally to all properties and circumstances. At times there are individual lots, which due to some unusual characteristic, cannot be put into productive use if all detailed regulations are strictly applied.

When applying for a variance, the applicant shall show that there are special circumstances or conditions that justify the variance from the code requirements. The special conditions may not be self imposed or financial in nature. Thus, if the code was strictly enforced it would cause an unnecessary hardship on the applicant. It is also the applicant's responsibility to submit all information that may be necessary to the case prior to the Board of Adjustment hearing. The Board will not negotiate with the applicant during the hearing process.

In granting a variance for a development scheme or construction, the necessary permits shall be obtained and work commenced within six months of approval, failure to do so will void the ruling unless a longer time had been granted, or an extension of time is obtained.

If you wish to apply for a variance, contact a Planner in the Development Services Department. Appendix A includes application information and a flow chart outlining the steps involved in the variance process. The process from beginning to end takes approximately eight weeks provided none of the steps has to be repeated. See Appendix F for the applicable fees.

CHAPTER 4

LAND SPLIT AND SUBDIVISION PROCEDURES

Chapter 4 provides a description of the land split and subdivision procedures as administered by the Development Services Department.

Purpose and Definitions

The purpose of these regulations is to provide for the orderly growth and harmonious development of the City of Bullhead City. The definitions of land split and subdivision are as:

"Land split" means the division of improved or unimproved land into two or three tracts or parcels of land for the purpose of sales, rent or lease.

"Subdivision" means land divided into four or more lots, tracts or parcels of land, or, if a new street is involved, any such property which is divided into two or more lots, tracts or parcels of land, or, any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two parts. "Subdivision" also includes any condominium, cooperative, community apartments, townhouse or similar project containing four or more parcels in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon.

The subdivision ordinance allows for the operation of a Development Review Committee which consists of representatives from various city departments, Bullhead City Fire Department and local utility companies. This Committee examines all concept plans, preliminary and final subdivision plats for their compliance with the applicable city codes. Their comments are then forwarded through the Development Services Department to the Planning and Zoning Commission and the City Council.

The preparation, submittal, review, and approval of all subdivision plats located within the City will proceed through the progressive stages briefly described in the following paragraphs. Appendix B includes the application information, check lists, and flow charts which outline the various stages and submittal requirements associated with the division of land. See a Planner in the Development Services Department for complete information on the land split, concept plan and subdivision processes. Also, see Appendix F for the applicable fees.

Pre-application Conference

The pre-application conference comprises an investigatory period which precedes actual preparation of land split maps, concept plans, preliminary and final plats by the applicant. This is the time for the Development Services Department staff and applicant to discuss the proposal in relation to the City's procedural steps, design and improvement standards, general plat guidelines and other applicable code requirements. Zoning will also be reviewed with the applicant. If the parcel in question does not have the appropriate zoning, the applicant must initiate a formal zone change

request. Upon approval of the applicant's general approach by the City the applicant can proceed to the land split, concept plan or preliminary plat stage.

Boundary Adjustment/Land Split Requirements

The approval and recordation of a land split map is required for the division of improved or unimproved land into two or three tracts or parcels of land for the purpose of sales, rent or lease. The land split is reviewed for conformance with all applicable zoning regulations and present and future street classification plans. In some cases the Development Services Director may give approval by letter, in which case such a map is not required.

Concept plan

A concept plan is a preliminary plan prepared by the potential subdivider for any portions of undeveloped land within the City limits, the platting of which is expected in progressive stages.

Concept plans are reviewed by the Development Review Committee, the Parks and Recreation Commission as necessary, the Planning and Zoning Commission, and the City Council with comments from the appropriate city departments, Bullhead City Fire Department, and local utilities. Review and approval of concept plans may take from 60 to 180 days or longer depending on their complexity and the timing of submittals and re-submittals since public hearings are required. Allow a minimum of 60 days for staff review prior to any scheduled public hearing.

Preliminary Plat Stage

This stage of the subdivision process includes detailed planning, preliminary engineering design, review, and approval of the plat. On receipt of the submittal, the Development Services Department will review it for compliance with all applicable city codes. In addition, the preliminary plat will be routed to several departments within the City and to the Bullhead City Fire Department and local utility companies.

If the requirements of the subdivision ordinance and Development Review Committee have been met, the Parks and Recreation Commission and Planning and Zoning Commission will schedule the preliminary plat for review. All comments from the various reviewing bodies will then be transmitted along with the Commission's recommendations to the City Council. Upon receiving Council approval, the applicant can proceed to the final plat stage.

Review and approval of preliminary plats may take from 60 to 180 days depending on their complexity and the timing of submittals since public hearings may be required. Allow 60 days for staff review prior to any scheduled public hearing.

The basic conditions under which approval of the preliminary plat are granted may not be changed. In addition, approval is valid for the time frame established by the City Council action. Extensions of time may be considered if the applicant can demonstrate there are extenuating circumstances affecting his project, and that he has made subsequent submittals to the Development Services Department to move the project towards completion.

Final Plat

The final plat stage of the subdivision process includes the final review of the subdivision to insure conformance with all the requirements addressed in the review process, subdivision regulations and all other applicable City codes. The correct zoning shall be in place prior to City Council review of the final plat.

During the final plat stage it is the responsibility of the subdivider to provide on the final plat such easements and dedications in the locations required for utility and drainage purposes. A letter shall be on record with the City from the applicable utilities signifying the easements shown are satisfactory for the purposes designated.

Upon receipt of the financial assurance, final plat, improvement plans, and a water allocation application by the Planning and Zoning Division, the submittal will again be circulated to various city departments, Bullhead City Fire Department, and those other agencies deemed appropriate. Their comments will be summarized by the Planning and Zoning Division.

The comments will be forwarded to the applicant for resolution. Once all is in order and acceptable to the applicable reviewing bodies, the City Council will be asked to approve the final plat. Upon approval the final plat will be recorded by the Development Services Department with the County Recorder's office at the expense of the subdivider.

Review and approval of final plats and improvement plans may take from 60 to 180 days depending on their complexity and the number of resubmittals necessary to gain compliance with the City Code. Allow 60 days for staff review prior to any scheduled meeting at which you wish to appear.

Prior to construction of the new subdivision, the applicant should hold a pre-construction conference with the Development Services and Engineering Departments to review bonding, schedules, fees, and other items of interest.

CHAPTER 5

MISCELLANEOUS DEVELOPMENT PROCEDURES

Chapter 5 provides a brief description of other land use regulations administered by and/or coordinated with the Development Services Department.

Business Licenses

It is unlawful for any person to carry on any trade, calling, profession, occupation or business within the City, without first obtaining a business license from the City of Bullhead City. The Development Services Department's role in this process is to review the license application for compliance with appropriate zoning codes. Appendix C outlines the steps generally involved in the business license process.

If you wish to operate a business within Bullhead City, please contact the Finance Department for a business license application and a Building Inspector and Planner in the Development Services Department for additional information on the building and zoning regulations that must be met.

Landscaping

The landscaping requirements set forth in Chapter 17.48 of the city code are applicable to multiple family, commercial, and industrial projects. These regulations are triggered when permits are issued for any new buildings or those with additions that total more than 10% of the existing square footage, when an entire building has a change of occupancy or as an element of conditional use permit or zoning map change approval.

Landscaping includes living and artificial plants, trees, shrubs, vines, ground cover, grass, gravel, rock and may include walkways and other materials used for creating an attractive appearance for buildings and uses. The City requires the use of low-maintenance, low water usage plant materials.

When application is made for a building permit in any multi-family, commercial, or industrial district, a landscape plan shall accompany the submittal. The plan shall show existing and proposed buildings and uses, parking areas, street improvements and type of landscaping.

A building permit will not be issued until the applicant has an approved landscape plan on file with the City. In addition, a certificate of occupancy cannot be obtained until the landscape plan has been implemented in accordance with the approved plan.

Landscaping standards are regulated by Chapter 17.48 of the city code and vary for the different zoning districts. See a Planner in the Development Services Department for the specifics on each district.

Manufactured Home, Park Trailer and Recreational Vehicle Parks

Chapter 17.36 of the city code provides standards for the design and establishment of temporary or long-term parking and occupancy areas for manufactured homes, park trailers, and recreational vehicles. A zoning map change to RP (Residential Park) is necessary prior to the development of such a use. If the spaces are offered for sale, the submittal requirements for a subdivision as set forth in Title 16 of the city code and the Bullhead City Procedures Manual, must also be followed.

See a Planner in the Development Services Department for detailed information on developmental requirements.

Off-Street Parking

The purpose of the requirements outlined in Chapter 17.44 of the city code, is to alleviate or prevent congestion of the public streets by establishing minimum requirements for the off-street parking of motor vehicles in accordance with the use of the property. It is the responsibility of the property owner to provide off-street parking for the activity and use proposed.

The parking requirements set forth in Chapter 17.44 of the city code are applicable to residential, commercial, and industrial projects. These regulations are triggered when permits are issued for any new buildings or those with additions that total more than 10% of the existing square footage, when an entire building has a change of occupancy or as an element of conditional use permit or zoning map change approval.

A building permit will not be issued until the applicant has presented satisfactory evidence to the Development Services Department that he owns or has otherwise available for his use sufficient property to provide the parking required as specified in the city code.

To determine how many parking spaces your proposed use may need, refer to Appendix D. The number of parking spaces required is generally based on the number of employees on the largest work shift and/or gross floor area as defined below.

“Employee(s) on the largest work shift” means the maximum number of employees working at the facility during a single given day, regardless of the time period during which this occurs, and regardless of whether any such person is a full-time employee. The largest work shift may occur on any day of the week, or during a lunch or dinner period.
“Gross floor area” means the total floor area and/or the open land area needed for service to the public as customers, patrons, clients, or patients, including areas occupied by fixtures and equipment used for display or sale of merchandise.

Parking areas required per the city code must also conform to the requirements of the Bullhead City Procedures Manual and other applicable zoning provisions. See a Planner in the Development Services Department for specifics on the regulations.

Planned Area Development

Chapter 17.28 of the city code sets forth the guidelines for a Planned Area Development. This use is intended to accommodate, encourage, and promote innovating designed developments combining residential and non-residential uses, which together form an attractive and harmonious unit of the community. A planned development may be designed as a large-scale separate entity, able to function as an individual community or neighborhood, as a small-scale project that requires flexibility because of unique circumstances or design characteristics, or as a transition area between dissimilar land uses.

The minimum area of a residential of mixed use PAD is five acres. Commercial or industrial PAD's are allowed on lots of any size. All uses are permitted within a PAD district provided a balanced community is created. The community should contain a mix of uses that are compatible with each other and with surrounding areas. Further, the project must conform to policies established in the City's General Plan and all amendments/updates thereto. Where PAD zoning is appropriate, traditional rigid zoning regulations are replaced by performance considerations to fulfill the development goals and objectives of the City.

Applications for establishing a PAD district are processed in the same manner as that for zoning change requests, except that a preliminary development plan must accompany the submittal. The submittal is reviewed by the Development Review Committee for consistency with all applicable city codes. Once the review is completed, the plan shall be forwarded to the Parks and Recreation Commission, Planning and Zoning Commission, and City Council for action.

The final development plan is actually a final plat and it must be prepared in accordance with the requirements for a final subdivision plat as set forth in Title 16 and the Bullhead City Procedures Manual. When all is in order the final development plan will be forwarded to the City Council for approval. Upon approval by the City Council, the plan will be recorded and then building permits can be issued for the project.

If you wish to apply for PAD zoning and development plan approval, contact a Planner in the Development Services Department. Appendices A and B include application information and flow charts outlining the steps involved with the processes necessary to effect this type of zoning. The process from beginning to end takes approximately 60 to 180 days depending on the complexity of the project and provided none of the steps has to be repeated. See Appendix F for the applicable fees.

Screening

Chapter 17.48 of the city code requires that parking areas, land uses that are different from one another, mechanical equipment and trash receptacles be screened in one manner or another with an appropriate screening device. Generally, a screening device is defined as a device made of chain-link with slats, brick, slump block, masonry with a stucco or mortar wash finish, cedar, redwood, or a landscaped berm used to conceal unattractive areas or elements of a development from street or public view and to buffer potentially incompatible uses.

The requirements for screening are triggered when permits are issued for any new buildings or those with additions that total more than 10% of the existing square footage. Screening is also required when an entire building has a change of occupancy, or as an element of conditional use permit or zoning map change approval.

See a Planner in the Development Services Department for detailed information on the various screening regulations.

Signs

Chapter 17.42 of the city code provides for comprehensive and enforceable sign regulations that will foster a good visual environment for Bullhead City. The sign regulations primarily address only those signs located on the same property as the business it is advertising. Off premise signs used for the purpose of directing people to a site are allowed with a conditional use permit as explained further in Chapter 3.

The signs regulated under this ordinance include:

- Business Signs
- Kiosk Signs
- Miscellaneous Signs
- Promotional Display Signs
- Subdivision Directional and Entrance Signs
- Temporary Signs

The sign area is considered to be the entire area within a single continuous perimeter enclosing the extreme limits of writing, representation, emblem, or any figure or similar character, together with any material or color forming an integral part of the display or used to differentiate the sign from the background against which it's placed. The supports or uprights on which a sign is supported are not included in determining the area of the sign.

A permit, based on square footage, is necessary prior to erection of any sign. However, name plates, bulletin boards, and temporary real estate signs seven square feet and less, are exempt from this requirement. A permit application for any freestanding signs larger than 32 sq. ft., must also include calculations from an engineer verifying the footings will withstand the Bullhead City winds.

See a Planner in the Development Services Department if you wish to erect a sign on your property, and if you have questions on the specific regulations for each type of allowable sign.

CHAPTER 6

PERMIT PROCEDURES

Chapter 6 describes the various permitting procedures administered and enforced by the Development Services Department.

Types of Permits Issued and Review Procedures

General Information

The purpose of the permit process is to provide minimum safeguards to life, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use of occupancy, location and maintenance of all buildings and structures within Bullhead City. The codes listed below have been adopted by the City Council to insure compliance with the standards established, and to also guide the developmental process.

- International Residential Code, 2006 Edition
- International Building Code, 2006 Edition
- International Fuel Gas Code, 2006 Edition
- International Mechanical Code, 2006 Edition
- International Plumbing Code, 2006 Edition
- International Fire Code, 2006 Edition
- International Energy Conservation Code, 2006 Edition
- National Electric Code, 2005 Edition
- Bullhead City Procedures Manual
- International Standard Details and International Standard Specifications as compiled by the Maricopa Association of Governments, 1979 Edition and amendments thereto.
- Floodplain Regulations, Chapter 15.36 of the city code
- Manufactured Home Regulations, Chapter 15.44 if the city code
- Zoning Regulations, Title 17 of the city code

The Development Services Department is responsible for administering and enforcing the adopted codes during the various permitting processes. However, each permit application is given technical review by the appropriate Division(s) for compliance with the adopted codes. It is also important to note that a single project, regardless of size, may require more than one permit. The applicant should work with the Building Division to insure coordination of the different permits required during the development process.

Permits must be obtained prior to the construction, alteration, demolition, and/or repair of any building or structure within the city limits. In addition, permits are required for other types of construction such as driveway approaches, fences, manufactured homes, grading, etc...

Plans submitted for all projects shall bear the seal of an Arizona registered architect or engineer *when* required by the Building Official. Further, other than sketches for minor construction, all plans shall be drawn to scale and represent all phases of the work to be accomplished including structural, electrical, mechanical, and plumbing.

During the permitting process the applicant needs to provide information on the type of wastewater treatment available to the site. Specifically, proof must be in the form of a copy of the Mohave County Health Department septic tank permit or a receipt from the City for sewer service. Permits cannot be issued without this information. Also, be advised that on larger projects it may be necessary to get approval from the Arizona Department of Environmental Quality for the proposed wastewater treatment system. If their approval is needed, it could add another 6 to 12 months to your development schedule.

Floodplain status of the subject parcels is determined at this time. If the land is designated on the Federal Emergency Management Agency's Flood Insurance Rate Map as being in the floodplain, a floodplain development permit has to be obtained at the same time other permits are issued.

Once a permit is issued work must be commenced within 180 days of issuance. The permit will become void if work is suspended or abandoned for a period of 180 days. The permit application also includes a request for a certificate of occupancy which states the property will not be occupied for the permitted use until everything is completed in compliance with adopted city codes. See Appendix E for the applicable valuations and fee schedules.

Permits for Driveway Approaches

A right-of-way permit to allow construction of a driveway approach is necessary prior to commencing work. To obtain a permit of this type, the applicant must complete the City's permit application and submit proof of liability insurance.

All driveways must be constructed in compliance with the Maricopa Association of Governments Standard Details for Public Works Construction, latest edition. In addition, it is the responsibility of the applicant to contact all utilities that may have facilities in the area and coordinate construction with them.

All permit applications for driveways are reviewed by the Engineering Division. Review time normally requires 2 to 5 days depending on the size and complexity of the job. To initiate this permit process you must see a representative of the Engineering Division in the Development Services Department. See Appendix F for the applicable fees.

Permits for Electrical, Mechanical and Plumbing

Permits for electrical, mechanical, or plumbing work are required prior to making any installation, alteration, repair, or replacement to electrical and mechanical system, or any plumbing gas, drainage piping, and water heating fixtures. The permits may or may not be obtained separately

from a building permit. It depends on the method in which the required plans are submitted. Some work may be exempt from permit requirements.

If you have questions on these types of permits, or you need to make an application for a permit, see a representative of the Building Division in the Development Services Department. See Appendix E for the applicable valuations and fee schedules.

Permits for Fences

A permit is required prior to commencing any alteration, construction, and or enlargement to any fence (an artificially constructed barrier of any material or combination of materials erected to enclose or screen areas of land) that is located on the perimeter of the subject property, around a swimming pool, around a trash receptacle, or used to screen a parking lot. A site plan depicting the items listed below must be submitted with the permit application for a fence.

1. Sketch of the lot showing the dimensions, easements, location of the street, and type of property marker.
2. Fence type, dimensions, relative elevations, and location on the parcel.

A permit application for a fence is reviewed by the Planning and Zoning Division and is generally issued within 2 to 5 days. See a Planner in the Development Services Department if you wish to initiate this permit process. See Appendix F for the applicable fees.

Permits for Floodplain Development

A floodplain development permit must be obtained prior to constructing within any area of special flood hazard. The special flood hazard determination is based on the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Map (FIRM) designations. Chapter 15.36 of the city code addresses this permit process in detail. The information listed below needs to be submitted with the building permit application.

1. Two sets of plans, drawn to scale showing the nature, location, dimensions, and elevation of the area in question, and in accordance with Chapter 15.36 of the city code.
2. Location of existing or proposed structures, fill, storage of materials, and drainage facilities.
3. Proposed elevation in relation to mean sea level, of the lowest habitable floor (including basement) of all structures; in Zone A, elevation of existing grade and proposed elevation of lowest habitable floor of all structures.
4. Proposed elevation in relation to mean sea level to which any structure will be flood proofed.
5. Certification by a registered professional engineer or registered land surveyor that the flood proofing methods for any non-residential structure meet the adopted city code governing such.
6. A Conditional Letter of Map Amendment (CLOMR) must be obtained from FEMA prior to issuance of a grading permit.

7. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
8. Elevation certification by a professional engineer or registered land surveyor prior to issuance of a Certificate of Compliance or Occupancy.

The Engineering Division reviews the floodplain information. Review time normally requires 3 working days for single family residential and up to 15 working days for all other projects depending on the size and complexity of the job. To initiate this permit process, see a representative of the Building Division in the Development Services Department. See Appendix G for the applicable fees.

Permits for Grading

Prior to doing any grading or placing any fill on any lot or a parcel of land, a permit shall be obtained. A permit for grading is required if more than 50 cubic yards of material is to be cut or filled.

A permit for grading is normally requested before or at the same time as a permit for construction. A site plan depicting topography of the lot or parcel that identifies existing and proposed grades and proposed finished elevations must be submitted with the permit application for grading.

The Building Division reviews the application and plans for conformance with adopted city codes and the International Building Code. Review time normally requires 2 to 5 days for single family residential and up to 15 working day for all other projects depending on the size and complexity of the job. To initiate this permit process, see a representative of the Building Division in the Development Services Department. See Appendix F for the applicable fees.

Permits for Manufactured and Factory Built Homes

A permit is required prior to installation of manufactured and factory built housing units. Within the City limits, housing of this type shall be manufactured not more than two years prior to date on which the permit is being requested, and be not less than 12 ft. wide or less than 672 sq. ft. The permit application for this permit shall be accompanied by a site plan, which indicates the items listed below.

1. Lot dimensions.
2. Setbacks and spacing between all buildings.
3. Easements and utilities.
4. All existing and proposed construction.
5. Storage building that is a minimum of 80 sq. ft. for manufactured homes and 10% of the living area for those considered factory built.
6. A driveway not less than twelve feet in width constructed of asphalt, concrete or gravel.
7. Carport on at least one side of the home that measures not less than ten feet in width and twenty feet in length.
8. Copy of the contract with a pest control company for termite treatment.

In addition, all singlewide manufactured homes must be anchored in accordance with Chapter 15.44 of the city code. Skirting is required on all homes and it must be of wood, metal, concrete, plastic, or masonry. If wood is used and it is within six inches of the earth it shall be treated or be redwood. Homes may also be set in the ground.

An installation permit from the State of Arizona Office of Manufactured Housing is also required. The applicant is responsible for obtaining this permit by contacting Mohave County Development Services at (928) 758-0707.

The Planning and Zoning Division reviews all permits for manufactured and factory built homes. Review time normally requires 2 to 5 working days. To initiate this permit process, see a Planner in the Development Services Department. See Appendix F for the applicable fees.

Permits for Multiple Family, Commercial, and Industrial

Permit applications for multiple family, commercial, and industrial buildings must be accompanied by four complete sets of plans and two sets of engineering calculations, and other supporting data deemed necessary by the Building Official. All plans must be drawn to a legible scale, and in accordance with the adopted city codes listed previously.

A site plan sealed by a Civil Engineer must accompany the permit application and construction plans. This plan should be accurately and fully dimensional to show all of the items listed below.

1. All existing and proposed buildings on the property, located in relation to property lines with finished floor elevations shown.
2. Off street paved parking locations, number of spaces, dimensions of parking areas, circulation patterns and driveways widths. The criteria for parking, including handicap requirements, is briefly contained in Appendix D.
3. Location of all existing and proposed signs (separate sign permits are required for all signs).
4. Loading areas or loading docks.
5. Street right-of-way, existing and proposed.
6. Street improvements, existing and required which may include, but are not limited by enumeration to: road, curb, gutter, sidewalk, drainage and street lighting improvements, and such other improvements deemed necessary by the Development Services Director after considering the anticipated increase of traffic generated by the property under development, the quality and condition of roads, sidewalks and street lighting in the area, and other factors relevant to the needs created by the proposed development and use of the property.
7. Driveway entrances, existing and proposed.
8. Proposed grading and drainage including retention of storm drainage depicted by existing topography and proposed elevations. The Bullhead City Procedures Manual sets forth the requirement for on-site retention of storm water. It is necessary to present a hydrology study prepared by a Professional Engineer including off-site as

well as on-site topographic features affecting the study. See also Chapter 33 of the International Construction Code and Chapter 15.40 of the city code for excavation and grading requirements.

9. Landscaping and screening as required by Chapter 17.48 of the city code.
10. All public easements on the site and adjacent land.

The building construction plans for these types of development must contain as a minimum the information listed below. All construction plans must be sealed by a registrant licensed in the state of Arizona when the circumstances described below exist.

The square footage of floor area measured to the outside surface of the exterior walls exceeds three thousand square feet and/or occupied by more than twenty persons as per table 10-A of the International Building Code, 2006 edition and/or in which the maximum span of any structural member exceeds twenty feet unless a greater span is achieved by the use of wood or steel roof and floor trusses, lintels sealed by a registrant.

A non registrant may exceed the maximum three thousand square foot limitation set forth above for a one-time single addition not exceeding one thousand five hundred square feet as measured to the outside surface of the exterior walls designed, for the purpose of storage of chattels.

In addition, the construction plans should be designed with the following in mind:

Wind Region - 80 mph Exposure - C in most locations
Soils - Varies: Geotechnical and soils study may be required.
Seismic Zone - 2

1. Plans to be drawn to scale and submitted on minimum of 18" x 24" sheets.
2. Exterior elevations depicting proposed construction.
3. Foundation Plan including footing details.
4. Floor Plans including mechanical, electrical, plumbing layouts and stairway details.
5. Roof Plans including drainage, load calculations and or truss calculations.
6. Isometric drawings of water, sewer, and gas.
7. Electrical load calculations of structures being serviced by more than 200 amps at 600 volts or less and all services over 600 volt.
8. Floor joist plan if applicable.
9. Structural cross-sections and wall sections.
10. Header and material schedules.
11. Sprinkler plans if applicable.
12. Additional information may be required by the Building Official as per Section 106 of the International Construction Code.

All multiple family, commercial, and industrial project permits are processed by the Development Services Department. Review time normally requires up to 15 working days depending on the size and complexity of the job. To initiate this permit process, see a representative from the Building Division in the Development Services Department. Appendix E includes a flow

chart that outlines the steps generally involved in this permit process. Also, see Appendix E for the applicable valuations and fee schedules.

Permits for Retaining Walls

A permit must be obtained prior to the alteration or construction of a retaining wall. All plans for retaining walls located within a Federal Emergency Management Act (FEMA) designated flood hazard area and those 4 ft. high or more from the base of footing carrying super imposed loads, must be stamped by an Arizona registrant. Generally, retaining walls less than 6 ft. in height from base of footing not categorized as one of the above may not need a registrant's seal. However, the Building Official can require plans, computations, and specifications to be prepared.

The plans listed below must be submitted with the permit application for retaining walls.

1. Cross sections and details of wall and footings clearly showing steel schedules and placement.
2. Topography map of site, with sufficient detail and clarity to indicate the nature and extent of proposed work.
3. Site Plan that includes existing and any proposed structures.
4. Soil pressures calculated and structural calculations if determined necessary by the Building Official.
5. Stairway and guard rail details.

All permit applications for retaining walls are reviewed by the Building Division. Review time normally requires 5 working days depending on the size and complexity of the job. To initiate this permit process, see a representative of the Building Division in the Development Services Department. See Appendix E for the applicable fees.

Permits for Working in the Public Right-of-Way

Permits must be obtained by any person or entity prior to building, constructing, working, or encroaching upon any City right-of-way or easement. The information described below must accompany the permit application for a permit to work in the right-of-way.

1. Plans of the proposed project prepared in accordance with the Maricopa Association of Governments' International Standard Specifications for Public Works Construction or as required by the City Engineer.
2. Proof of liability insurance, naming the City as an additional insured and approved by the City Manager, and shall defend, indemnify and hold the City harmless from any actions or claims resulting therefrom.

The Engineering Division reviews this permit. Review time normally requires up to 14 working days depending on the size and complexity of the job. If you need to obtain a right-of-way permit contact a representative of the Engineering Division. See Appendix F for the applicable fees.

Permits for Signs

A permit is required prior to construction, erection, or installation of an on or off premise sign. A sign that is located on the same property as the business, commodity, etc., being advertised is considered an on premise sign. An off premise sign advertises a business, commodity, etc., that is not located on the same property as the sign. A conditional use permit must be obtained for all off premise signs.

The permit application needs to provide construction details of the sign and a site plan showing lot dimensions, adjacent streets, sign locations and dimensions. All submittals for free standing signs over 32 sq.ft. must also include engineering calculations stamped by an Arizona registrant.

The Planning and Zoning Division review this type of permit. Review time generally requires 15 working days depending on the size of the sign. If you wish to apply for a permit for a sign see a Planner in the Development Services Department. See Appendix F for the applicable fees.

Permits for Single Family Residential

When applying for a permit for a single-family residence, two sets of complete plans are required. If you are using the same plans for another lot you still must provide two sets for each lot under a permit. The plans must be drawn in accordance with the adopted city codes listed previously. In addition, the plans must include the items listed below.

1. Site plan which shows all setbacks, easements, existing structures in relation to proposed construction and utilities locations. Site plans for riverfront lots must be sealed by a registrant.
2. Exterior elevations of proposed structure.
3. Foundation plan to include footing details.
4. Floor plans that include mechanical, electrical, plumbing layouts and stairway detail.
5. Roof plan, if trusses are being used they must meet the approval of the Building Official based on the calculations submitted.
6. Floor joist plan, if not monolithic.
7. Structural cross section and wall sections with header and material schedule.

The Building Division reviews all residential permit applications. Review time normally requires 5 working days depending on the size and complexity of the job. To initiate this permit process, see a representative of the Building Division in the Development Services Department. See Appendix E for the applicable valuations and fee schedules.

Inspections by Permit Type

The appropriate representative of the Development Services Department must inspect all construction work for which a permit is required. Special inspections may be required per the

applicable International Construction Code and are at the expense of the owner. Below is a list of the most common inspections required for each permit.

Inspections for Driveway Approaches

The Engineering Division of the Public Works Department makes all inspections. The inspections are to be made when forms are in place and prior to any concrete being poured. A final inspection is made when the work is complete.

Inspections for Electrical, Mechanical and Plumbing

The Building Division in the Development Services Department makes all inspections. Inspections are made before any work is covered and a final inspection is made after the work is covered.

Inspections for Fences

The Building Division in the Development Services Department makes all inspections. A minimum of two inspections are recommended. The first should be made when footings and support posts are in place to insure the proper location of the fence. The second is made after work is completed.

Inspections for Floodplain Development

The Engineering Division of the Public Works Department makes all inspections. Inspections are made to determine the finished floor elevation and compliance with the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Map (FIRM) requirements.

Inspections for Grading

The Building Division in the Development Services Department makes all inspections. Inspections are made to ensure that the cut and fill work done does not adversely affect adjacent properties or properties "downstream" from the project location.

Inspections for Manufactured and Factory Built Homes

The Building Division in the Development Services Department makes all inspections. A minimum of two inspections is recommended. The first should be made after the home has been placed on the lot in the desired location. The second inspection is made three months from issuance of the permit.

Inspections for Multiple Family, Commercial, and Industrial

The Building Division in the Development Services Department makes all inspections. Inspections are made as listed below.

1. Foundation inspection - to be made after excavations for footings are complete and reinforcing steel and forms are in place.
2. Concrete slab or under floor inspection - to be made after all piping, conduit and other ancillary equipment is in place, but prior to any concrete being poured or sheathing installed.
3. Frame inspection - to be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and duct are approved.
4. Lath and/or gypsum board inspection - to be made after all lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.
5. Final inspection - to be made after finish grading and the building is completed and ready for occupancy.
6. Other inspections - the Building Official may make or require other inspections as necessary to ascertain compliance with all applicable codes and ordinances.
7. Special inspections - may be required by the Building Official as per the applicable International Construction Code at the owner's expense.

Inspections for Retaining Walls

The Building Division in the Development Services Department makes all inspections. Inspections are made after excavation for footings are complete and reinforcing steel and forms are in place. A final inspection is made when the work is complete.

Inspections for Right-of-Way Work

The Engineering Division in the Public Works Department makes all inspections. Inspections are made after excavations are complete and reinforcing steel and forms are in place or prior to covering the work. A final inspection is made when the work is complete.

Inspections for Signs

The Planning and Zoning Division in the Development Services Department makes all inspections. A minimum of two inspections is recommended. If footings are required, the first should be made before the footings have been poured. The final is made thirty day from the date of permit issuance.

Inspections for Single Family Residential

The Building Division in the Development Services Department makes all inspections. Inspections are made under the same guidelines as for the multiple family, commercial, and industrial projects.

CHAPTER 7

ANNEXATION PROCEDURES

General Information

Annexation is the process by which the City may assume jurisdiction over unincorporated territory adjacent to its boundaries. Annexation provides for a means to maintain unified land use and to promote orderly urban growth.

The City utilizes the petition method of annexation provided for in ARS 9-471. This method requires the consent of the owners of at least one half of the value of the real and personal property and more than one half of the property owners in the territory to be annexed as shown by the last assessment. Annexations may be initiated by a petitioner(s) or by the City.

Annexation Process

The process for annexation generally follows the steps outlined below. Again this process is based on the state requirements for completing an annexation.

1. City will receive a letter of request to be annexed by property owner or the City will decide to annex area.
2. Annexation petition is prepared with reference name, map and legal description.
3. Annexation proposal is reviewed and comments received by City staff.
4. Annexation proposal is reviewed by the Planning and Zoning Commission in a work session.
5. City will request from the Mohave County assessor's office and the Arizona Department of Revenue the owner, address of each owner, and the appraised and assessed value of all property of which they are proposing to annex. Both offices have a maximum of 30 days to respond. If applicable, the City will request approval from the state lands selection board and commissioner if state lands are involved in the area to be annexed. If federal lands lie within the annexation a letter of request to annex public lands must be submitted to the appropriate federal agency.
6. City will file in the office of the Mohave County recorder's office a blank petition setting forth a description and an accurate map of all the exterior boundaries of the territory that is proposed for annexation. State lands approval will be filed if applicable. Federal agency approval to be kept on file at City.
7. City will advertise in local paper the area proposed to be annexed.
8. City receives value data from the County assessor and Department of Revenue.
9. City will then notify the various public agencies and property owners involved as described below.
 - a. Post notice of the public hearing in at least three conspicuous public places in the territory proposed to be annexed.
 - b. Notice by mail to chairman of Mohave County Board of Supervisors.

- c. Notice by mail to each owner of real and personal property within territory proposed to be annexed. Include proposed map.
10. City Council has public hearing to discuss the annexation proposal.
11. City or applicant will work to obtain signatures under the requirements listed below.
 - a. One-half or more of the persons owning real and personal property (assessed valuation) that would be subject to taxation by the City in the event of annexation.
 - b. More than one half of the persons owning real and personal property (ownership) that would be subject to taxation by the City in the event of annexation.
12. Once the petition is complete, the signed petition copy is filed with the City Clerk and the original is filed in the office of the Mohave County recorder within one year of the waiting period.
13. City posts public notice of special City Council meeting for reading of annexation ordinance. Must have a minimum of 24 hours notice.
14. City Council adopts annexation ordinance. The time frame for this step depends on ordinance adoption procedure such as number of readings, optional public hearing, etc.
15. Annexation protest/contest period ends and annexation becomes final thirty days after the adoption of the annexation ordinance.

APPENDIX A
PLANNING AND ZONING PROCEDURES

APPLICATION INFORMATION
APPLICATIONS
FLOW CHARTS



ABANDONMENT REQUEST PROCEDURES

All applications for abandonment's are processed by the Planning and Zoning Department, presented to the Planning and Zoning Commission for recommendations at a public hearing, and forwarded to the City Council for a final decision. Requests for abandonments do not currently require a public hearing as defined by State Law, but they are heard at regularly scheduled Planning and Zoning Commission and City Council meetings.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is recommended to familiarize yourself with the procedures and requirements for your specific request.

MATERIALS REQUIRED FOR ABANDONMENT REQUESTS

- APPLICATION - print or type the information requested. The burden of proof is on you. Be sure to include all information necessary to substantiate the validity of your request.
- LEGAL DESCRIPTION - include a metes and bounds description or reference to a recorded subdivision.
- NARRATIVE - provide a written explanation of the request. The narrative for abandonment applications must also include justification of why the public property should be relinquished, description of the impacts on existing and planned public and private improvements, and possible mitigation measures.
- ADDITIONAL MATERIALS - The applicant shall furnish 25 copies of any maps, plats, documents, or legal instruments needed for the processing of the request.
- FILING FEE – non-refundable, paid when the application is submitted. See Appendix F for the applicable fees.

PUBLIC HEARING

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard.

After this hearing, whether approval or denial is recommended, the request will be forwarded, with the Planning and Zoning Commission and staff recommendations, to the City Council for public hearing.



BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-5733
ABANDONMENT APPLICATION

CASE NUMBER

REQUEST EXISTING USE OF PROPERTY _____ PRESENT ZONING _____ ADDRESS _____	Assessor's # _____
	Subdivision _____
	Tract _____ Block _____ Lot _____
	M & B _____
	Application Date _____
	Taken By _____
	Fees _____

PROPERTY OWNER INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____	APPLICANT INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____
--	---

If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.

By _____ (signature of owner) _____ (date signed)

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.

In your opinion, if this land use action is granted, will it diminish the value of the property? _____ Yes _____ No

If yes, please explain why. _____

By _____ (signature of applicant) _____ (date)

PLANNING AND ZONING COMMISSION

Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED

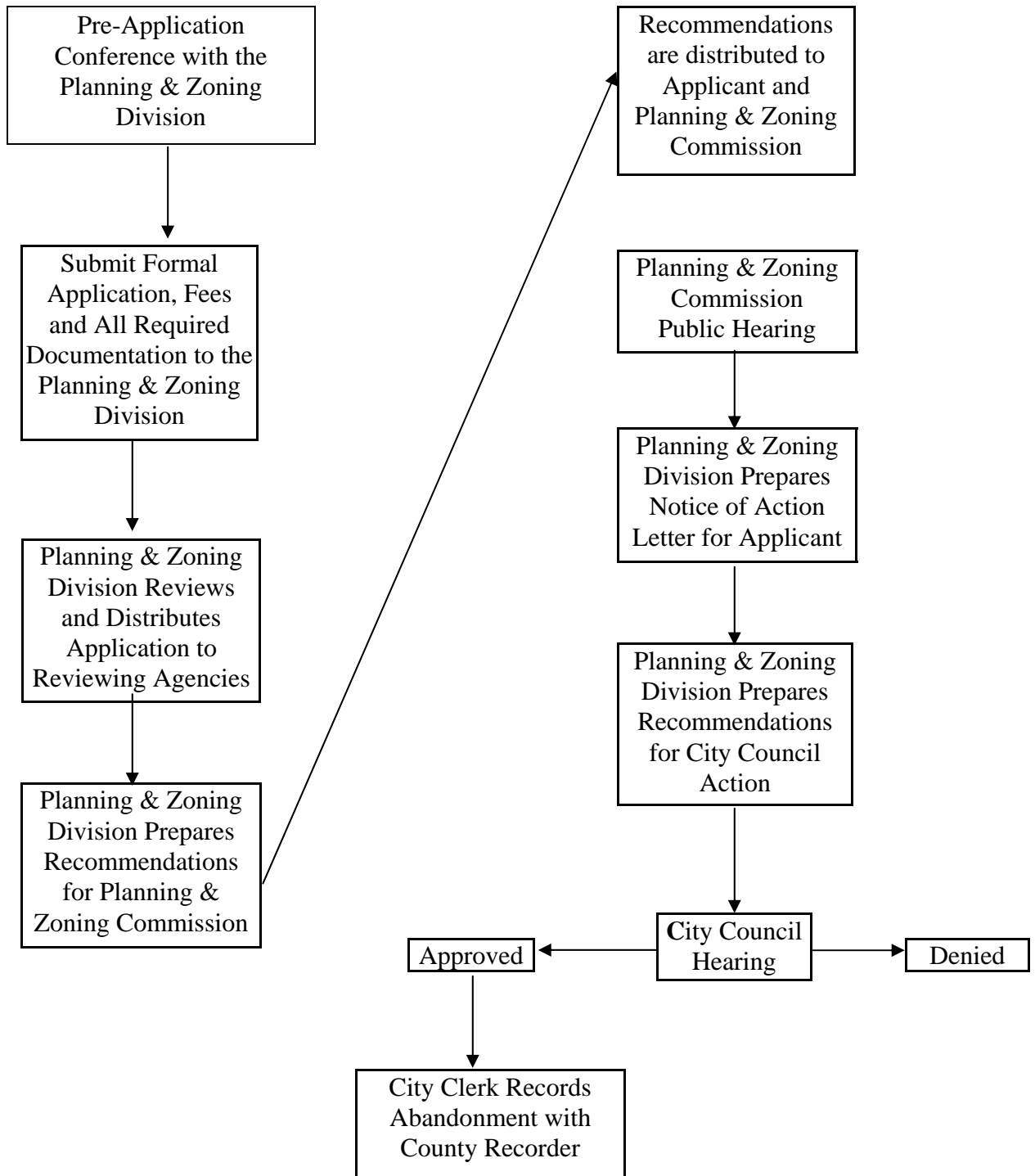
CITY COUNCIL

Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED

Ordinance/Resolution Number _____
 Effective Date _____
 Expiration Date _____

ABANDONMENT FLOW CHART

Figure A-1





CONDITIONAL USE PERMIT APPLICATION PROCEDURES

The purpose of the conditional use permit is to allow some land uses to be developed in appropriate zoning districts only in specific locations. This procedure assures that the uses in question are compatible with the adjoining uses and can be integrated into the community.

Conditional use permits may be granted by the Planning and Zoning Commission if they have been specifically empowered by the zoning ordinance to do so. In addition, they can only be granted if the establishment, maintenance or operation of the proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity; be injurious to property values in the city; or be injurious to the general welfare of the city.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is recommended to familiarize yourself with the requirements, city policies, and community plans as they pertain to your proposal.

AN APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE INFORMATION REQUESTED HEREIN IS PROVIDED AT THE TIME OF SUBMITTAL.

ALSO PLEASE KEEP IN MIND THAT IF THE SITE PLAN SUBMITTED WITH YOUR APPLICATION DOES NOT ADEQUATELY AND CLEARLY ADDRESS THE ITEMS SET FORTH BELOW, THE COMMISSION MAY POSTPONE YOUR REQUEST UNTIL THE DEFICIENCIES ARE CORRECTED TO THEIR SATISFACTION.

MATERIALS REQUIRED FOR A CONDITIONAL USE PERMIT

- APPLICATION - print or type the information requested.
- WRITTEN STATEMENT - a letter or report, depending on the complexity of your proposal. The burden of proof is on you to show how your proposal meets the requirements and why it should be granted. Be as thorough as possible.
- SITE PLAN – three 24" X 36" folded copies. Additional copies will be requested once the Plan has been approved by staff. Submit a plan view of your property drawn to scale which must include the following:

- The boundaries and dimensions of the subject property.
 - The name and right-of-way width of all adjacent streets and alleys.
 - The dimensions and height of the buildings involved. As well as the type of units, number of bedrooms, density and lot coverage calculations.
 - The yards and spaces between existing and proposed buildings.
 - The required landscaping with locations shown and the percentage of landscaping calculated. The plan should also indicate the types of landscaping and the materials used to surface areas without buildings or parking.
 - The required parking with location and number calculated. A typical drawing of a parking space must also be shown.
 - The location and dimensions of all vehicular, pedestrian and service accesses.
 - The location and size of the lighting to be used, as well as the height of poles. The applicant must also note the direction the lights are to shine.
 - The location, size, dimensions and materials for all signs.
 - A description of any storage or activities to take place outside the buildings. The square footage and location of such storage or activities.
 - The trash receptacle locations and a typical detail of the enclosure.
 - The screening locations with dimensions and a typical detail of the design.
 - The current location of all utilities to service the project, including electric, gas, telephone, sewer and water.
 - The location and a description of the amenities proposed. If swimming pools and play areas are involved, indicate the dimensions, type of fencing, and landscaping.
 - The use of any environmentally conscious materials or equipment should be noted.
- BUILDING ELEVATIONS – EIGHT COPIES - The submittal of building elevations is desirable, however the applicant may submit a narrative which describes the general design characteristics of the project to include information on colors, construction materials, roof line, etc.
- FINANCING - the developer should be prepared to address questions regarding financing and phasing of the project.
- TRAFFIC IMPACT ANALYSIS – TWO COPIES - developers of all projects which are the subject of a conditional use permit request and which generate five hundred or more vehicle trips per day based on the multipliers listed in the Bullhead City Procedures Manual shall submit a traffic impact analysis of the project site and its vicinity to the Development Services director for approval prior to such conditional use permit request being placed before the planning and zoning commission and/or city council for consideration. The traffic impact analysis shall be prepared by a professional registrant in accordance with the specifications set forth in the Bullhead City Procedures Manual.
- LEGAL DESCRIPTION – TWO COPIES - include a metes and bounds description or reference to a recorded subdivision.
- ASSESSOR'S PARCEL NUMBER - include the assessor parcel number for the subject lots.

- FILING FEE - non-refundable, paid when the application is submitted. See Appendix F for the applicable fees.

NOTIFICATION

Property owners within 300 feet of the property in question will be notified by the Development Service Department by first class mail, from the list submitted by the applicant, at least 15 days prior to the hearing. Secondly, notice is published in a newspaper of general circulation and the property is posted at least 15 days prior to the hearing.

PUBLIC HEARING

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard.

TIME LIMITS

A conditional use permit becomes effective 15 days after the public hearing (unless appealed) and must be commenced within the time established in the conditions of approval, and diligently pursued; otherwise it becomes null and void.

The Planning and Zoning Commission will establish a time limitation for all conditional use permits. Prior to expiration of the time limit, staff will notify the applicant and at this point the applicant will need to apply for a new conditional use permit.

APPEALS

Anyone wishing to appeal the decision of the Planning and Zoning Commission may do so within 15 days of the hearing. Appeals shall be filed with the City Clerk in writing. The appeal is then scheduled for public hearing by the City Council. Conditional use permits not appealed within 15 days are final.



**BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-573**

CASE NUMBER

CONDITIONAL USE PERMIT APPLICATION

<p>REQUEST</p> <p>EXISTING USE OF PROPERTY</p> <p>PRESENT ZONING _____</p> <p style="margin-left: 300px;">ADDRESS _____</p>	Assessor's #	_____	
	Subdivision	_____	
	Tract	Block	Lot
	M & B	_____	
	Application Date	_____	
	Taken By	_____	
	Fees	_____	

<p>PROPERTY OWNER INFORMATION</p> <p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ FAX _____</p> <p>EMAIL Address _____</p>	<p>APPLICANT INFORMATION</p> <p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ FAX _____</p> <p>EMAIL Address _____</p>
---	--

If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.

By _____ (signature of owner) _____ (date signed)

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.

In your opinion, if this land use action is granted, will it diminish the value of the property? ____ Yes ____ No

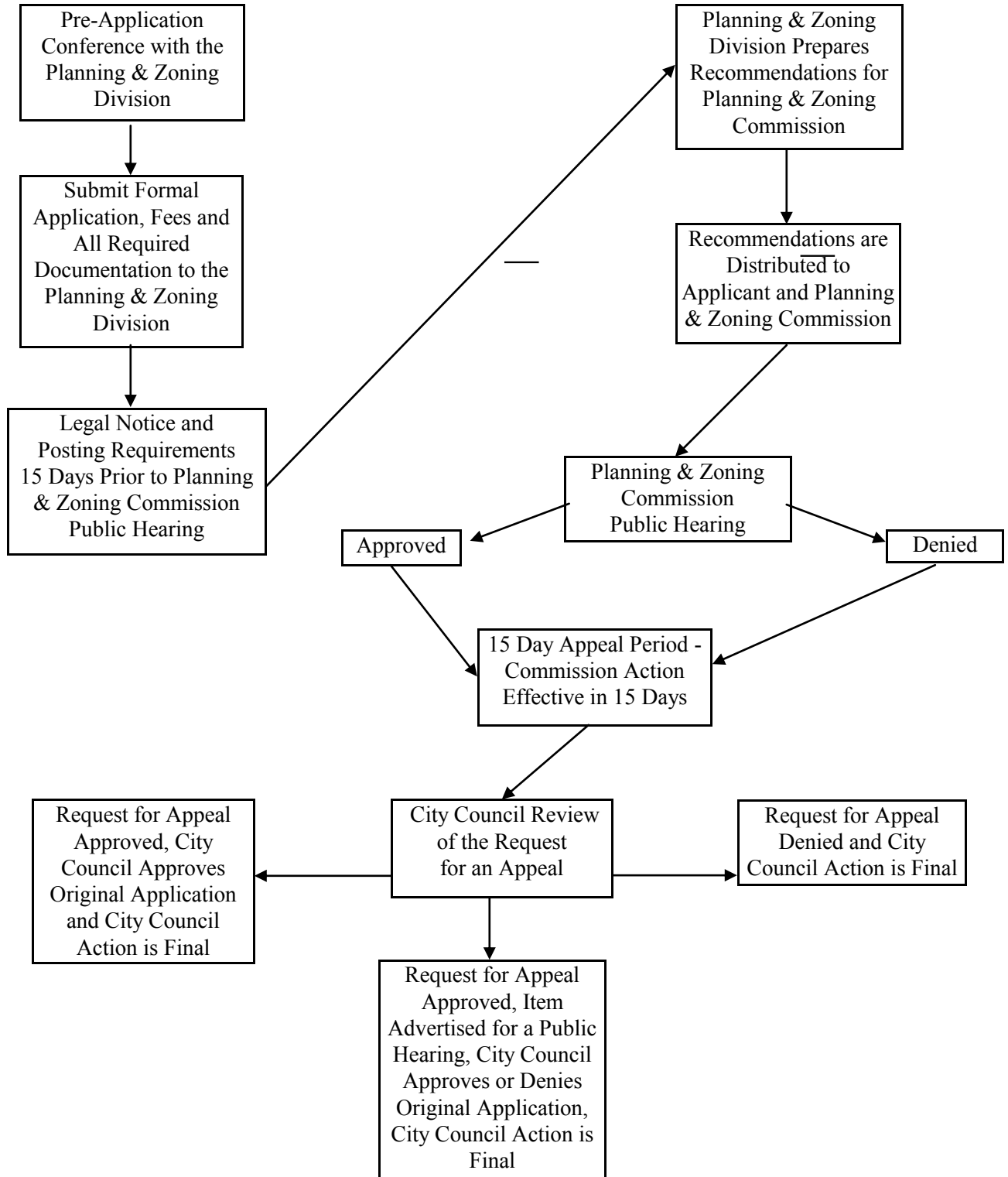
If yes, please explain why. _____

By _____ (signature of applicant) _____ (date)

<u>PLANNING AND ZONING COMMISSION</u>	
Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED
<u>CITY COUNCIL</u>	
Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED
Ordinance/Resolution Number _____	
Effective Date _____	
Expiration Date _____	

CONDITIONAL USE PERMIT FLOW CHART

Figure A-2





CHANGE OF DENSITY OR ZONING DISTRICT APPLICATION PROCEDURES

The zoning ordinance of Bullhead City was adopted to permit a reasonable and appropriate use of land within the city limits. The objectives of the ordinance are to protect property values by not allowing incompatible uses to locate near existing developments and to provide for and encourage the orderly growth of the community.

Occasionally changes in zoning classification are justified due to changes in circumstances or conditions. Rezoning requests are evaluated on their consistency with the Bullhead City General Plan Update, impact on adjacent properties, and how the request will affect the neighborhood.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is recommended to familiarize you with procedures, requirements, rezoning feasibility, etc.

AN APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE INFORMATION REQUESTED HEREIN IS PROVIDED AT THE TIME OF SUBMITTAL.

ALSO PLEASE KEEP IN MIND THAT IF THE SITE PLAN SUBMITTED WITH YOUR APPLICATION DOES NOT ADEQUATELY AND CLEARLY ADDRESS THE ITEMS SET FORTH BELOW, THE COMMISSION MAY POSTPONE YOUR REQUEST UNTIL THE DEFICIENCIES ARE CORRECTED TO THEIR SATISFACTION.

MATERIALS REQUIRED FOR A ZONING MAP CHANGE

- APPLICATION - print or type the information requested.
- WRITTEN STATEMENT - a letter or report, depending on the complexity of your proposal. The burden of proof is on you to show how your proposal meets the requirements and why it should be granted. Be as thorough as possible.
- SITE PLAN - three 24" X 36" folded copies. Additional copies will be requested once the Plan has been approved by staff. Submit a plan view of your property drawn to scale which must include the following:

- The boundaries and dimensions of the subject property.
 - The name and right-of-way width of all adjacent streets and alleys.
 - The dimensions and height of the buildings involved. As well as the type of units, number of bedrooms, density and lot coverage calculations.
 - The yards and spaces between existing and proposed buildings.
 - The required landscaping with locations shown and the percentage of landscaping calculated. The plan should also indicate the types of landscaping and the materials used to surface areas without buildings or parking.
 - The required parking with location and number calculated. A typical drawing of a parking space must also be shown.
 - The location and dimensions of all vehicular, pedestrian and service accesses.
 - The location and size of the lighting to be used, as well as the height of poles. The applicant must also note the direction the lights are to shine.
 - The location, size, dimensions and materials for all signs.
 - A description of any storage or activities to take place outside the buildings. The square footage and location of such storage or activities.
 - The trash receptacle locations and a typical detail of the enclosure.
 - The screening locations, dimensions and a typical detail of the design.
 - The current location of all utilities to service the project, including, electric, gas, telephone, sewer and water.
 - The location and a description of the amenities proposed. If swimming pools and play areas are involved, indicate the dimensions, type of fencing, and landscaping.
 - The use of any environmentally conscious materials or equipment should be noted.
- BUILDING ELEVATIONS – TWENTY COPIES - The submittal of building elevations including color palette, construction materials, roofline, etc.
- FINANCING - the developer should be prepared to address questions regarding financing and phasing of the project.
- TRAFFIC IMPACT ANALYSIS – TWO COPIES - developers of all projects which are the subject of a zoning map change request and which generate five hundred or more vehicle trips per day based on the multipliers listed in the Bullhead City Procedures Manual shall submit a traffic impact analysis of the project site and its vicinity to the Development Services director for approval prior to such zoning map change request being placed before the planning and zoning commission and/or city council for consideration. A professional registrant in accordance with the specifications set forth in the Bullhead City Procedures Manual shall prepare the traffic impact analysis.
- LEGAL DESCRIPTION - TWO COPIES - include a metes and bounds description or reference to a recorded subdivision.
- ASSESSOR'S PARCEL NUMBER - include the assessor parcel number for the subject lots.
- FILING FEE - non-refundable, paid when the application is submitted. See Appendix F for the applicable filing fees.

NOTIFICATION

Property owners within 300 feet of the property in question will be notified by the Development Services Department by first class mail, from the list submitted by the applicant, at least 15 days prior to the hearing. Secondly, notice is published in a newspaper of general circulation and the property is posted at least 15 days prior to the hearing.

PUBLIC HEARING

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard.

After the hearing, whether approval or denial is recommended, the request will be forwarded with the Planning and Zoning Commission and staff recommendations to the City Council. The City Council may adopt the Planning Commission's recommendations without a second public hearing if there is no objection, request for public hearing, or other protest. The rezoning or density change becomes effective 30 days after the enabling ordinance is adopted by the City Council.

If a zone change request is denied, no further application for substantially the same zoning for the same parcel or application for a conditional use permit for substantially the same use for the same parcel can be filed until a period of one year has passed.



**BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-5733**

CASE NUMBER

CHANGE of ZONING or DENSITY APPLICATION

REQUEST EXISTING USE OF PROPERTY PRESENT ZONING	Assessor's			
	Subdivision			
	<table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;">Tract</td> <td style="width:33%; border: none;">Block</td> <td style="width:33%; border: none;">Lots</td> </tr> </table>	Tract	Block	Lots
	Tract	Block	Lots	
	M & B			
	Application Date			
	Taken By			
Fees				

PROPERTY OWNER INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____	APPLICANT INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____
--	---

If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.

By _____
(signature of owner) (date signed)

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.

In your opinion, if this land use action is granted, will it diminish the value of the property? _____ Yes _____ No

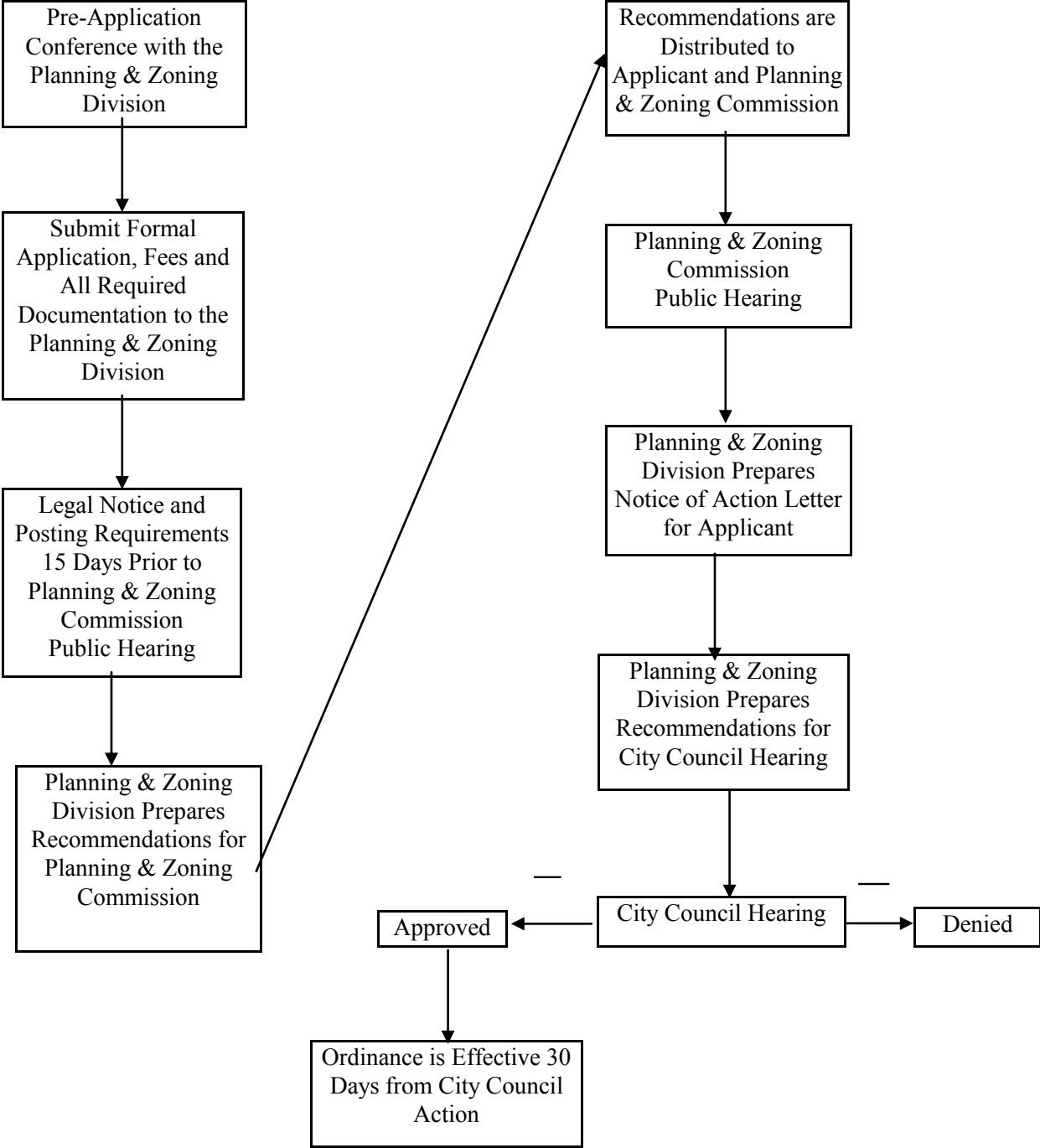
If yes, please explain why. _____

By _____
(signature of applicant) (date)

<u>PLANNING AND ZONING COMMISSION</u>	
Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED
<u>CITY COUNCIL</u>	
Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED
Ordinance/Resolution Number _____	
Effective Date _____	
Expiration Date _____	

DENSITY/ZONING MAP CHANGE FLOW CHART

Figure A-3





VARIANCE APPLICATION PROCEDURES

The zoning variance is a device to grant a property owner an exception to certain provisions in the zoning regulations when, because of peculiar surroundings, size, shape or topographic conditions of the property, a strict application of the zoning regulations would result in an unnecessary hardship upon the owner, as distinguished from a mere inconvenience to the owner.

Title 9.462.06 of Arizona Revised Statutes and Section 2.48.040 of the city code require that, following a public hearing, the Board may grant a variance only when it can be demonstrated that all of the following criteria have been met:

- ✓ Special conditions and circumstances exist which are peculiar to the property, including its size, shape, topography, location, or surroundings which do not apply to other properties in the district; and
- ✓ The strict interpretation of the zoning regulations would deprive the applicant of a substantial property right commonly enjoyed by other properties in the same district under the terms of the ordinance; and
- ✓ The alleged hardships caused by interpretation of the ordinance include more than a personal inconvenience and financial hardship and do result from the actions of the owner or applicant; and
- ✓ Granting the variance will not confer upon the applicant a special privilege that is denied by the zoning regulations to other lands, structures or buildings in the district; and
- ✓ The granting of a variance will not be detrimental to the health, safety, and general welfare of the surrounding properties or the general public.

Therefore, if you do not meet all of these criteria, staff cannot make a favorable recommendation to the Board, and further, the Board should not grant the variance.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is recommended to familiarize yourself with Board of Adjustment procedures and the criteria necessary for a favorable recommendation.

MATERIALS REQUIRED FOR A VARIANCE

- APPLICATION - print or type the information requested. The burden of proof is on you. Also attach a written explanation of the situation that substantiates the validity of your request.

- SITE PLAN** – two 24" X 36" folded copies. Additional copies will be requested once the Plan has been approved by staff. The site plan must provide a view of your property drawn to scale which includes the following:
 - Boundaries and dimensions of the property in question.
 - All adjacent streets and alleys.
 - All existing and proposed structures.
 - Required off-street parking.
 - Building setback lines.
 - All other information necessary to explain the variance request.

- LEGAL DESCRIPTION** - include a metes and bounds description or reference to a recorded subdivision.

- FILING FEE** - non-refundable, paid when the application is submitted. See Appendix F for the applicable fees.

PUBLIC HEARING

You will be notified by mail of the time and place of the public hearing. A copy of the staff recommendations will be available at the Development Services Department on Monday, 8 days prior to the hearing.

At the public hearing, the staff will give a brief explanation, with their recommendations, of your request to the Board of Adjustment. ***After the staff report, you or your representative will have the opportunity to present your request and explain how it meets the conditions listed on the preceding page. Attendance is mandatory. The request may be postponed or denied if someone is not present.***

During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard. A request denied by the Board cannot be reconsidered for one year after the date of denial.

APPEALS

Appeals of any decision of the Board of Adjustment may be made directly to Mohave County Superior Court within thirty days. Variance rulings not appealed within thirty days are final.

* ***The size of the plan is negotiable. Please discuss with the Planning and Zoning Division.***



**BULLHEAD CITY
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-573**

CASE NUMBER

VARIANCE APPLICATION

REQUEST	Assessor's
	Subdivision
	Tract Block Lot
	M & B
	Application Date
	Taken By
PRESENT ZONING	Fees
EXISTING USE OF PROPERTY	

PROPERTY OWNER INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____	APPLICANT INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____
--	---

If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.

By _____
(signature of owner) (date signed)

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.

By _____
(signature of applicant) (date)

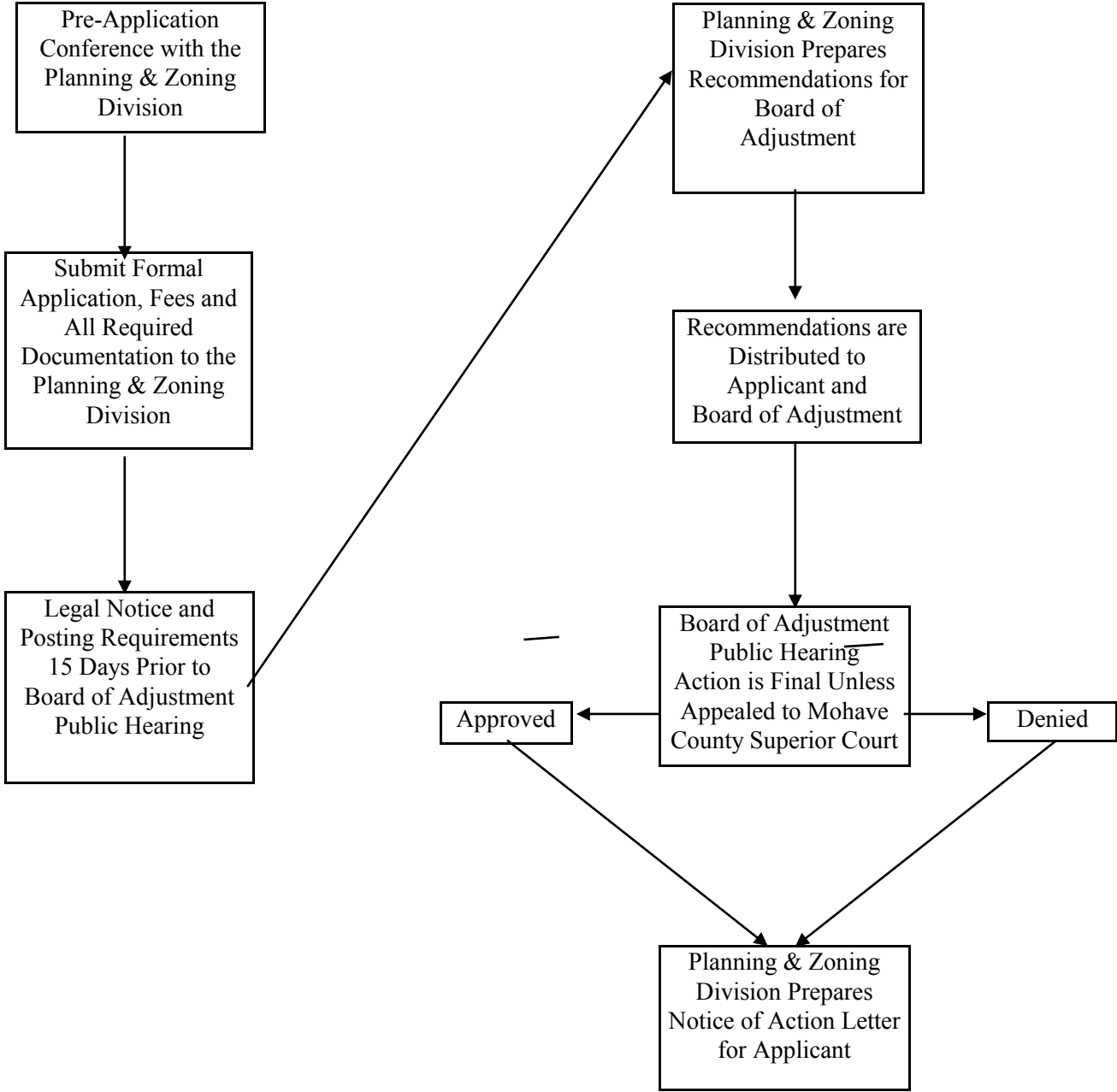
BOARD OF ADJUSTMENT

Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED
Continued To _____	
Variance Expiration Date _____	Review Date _____

NOTES

VARIANCE FLOW CHART

Figure A-4



APPENDIX B

BOUNDARY ADJUSTMENT, LAND SPLIT AND SUBDIVISION PROCEDURES

**APPLICATION INFORMATION
APPLICATIONS
CHECK LISTS
FLOW CHARTS**



BOUNDARY ADJUSTMENTS/ LAND SPLIT APPLICATION PROCEDURES

The following is a general outline of those regulations set forth in Title 16 of the city code as related to the land split process.

The approval and recordation of a parcel plat is required for any division of land into two or three units. In some cases approval may be given by the Development Service Director by letter, in which case a parcel plat is not required. The land split shall conform to all applicable policies of the General Plan, regulations of the zoning ordinance, and to all present and future street classification plans.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is recommended to determine the following:

- Does the proposed land split require subdivision plat submittal under state law and local ordinance?
- Does the proposed division require a land split map submittal or may it be approved by letter?
- Are all zoning requirements being met?
- How does the proposed land split affect adjacent proposed and existing developments?

APPLICATION REQUIREMENTS FOR LAND SPLIT MAPS

- APPLICATIONS – LAND SPLIT AND WATER ALLOCATION - print or type the information requested.
- FILING FEE - non-refundable, paid when the application is submitted. See Appendix F for the applicable fees.
- A TITLE REPORT dated no more than 30 days prior to submittal of the application shall be submitted with the application.
- LAND SPLIT MAP – four copies of the land split map (blue line or black line prints) folded to 9" x 12" size. Scale shall be 1" = 100' or larger on an 18" x 24" sheet.

- The following checklist shall be completed and the information included on all land split maps:
 - A title to read: "City of Bullhead City Land Split Map (case number)".
 - Graphic and written scale, north indicator, and date of preparation.
 - Legal description of the property.
 - Location and description of existing and proposed monuments to which all bearings, dimensions, angles, and similar data shall be referenced. Such data shall be tied to the city datum system.
 - Boundaries of the property fully balanced and closed showing all bearings and distances (in feet and decimals thereof) determined by an accurate survey in the field.
 - By note or a legend identify any symbols used on the map.
 - Bearings and dimensions of all parcel lines with each parcel identified by letter and indicating the net area in square feet of each parcel.
 - Name, course, length and width of existing and proposed street dedications.
 - Course, length, and width of existing and proposed private access, utility, public service, and drainage easements.
 - The identification of adjacent subdivisions and land split maps by record data.
 - Delineation on the map of any areas identified on the flood insurance rate map as special flood areas.
 - The location of existing structures.
 - A note stating that there are no visible encroachments except as shown on this plat.
 - Paragraphs legally setting forth:
 - Owners' Certificate.
 - Acknowledgment.
 - Surveyors Certificate & Engineers Certificate if applicable.
 - Certificate of approval by the Development Services Director.
 - Dedication of roadways and/or easements if applicable.
 - Approval and acceptance of dedications if applicable.
 - Recorder's Certificate.

- ONE MYLAR of the land split map shall be submitted upon final approval.

- EASEMENTS - Any new lots, parcels, or units created must provide public utility easements as necessary to serve the needs of the new lots, parcels, or units created, prior to approval and recordation of the land split map.

- IMPROVEMENT DISTRICTS - Any new lots, parcels, or units created that are located within an improvement district must obtain approval of a modification of assessment by the city council prior to approval and recordation of the land split map.

- OUTSTANDING AMOUNTS OWED - Any new lots, parcels, or units created must pay in full to the City of Bullhead City any outstanding amounts owed to the city for capacity fees prior to approval and recordation of the land split map.

- SEWER APPROVALS – Need written evidence that any new lots, parcels, or units created that have a gross area of less than one acre must have sanitary sewer service available from the city’s municipal system.
- WATER APPROVALS – Need written evidence that any new lots, parcels, or units created that have a gross area of less than one acre must have water service available from a public water system as defined by the Arizona Department of Environmental Quality.

PLANNING AND ZONING DIVISION RESPONSIBILITIES

- ✓ Review the land split map for completeness.
- ✓ Distribution of the land split map to the following offices for review:
 - Engineering Department.
 - Finance Department.
 - Bullhead City Fire Department.
 - Other city departments and agencies as applicable.
- ✓ The Development Service Director will approve or deny the land split and send notice to the applicant.
- ✓ The applicant may appeal the decision of the Director in writing to the City Clerk within 30 days of the date of the Director's decision.
- ✓ The approved mylar of the land split will be recorded in the Mohave County Recorders office at the expense of the applicant and two copies thereof returned to the Development Service Department.



BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-5733
SUBDIVISION APPLICATION

CASE NUMBER

REQUEST	Assessor's #
Preliminary Plat _____ Final Plat _____	Subdivision
Conceptual Plan _____ Land Split _____	Tract _____ Block _____ Lot _____
Present Zoning _____	M & B
Subdivision Name _____	Application Date
Tract _____	Taken By
	Fees \$
	Hearing Date

PROPERTY OWNER INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____	APPLICANT/ENGINEER INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____
--	--

If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.

By _____ (signature of owner) _____ (date signed)

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.

In your opinion, if this land use action is granted, will it diminish the value of the property? _____ Yes _____ No

If yes, please explain why. _____

By _____ (signature of applicant) _____ (date)

PLANNING AND ZONING COMMISSION

Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED

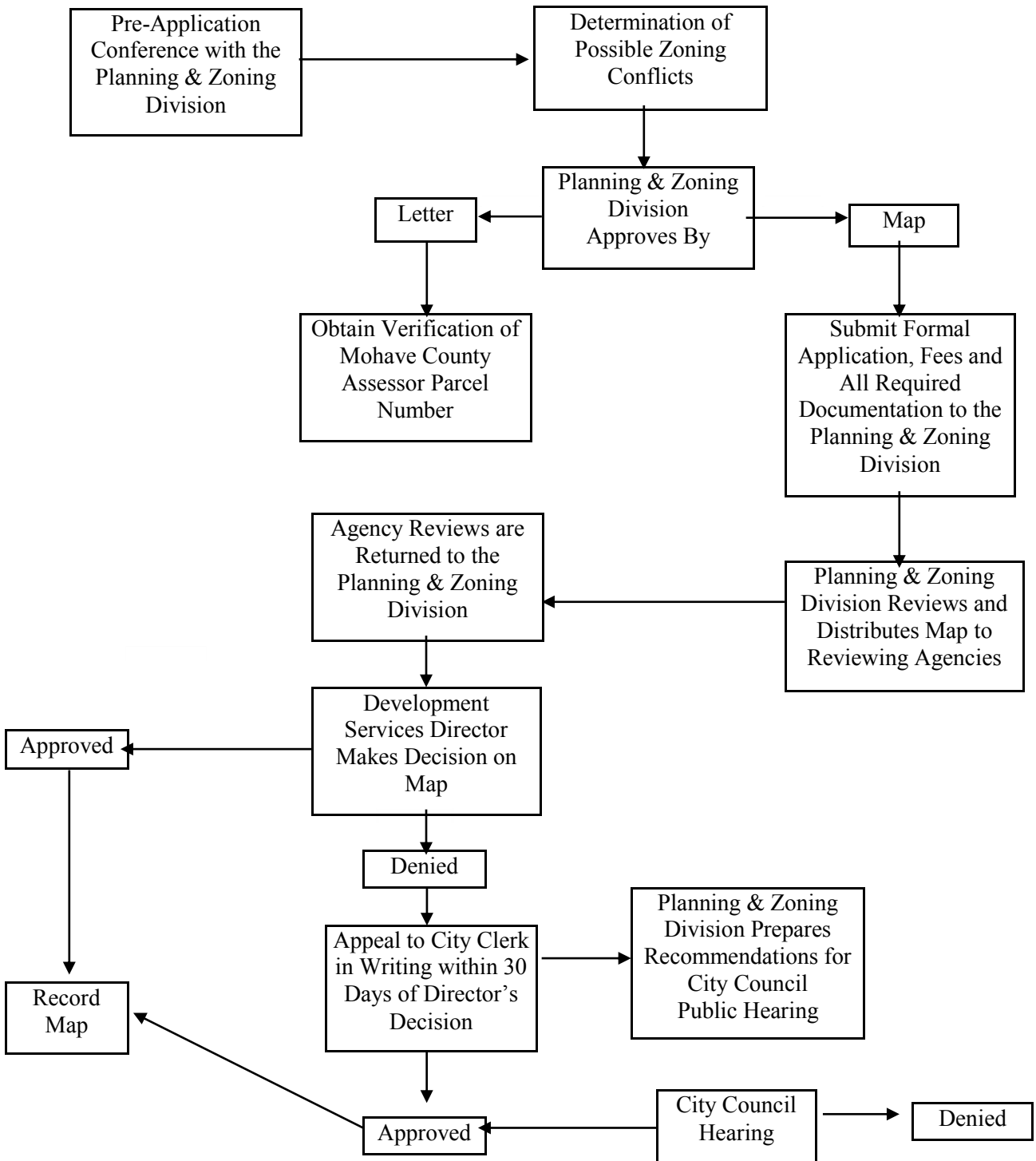
CITY COUNCIL

Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED

Expiration Date _____
 Recordation Date _____

BOUNDARY ADJUSTMENT/LAND SPLIT MAP FLOW CHART

Figure B-1





CONCEPTUAL PLAN APPLICATION PROCEDURES

The following information is a general outline of those regulations set forth in Title 16 of the City Code as related to the conceptual plan process.

A conceptual plan is a plan prepared by a developer for any portions of undeveloped land within the city limits, which will be platted in phases. A conceptual plan shall be required prior to the review and approval of a zone change request or a preliminary plat when the tract proposed for development is more than forty acres. Any type of uses allowed under the city's zoning ordinance, or any combination thereof, are allowed in a conceptual plan provided they are arranged in a compatible and orderly manner.

The conceptual plan is first submitted to the Development Review Committee (DRC) for their review and comments. When the applicant and DRC have resolved any concerns, the plan is forwarded to the Planning and Zoning Commission for review and recommendations. Their recommendation is then sent to the City Council for action. Once the conceptual plan is approved by the City Council, the subdivider may seek zone change or preliminary plat approval.

The conceptual plan submittal must be received by the Development Services Department a minimum of sixty days prior to the Planning and Zoning Commission hearing at which you wish to appear. ***Further, a request for approval on the submittal will not be routed to the Commission until all required items have been successfully addressed.***

PRE-APPLICATION CONFERENCE

- The developer is encouraged to meet with the planning staff to obtain information concerning adjacent developments, proper zoning, city policies and ordinances, and existing and future street alignments.

APPLICATION REQUIREMENTS

- APPLICATION - print or type the information requested.
- FILING FEE - non-refundable, paid when the application is submitted. See Appendix F for applicable fees.
- CONCEPTUAL PLAN –THREE 24" x 36" FOLDED COPIES. Additional copies will be requested once the plan has been approved by staff.
- DRAINAGE, SOIL, AND TRAFFIC REPORTS - TWO COPIES - of each report.

MATERIALS REQUIRED FOR CONCEPTUAL PLANS

- LAND USE - existing and proposed land uses by parcel, including recommended zoning, density and number of units for each. Density is computed for each separate land use by parcel within a conceptual plan according to the total acreage available within that particular parcel whether developable or not, and the density established in the city's zoning ordinance.
- CIRCULATION - the circulation system shall be described in the required traffic report. The traffic impact analysis shall be prepared by a professional registrant in accordance with the regulations set forth in the Bullhead City Procedures Manual.
- DRAINAGE AND FLOOD CONTROL FACILITIES NECESSARY - based on the submittal of a hydrology report and plans explaining the proposed design and function of the storm water collection system and retention system, including preliminary drainage calculations and storm drainage systems, their compatibility with existing systems, and the timing and/or phasing of installation.
- IDENTIFICATION - of the proposed phases of development.
- GENERAL LOCATION - and size of any school sites, parks, open space, or other public areas.
- INFRASTRUCTURE - the location of and standards for all other necessary infrastructure to support the proposed project.
- OTHER INFORMATION - as required by the Development Services department, development review committee, planning and zoning commission, and the city council as necessary to determine the appropriateness of the proposal.
- If after approval of a conceptual plan by the City Council, the potential subdivider decides to pursue development of a subdivision he shall do so in the manner set forth below:
 - ✓ Request a zoning map change to reflect the land use designations and densities identified in the approved conceptual plan. Zoning shall be assigned for all of the acreage with the conceptual plan as a complete unit, and not portions thereof, however zoning shall not vest until the final plat or plats are recorded with the Mohave County Recorder's office;
 - ✓ Prepare a preliminary plat in accordance with Sections 16.12.060 through 16.12.170 of this title for all of the acreage within the conceptual plan as a complete unit, and not portions thereof;
 - ✓ Prepare a final plat or plats in accordance with this title for one or more phases of the conceptual plan.

PUBLIC HEARING

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard.



BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-5733
SUBDIVISION APPLICATION

CASE NUMBER

<u>REQUEST</u>	Assessor's # _____
Preliminary Plat _____ Final Plat _____	Subdivision _____
Conceptual Plan _____ Land Split _____	Tract _____ Block _____ Lot _____
Present Zoning _____	M & B _____
Subdivision Name _____	Application Date _____
Tract _____	Taken By _____
	Fees \$ _____
	Hearing Date _____

PROPERTY OWNER INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____	APPLICANT/ENGINEER INFORMATION Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ FAX _____ EMAIL Address _____
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If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.

By _____ (signature of owner) _____ (date signed)

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.

In your opinion, if this land use action is granted, will it diminish the value of the property? _____ Yes _____ No

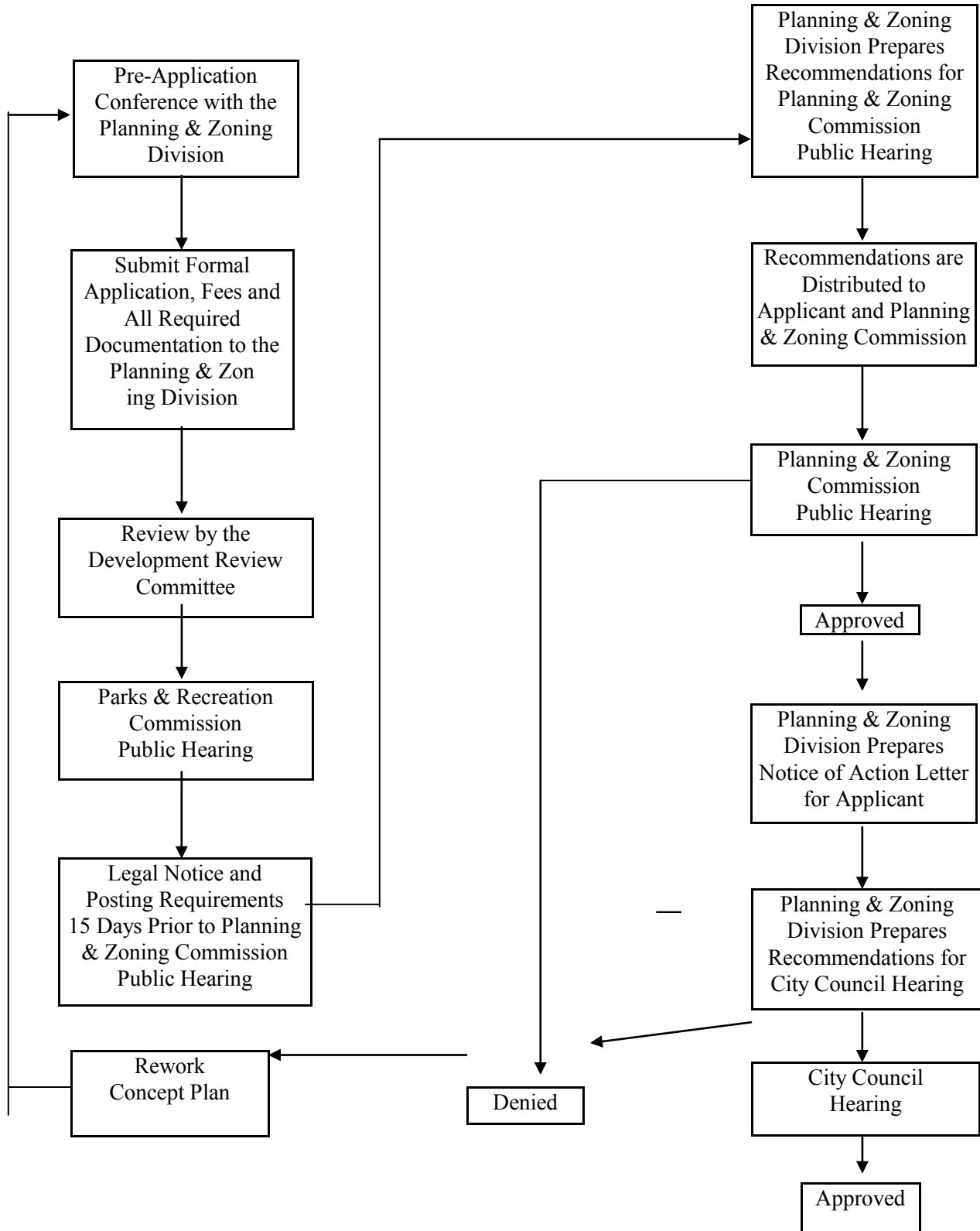
If yes, please explain why. _____

By _____ (signature of applicant) _____ (date)

<u>PLANNING AND ZONING COMMISSION</u>	
Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED
<u>CITY COUNCIL</u>	
Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED
Expiration Date _____	
Recordation Date _____	

CONCEPT PLAN FLOW CHART

Figure B-2





SUBDIVISION APPLICATION PROCEDURES PRELIMINARY PLAT STAGE

The following information is a general outline of those regulations set forth in Title 16 of the city code as related to the preliminary plat stage of the subdivision process. The development of condominium, cluster, and townhouse projects must also follow subdivision procedures.

PRELIMINARY PLAT APPLICATION

This is the second stage of the subdivision process; it includes detailed subdivision planning, submittal, review, and approval of the preliminary plat. *Please include a copy of your completed Checklist with all submittals.*

APPLICATION REQUIREMENTS

- Verify that the proper zoning is in place.
- APPLICATION - print or type the information requested.
- FILING FEE - non-refundable, paid when the application is submitted. See Appendix F for the applicable fees.

MATERIALS REQUIRED FOR PRELIMINARY PLATS

- PRELIMINARY PLAT – FIFTEEN 24" X 36" FOLDED COPIES - with required supporting data. These copies will be routed to the Development Review Committee members. Additional copies will be requested once the Plat has been approved by staff.
- HYDROLOGY REPORT – TWO COPIES – a preliminary hydrology report and plans explaining the proposed design and function of the storm water collection system and retention system, including preliminary drainage calculations and storm drainage systems, their compatibility with existing systems, and the timing and/or phasing of installation. Approximate size and location of the above may be required on the plat by the Engineering Department.
- GRADING PLAN – THREE COPIES – a preliminary grading plan provided at a horizontal scale of 1" = 200' with contour intervals not to exceed 4', which depicts the existing character drainage of the land, and also the character of that proposed.
- SOILS REPORT – TWO COPIES – a soils report outlining the recommendations of a qualified professional engineer regarding development problems of soil stability, erosion control, sedimentation, and/or flooding.

- TRAFFIC IMPACT ANALYSIS – TWO COPIES - Developers of all projects which are the subject of a preliminary plat request and which generate five hundred or more vehicle trips per day based on the multipliers listed in the Bullhead City Procedures Manual shall submit and have approved a traffic impact analysis of the project site and its vicinity to the Development Services director prior to such preliminary plat request being placed before the planning and zoning commission and/or city council for consideration. A professional registrant in accordance with the specifications set forth in the Bullhead City Procedures Manual shall prepare the traffic impact analysis.
- The preliminary plat shall also include the following:
 - Name of subdivision.
 - Location of subdivision by section, township, and range; reference by dimension and bearing to a section corner or quarter section corner.
 - Name, address, and phone number of subdivider.
 - Name, address, and phone number of engineer, surveyor, landscape architect, or land planner preparing plat.
 - Title, scale, north point, and date of preparation including dates of any subsequent revisions.
 - Scale may be no more than 1" = 100'.
 - A location map which shows the relationship of the subdivision to existing community facilities which serve or influence it, including main traffic arteries; public transportation lines; shopping centers; elementary and high schools; parks and playgrounds and churches. The map must also contain a title, scale, north point and date.
 - Location of existing physical and natural conditions.
 - Topography by contours related to USGS survey datum, or other datum approved by the Engineering Division, shown on the same map as the proposed subdivision layout. Contour interval must be such as to adequately reflect the character and drainage of the land. Such map must be on a scale of one-inch equals one hundred feet with two-foot contour interval.
 - Location of water wells, streams canals, irrigation laterals, private ditches, washes, lakes, or other water features. Also direction of flow, location and extent of area subject to inundation whether such inundation is frequent, periodic, or occasional.
 - Location widths, and names of all existing platted streets, railroads, utility right-of-way of public record, public areas, permanent structures to remain including water wells and municipal corporation lines within or adjacent to the tract.
 - By note, the existing zoning classification of the subject tract and adjacent tracts.
 - By note, the acreage of the tract.
 - Boundaries of the tract to be subdivided must be fully dimensioned.
 - Street layout, including location, width and proposed names of public streets, alleys, crosswalks, and easements, and connections to adjoining platted tracts.
 - Typical lot dimensions (scaled); dimensions of all corner lots and lots of curvilinear sections of streets; each block and lot numbered individually; total number of lots.
 - Location, width, and use of easements.
 - Designation of all land to be dedicated or reserved for public use with use indicated.
 - Proposed multi-family, commercial or industrial uses clearly designated when applicable together with existing zoning classification and status of zoning change, if any.
 - Subdivider must furnish the Arizona Department of Environmental Quality with information regarding the design and operation of proposed sanitary sewer facilities.

- In addition, for preliminary plats that contain lots and/or parcels that total 20 acres or less, are or will be zoned for single-family residential planned area development, multiple family, commercial, and/or industrial uses, and that the information listed below was not provided during the zoning map change process, the applicant must provide 20 copies of the site plan depicting/reflecting the information listed below. The site plan must be drawn to scale, adequately depict and reflect the required information, and be prepared on a twenty-four-inch by thirty-six-inch plan sheet unless otherwise approved by the Development Services Department. The applicant must submit folded copies of the site plan showing the following information.
- Lot dimensions.
- All buildings and structures existing and proposed, including dimensions, elevations and a color palette.
- Yards and/or setbacks, as well as spaces between buildings.
- Landscaping and screening as required by chapter 17.48.
- Off-street parking as required by Chapter 17.44.
- Vehicular, pedestrian and service access.
- Lighting and signs shown in compliance with chapter 17.42, including location of both.
- Outdoor storage and activities.
- Location and name of adjacent rights-of-way.
- Refuse collection container location.

PLANNING AND ZONING DIVISION RESPONSIBILITIES

- ✓ Review the preliminary plat submitted and also distribute the submittal to other departments and agencies as necessary.
- ✓ Summarize the recommendations of the reviewing offices and present them to the Development Review Committee.
- ✓ Prepare a report of the findings of the committee and presents it to the subdivider and to the Planning and Zoning Commission for public hearing.
- ✓ At the public hearing of the Commission may approve with conditions, reject, or, in special circumstances, forward its recommendations to the city council for preliminary plat action.
- ✓ Approval of the preliminary plat is valid for the period established within the schedule of development attached to the preliminary plat approval.

PUBLIC HEARING

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard.



BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-5733
SUBDIVISION APPLICATION

CASE NUMBER _____

<u>REQUEST</u>	Assessor's # _____
Preliminary Plat _____ Final Plat _____	Subdivision _____
Conceptual Plan _____ Land Split _____	Tract _____ Block _____ Lot _____
Present Zoning _____	M & B _____
Subdivision Name _____	Application Date _____
Tract _____	Taken By _____
	Fees \$ _____
	Hearing Date _____

PROPERTY OWNER INFORMATION	APPLICANT/ENGINEER INFORMATION
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____ FAX _____	Phone _____ FAX _____
EMAIL Address _____	EMAIL Address _____

If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.

By _____ (signature of owner) _____ (date signed)

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.

In your opinion, if this land use action is granted, will it diminish the value of the property? _____ Yes _____ No

If yes, please explain why. _____

By _____ (signature of applicant) _____ (date)

PLANNING AND ZONING COMMISSION

Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED

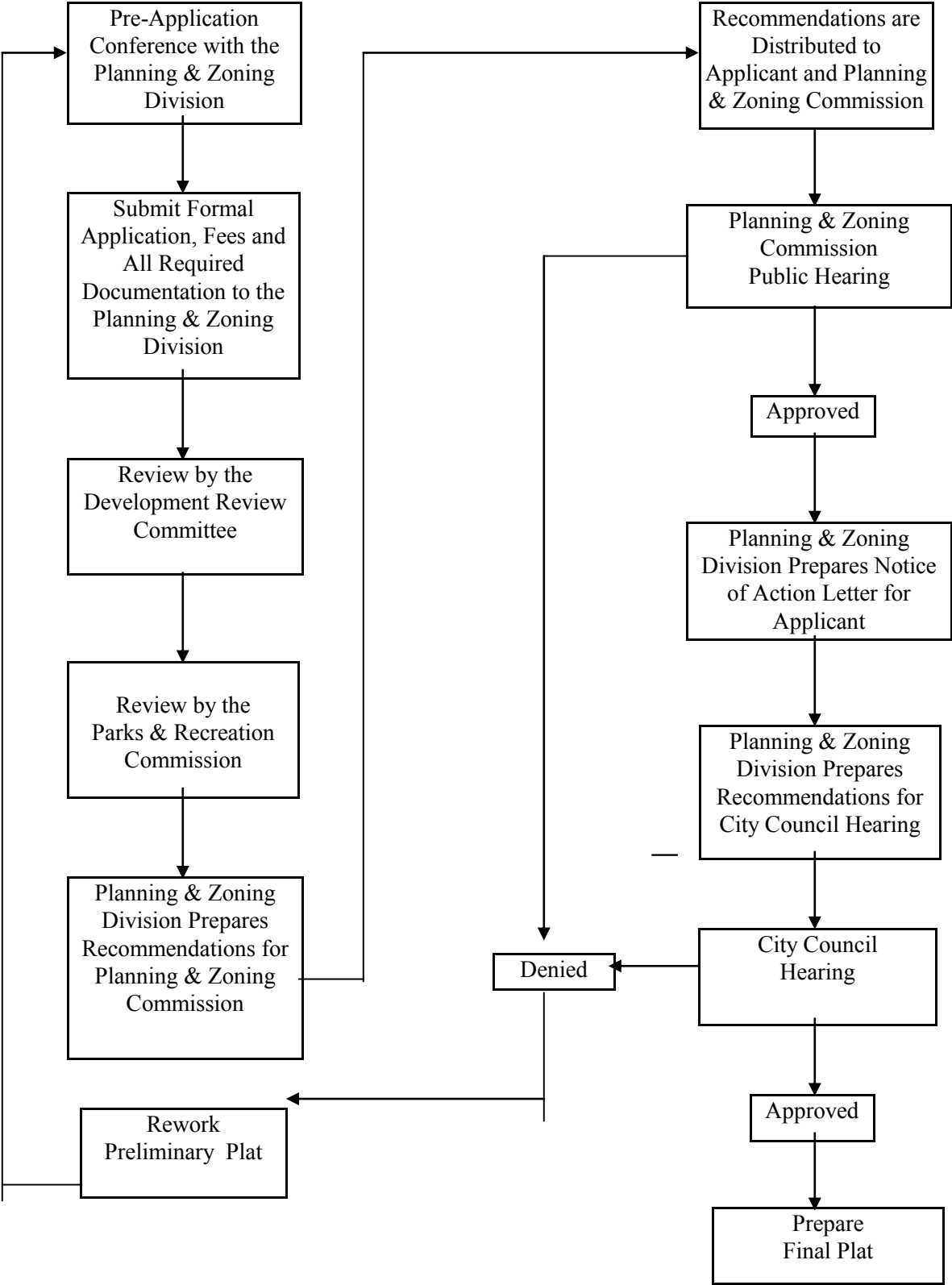
CITY COUNCIL

Hearing Date _____	_____ GRANTED
Continued To _____	_____ GRANTED WITH STIPULATIONS
Continued To _____	_____ DENIED

Expiration Date _____

Recordation Date _____

**PRELIMINARY PLAT
FLOW CHART**
Figure B-3





SUBDIVISION APPLICATION PROCEDURES FINAL PLAT STAGE

The following information is a general outline of those regulations set forth in Chapter 16 of the city code as related to the final plat stage of the subdivision process. The development of condominium, cluster, and townhouse projects must also follow subdivision procedures.

FINAL PLAT APPLICATION

This is the third stage of the subdivision process. The final plat shall include the information listed below. *Please include a copy of your completed Checklist with all submittals.*

APPLICATION REQUIREMENTS

- APPLICATION - print or type the information requested.
- FILING FEE - non-refundable, paid when the application is submitted. See Appendix F for the applicable fees.
- WATER ALLOCATION APPLICATION AND FEE - written calculation of the amount of water necessary to serve the subdivision.

MATERIALS REQUIRED FOR FINAL PLATS

- FINAL PLAT - five folded copies of the final plat. Final plat drawn in India ink on linen, plastic, or other non-shrinking material on a sheet that conforms to the Engineering Department's size requirements. Additional copies will be requested once the plat has been approved by staff.
- IMPROVEMENT PLANS - one set of improvement plans.
- OTHER REPORTS - two copies of any other required reports and plans (i.e. grading and drainage).
- DRAWN TO SCALE - the final plat shall be drawn to a scale of 1" = 100'. If more than two sheets are necessary, include an index sheet showing the entire subdivision and the portions contained on the other sheets.
- TITLE REPORT – ONE COPY - of a preliminary title report or a title insurance policy issued within the preceding thirty days to the owner(s) of the land disclosing the owner(s) of record of the land included within the proposed subdivision, as well as all liens, encumbrances, assessments or any other matters of record affecting the title to the property, by a title insurance agent licensed by the Arizona Department of Insurance.

- PROPERTY OWNERS ASSOCIATION DOCUMENTS - any proposed articles of incorporation, bylaws, and deed restrictions to be imposed upon the plat or any part of it pertaining to the intended use of the land.
- ENGINEER'S COST ESTIMATE - once the amount is agreed upon, a financial assurance will be required.
- OTHER ITEMS - all items required per the preliminary plat approval.
- OTHER AGENCY APPROVALS - written approval from Bullhead City Fire Department and all involved utilities that the final plat complies with their requirements.
- The final plat shall also include the following:
 - A title page, which includes the name of the subdivision, tract number and its location.
 - Name, address, and registration number of the seal of the registered land surveyor preparing the plat.
 - Boundaries of the tract to be subdivided fully balanced and closed, showing all bearings and distances. All dimensions are expressed in feet and decimals thereof.
 - Any excepted parcel(s).
 - Location and description of cardinal points.
 - Location of all physical encroachments on boundaries of the tract.
 - Block closure and subdivision closure calculations.
 - Name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks and utility easements; radii, point of tangency, and central angles of all curvilinear streets and alleys, radii of all rounded street line intersections.
 - All drainage ways, and rights-of-way of all major drainage ways, as designated by the Engineering Department are to be dedicated to the public.
 - All easements for rights-of-way provided for public services or utilities and any limitations of the easements.
 - Locations and all dimensions of all residential lots.
 - All residential lots are numbered by block and lot numbers throughout the plat. Exceptions, tracts, and private parcels are designated, lettered, or named and clearly dimensioned.
 - Location dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated.
 - Location of all adjoining subdivisions with name, date, and book and page number of recordation noted, or if unrecorded, so marked.

PLANNING AND ZONING DIVISION RESPONSIBILITIES

- ✓ Review the final plat for completeness and conformity to the approved preliminary plat and distribute the submittal to other departments and agencies as necessary.
- ✓ Once all required items have been successfully addressed, the request will be scheduled for action by the City Council. A staff member will contact you regarding the date and time of the meeting.

- ✓ Upon City Council approval, the final plat is recorded in the office of the Mohave County Recorder at the subdivider's expense. Following recordation of the plat, prints must be provided to the County Recorder, County Assessor, the Development Services Department, and a mylar to the Bullhead City Engineering Division at the expense of the subdivider.



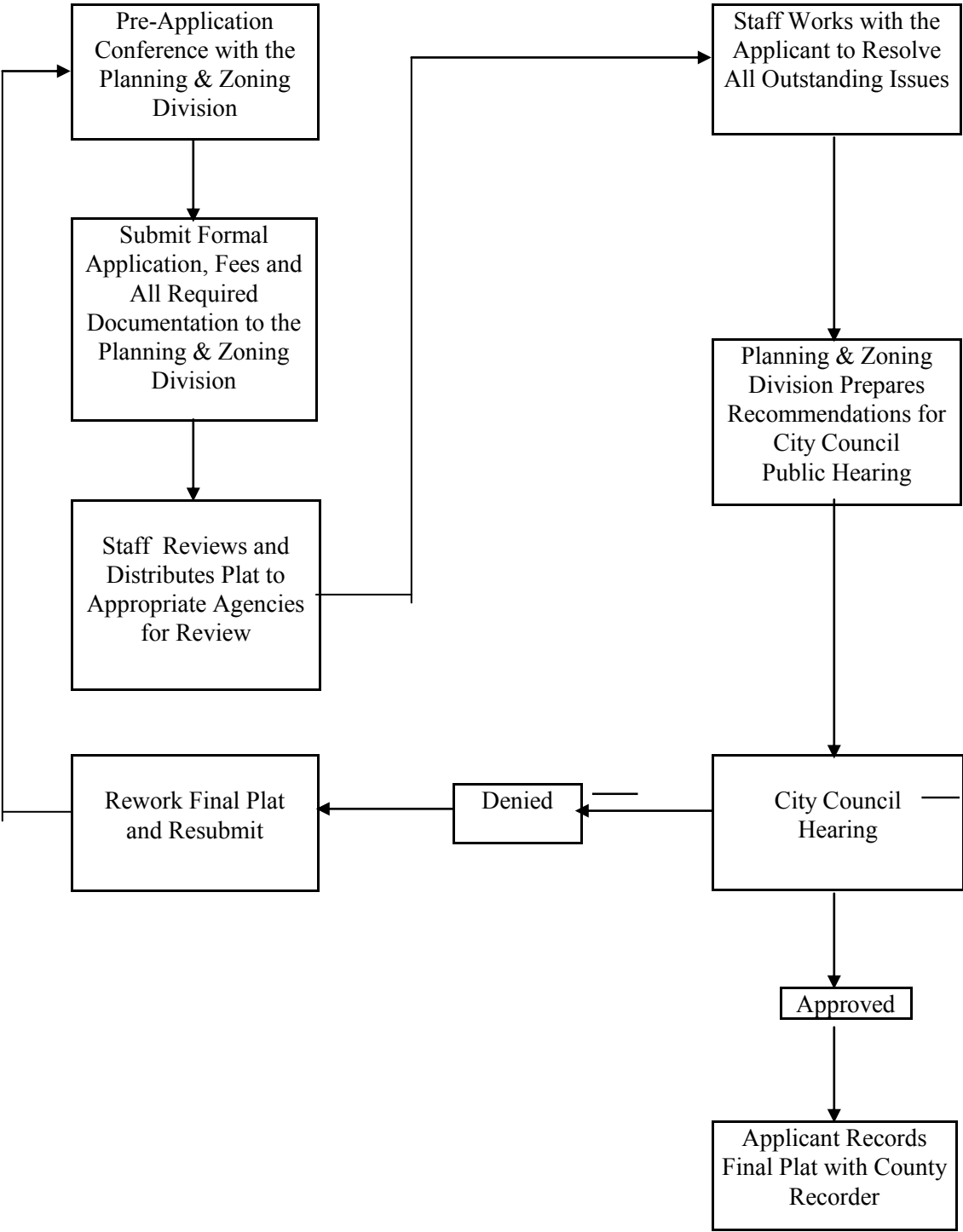
BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442-5733
SUBDIVISION APPLICATION

CASE NUMBER

<p><u>REQUEST</u></p> <p>Preliminary Plat _____ Final Plat _____</p> <p>Conceptual Plan _____ Land Split _____</p> <p>Present Zoning _____</p> <p>Subdivision Name _____</p> <p>Tract _____</p>	Assessor's # _____						
	Subdivision _____						
	Tract _____ Block _____ Lot _____						
	M & B _____						
	Application Date _____						
	Taken By _____						
	Fees \$ _____						
	Hearing Date _____						
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<p>If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ (name of applicant) to act as my agent in this application. This application may only be signed by the legal owner of the property. Your signature confirms that you are the legal owner of the property and have the authority to bind all owners at the time of the application at the time of the application. You must notify the City if there is any change in ownership prior to final action on this land use application.</p> <p align="center">By _____ (signature of owner) _____ (date signed)</p> <p>I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in its normal scheduling.</p> <p>In your opinion, if this land use action is granted, will it diminish the value of the property? _____ Yes _____ No</p> <p>If yes, please explain why. _____</p> <p align="center">By _____ (signature of applicant) _____ (date)</p>							
<p><u>PLANNING AND ZONING COMMISSION</u></p> <table style="width:100%;"> <tr> <td style="width:60%;">Hearing Date _____</td> <td style="width:40%;">_____ GRANTED</td> </tr> <tr> <td>Continued To _____</td> <td>_____ GRANTED WITH STIPULATIONS</td> </tr> <tr> <td>Continued To _____</td> <td>_____ DENIED</td> </tr> </table>		Hearing Date _____	_____ GRANTED	Continued To _____	_____ GRANTED WITH STIPULATIONS	Continued To _____	_____ DENIED
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<p><u>CITY COUNCIL</u></p> <table style="width:100%;"> <tr> <td style="width:60%;">Hearing Date _____</td> <td style="width:40%;">_____ GRANTED</td> </tr> <tr> <td>Continued To _____</td> <td>_____ GRANTED WITH STIPULATIONS</td> </tr> <tr> <td>Continued To _____</td> <td>_____ DENIED</td> </tr> </table> <p>Expiration Date _____</p> <p>Recordation Date _____</p>		Hearing Date _____	_____ GRANTED	Continued To _____	_____ GRANTED WITH STIPULATIONS	Continued To _____	_____ DENIED
Hearing Date _____	_____ GRANTED						
Continued To _____	_____ GRANTED WITH STIPULATIONS						
Continued To _____	_____ DENIED						

FINAL PLAT FLOW CHART

Figure B-4

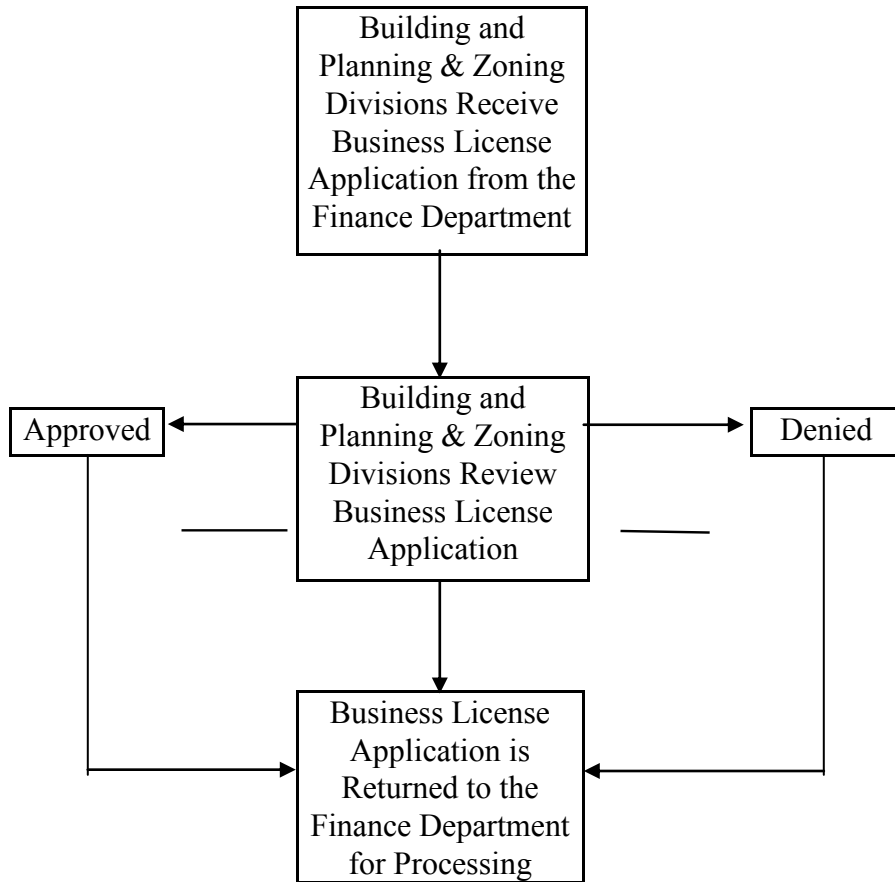


APPENDIX C

MISCELLANEOUS DEVELOPMENT PROCEDURES

FLOW CHART

**BUSINESS LICENSE
FLOW CHART
Figure C-1**



APPENDIX D

OFF STREET PARKING REQUIREMENTS

Purpose

The purpose of this section is to alleviate or prevent congestion of the public streets and to promote the safety and welfare of the public by establishing minimum requirements for the off street parking of motor vehicles. The minimum requirements are determined based on the use to which the property is put. These requirements are designed to encourage effectively developed parking areas which provide sufficient quantities of parking spaces with ample areas of automobile maneuvering. It is the further purpose of this section to place upon the property owner the primary responsibility for relieving public streets of the burden of on street parking.

General Information

The parking requirements set forth in Chapter 17.44 of the city code are applicable to residential, commercial, and industrial projects. These regulations are triggered when permits are issued for any new buildings or those with additions that total more than 10% of the existing square footage, when an entire building has a change of occupancy or as an element of conditional use permit or zoning map change approval.

A building permit will not be issued until the applicant has presented satisfactory evidence to the Development Services Department that he owns or has otherwise available for his use sufficient property to provide the parking required as specified in the city code.

The joint use of parking spaces for two or more buildings or uses on one property is permitted provided the total of such spaces when used together is not less than the sum of spaces required for the various individual buildings or uses computed separately. Further, if there is a combination of uses on a lot, the total parking requirement shall be the sum of such requirements for the various uses computed separately.

Location of Parking

In all residential districts with developments of six dwelling units or less, parking shall be located on the same lot as described below. Exceptions to these requirements may be granted by the Development Services Director under certain circumstances.

1. Lot size of 5,000 sq. ft. or less - parking may be located in any required yard but may not exceed 25% of the total lot area.
2. Lot size of 5,000 sq. ft. or more - parking may be located in any required yard but may not exceed 20% of the total lot area.

In all multiple family residential districts (R2MF or RS) with developments of more than six dwelling units, parking shall be located as described below.

1. On the same lot in any required yard as determined by the site plan review process.
2. On a contiguous lot provided it is zoned the same as the lot to which it is providing parking for or P1.

For commercial and industrial developments the required parking must be located on the same lot as the use they are intended to serve or within 300 feet thereof on property zoned the same as the lot to which it is providing parking for on property zoned P1. The required parking may be provided on a joint basis provided it serves the minimum requirements for the sum of uses served.

Parking Design Standards

Parking areas for all single family developments must be surfaced with one or more of the materials listed below.

Concrete	Paving Bricks
Asphalt	Crushed Stone/Gravel
Oil cake	Aggregate Base Material
Other approved dust free method	

All multiple family, commercial and industrial developments must comply with the requirements listed below. Figure 9-1 provides suggested layouts for parking.

1. The parking area, including the area of all drives, access to parking spaces, and connections to public streets or alleys, must be maintained dust free by the use of masonry, concrete or asphalt paving.
2. Each parking space must be 9 ft. x 20 ft. except that where off street parking requirements exceed 20 spaces for a commercial development, the following minimum requirements may be complied with:
 - a. The first 20 parking spaces shall measure 9 ft. x 20 ft.
 - b. Twenty percent of the remaining required parking spaces may be reduced in size to 7 ft.6 in. x 15 ft. Aisles and access ways shall be maintained as required.
3. State law requires that handicap parking spaces be provided at all public buildings and facilities, and all places of public accommodation as noted below. Places of public accommodation are all public places of entertainment, amusement or recreation; all places where food or beverages are sold for consumption on the premises; all public places for lodging or for the benefit or accommodation of those seeking health or recreation; and all establishments which cater to or offer their services, facilities or goods to the general public. Any house or residence in which less than five rooms are rented, any private club, or any place which is by its nature distinctly private, is not a place of public accommodation.

- a. Two percent of the required parking spaces for a public building facility or place of public accommodation have to be reserved for handicap parking and shall have a minimum of one handicap parking space.
 - b. A handicap parking space must measure 12 ft. x 20 ft. and whenever possible these spaces should be located where one side is open. Handicap parking spaces should be designed and located in such a manner as to prevent persons in wheel chairs and persons using braces and crutches from having to wheel or walk behind parked cars.
 - c. Where the level of the parking lot differs from the level of the walk or entrance way of a public building, ramps must be provided.
 - d. Each handicap parking space must be identified as such by a sign displaying the international wheelchair symbol or by displaying the international wheelchair symbol on the parking surface.
4. The minimum driveway widths permitted on site are described below and in Figure D-1.
- a. One-way drives: 10 ft.
 - b. Two-way drives: 18 ft. for angle parking
24 ft. for 90 degree parking
 - c. Fire lanes: 24 ft.
 - d. Private drives within subdivision developments 24 ft. or 30 ft. as determined by the subdivision review procedure.
5. Parking lots have to be designed so that exiting vehicles are not required to back out across any street or sidewalk. Further, no part of any vehicle may extend into any public right-of-way including, but not limited to, any public sidewalk, curb, or street paving.
6. Loading, delivery, and service bays are not permitted in the single family residential zoning districts. For commercial and industrial developments the loading, delivery, and service bays shall be located in the rear yards and shall be screened from street right-of-way view by a screening device. A screening device is defined as a device made of brick, masonry block, masonry with a stucco or mortar wash finish, cedar, redwood, or a landscaped berm.
7. Parking areas must be setback a minimum of 5 ft. from all street right-of-way lines and be screened from view with a screening device a maximum of 3 ft. in height.
8. A minimum of 5% of the parking lot area for multiple family, commercial and industrial projects needs to be landscaped in accordance with Chapter 17.48 of the city code.

Minimum Off Street Parking Requirements

The following is list of the minimum requirements for parking based on the type of use proposed. The number of parking spaces required is generally based on the number of employees on the largest work shift and/or floor area as defined below.

“Employee(s) on the largest work shift” means the maximum number of employees working at the facility during a single given day, regardless of the time period during which this occurs, and regardless of whether any such person is a full-time employee. The largest work

shift may occur on any day of the week, or during a lunch or dinner period in the case of a restaurant.

“Gross floor area” means the total floor area and/or the open land area needed for service to the public as customers, patrons, clients, or patients, including areas occupied by fixtures and equipment used for display or sale of merchandise.

Where the required number of parking spaces is based upon the number of available seats, each eighteen inches of width in area utilized for seating shall be counted as one seat.

When determination of the number of required off-street parking spaces results in a fractional space, any fraction of less than one-half may be disregarded, while a fraction of one-half or more shall be counted as one parking space.

1. Residential.

One-family or two family residences - two spaces per dwelling unit.

Multiple-family dwelling:

Efficiency/studio and SRO projects - 1.25 spaces per dwelling unit.

One bedroom - 1.75 spaces per dwelling unit.

Two bedrooms or more - 2.25 spaces per dwelling unit.

Manufactured home parks and subdivisions - two per dwelling unit.

Times-share project:

Efficiency unit - 1.3 parking spaces per unit*

One bedroom unit - 1.5 parking spaces per unit*

Two bedroom unit - 1.7 parking spaces per unit*

Three bedroom unit - 1.9 parking spaces per unit*

*Includes employee parking. Plus the spaces required herein for any other uses included in the project. Further, if such time-share project ever reverts to an apartment or condominium project, compliance with the parking regulations for these uses will be required.

Group home - 1 space for each four residents, plus 1 space for each employee.

Halfway house or recovery community - 1 space for each four residents, plus 1 space for each employee.

Residential care home - 1 space for each six clients, plus the spaces required for the residence.

Shelter - 1 space for each four residents, plus 1 space for each employee.

2. Commercial and Entertainment Uses.

Drive Through Automobile Car Wash - Five vehicular stacking/queuing spaces shall be provided on-site for each wash rack, plus one parking space for each one and one-half employees.

Full Service Automobile Car Wash - Ten vehicular stacking/queuing spaces and ten drying spaces shall be provided on-site for each wash rack, plus two spaces for each wash rack, plus one parking space for each one and one-half employees.

Automobile Service Station - One space per employee on the maximum shift; in addition, if a convenience grocery is included, see “convenience grocery”; and if service bays are included, see “vehicle repair and maintenance services.”

Banks - One space per two hundred square feet of gross floor area, plus five off-street waiting (stacking/queuing) spaces per drive-in lane excluding service window areas.

Beauty and Barber Shops - One space for each employee or station operator, plus two spaces for each service chair and one additional space for every two stationary hair dryers.

Bed and Breakfast - Two spaces per dwelling unit and one space per one bedroom for rent.

Convenience Grocery - One space per employee on the maximum shift; in addition, one space per three hundred square feet of gross floor area, if gasoline pumps are provided; or one space per two hundred fifty square feet of gross floor area, if no gasoline pumps are provided. Spaces located at gasoline pumps count toward the parking requirement.

Funeral Home - One space per three visitor seats or twenty-five spaces per chapel unit, whichever is greater.

Furniture and/or Major Appliance Store - One space per six hundred square feet of gross floor area.

Grocery or Supermarket - One space per two hundred and fifty square feet of gross floor area of customer sales and service, plus one space per two thousand square feet of gross floor area of storage.

Hotel or Motel - One space per room or suite, plus one space per every three employees on the largest work shift, plus one space per three persons to the maximum capacity of each public meeting and/or banquet room, plus fifty percent of the number of spaces required for accessory uses (bars, restaurants, etc.).

Lumberyard and/or Building Materials Store - One space per four hundred square feet of customer service area, plus one space per two thousand square feet of warehouse or storage area, plus one space per company vehicle.

Private Clubs - One space per 100 square feet of gross floor area.

Repair Services - One space per two hundred square feet of gross floor area.

Restaurant, Fast Food with Drive-In - One space per one hundred square feet of gross floor area (minimum of six spaces), plus one space per employee on the largest work shift. Space shall also be provided to accommodate a minimum of eight waiting vehicles at each drive-through.

Restaurant, Standard - One space per one hundred square feet of gross floor area, plus one space per employee on the largest work shift.

School, Commercial or Trade - One space per one and one-half students, plus one space per employee (including faculty) at capacity class attendance.

Shopping Center, Under Fifty Thousand Square Feet With One or More Restaurant(s) - One space per two hundred fifty square feet of gross floor area.

Shopping Center, Under Fifty Thousand Square Feet With No Restaurants or Where Restaurants Have Separately Counted Parking - One space per three hundred square feet of gross floor area.

Shopping Centers of Fifty Thousand or More Square Feet With Restaurant(s) Sharing Parking - One space per two hundred fifty square feet of gross floor area up to one hundred thousand square feet; and one space per three hundred square feet of gross floor area over one hundred thousand square feet.

Shopping Centers of Fifty Thousand or More Square Feet With No Restaurants or Where Restaurants Have Separately Counted Parking - One space per three hundred square feet of gross floor area up to one hundred thousand square feet; and one space per three hundred twenty-five square feet of gross floor area over one hundred thousand square feet.

Taverns, Dance Halls, Night Clubs, and Lounges - One space per fifty square feet of gross floor area.

Theaters and Auditoriums - One space per three fixed seats, and one space for every twenty-five square feet of seating area where there are no fixed seats.

Theaters, Indoor Movie - One space per four fixed seats.

Vehicle Sales and Associated Service Facilities - One space per one thousand five hundred square feet of gross floor area and outdoor vehicle display area; and if service bays are included, see “vehicle repair and maintenance services.”

Vehicle Service Station - See “automobile service station.”

Vehicle Repair and Maintenance Centers - Three spaces per each repair or maintenance bay.

Any Other Commercial and Entertainment Uses Not Specifically Listed - One space per two hundred square feet of gross floor area of customer sales and service, storage and/or office gross floor area. If the use has at least fifty thousand square feet of gross floor area, then one space per two hundred and fifty square feet of gross floor area shall be provided. For any drive-through facilities, space shall also be provided to accommodate a minimum of five waiting vehicles at each drive-through excluding service window areas.

3. Commercial and Recreational Uses.

Bowling Alley - Five spaces per lane, plus one space per two hundred fifty square feet of gross floor area of each public meeting and/or banquet room, plus the number of spaces required for accessory uses (bars, restaurants, etc).

Skating Rink, Ice or Roller - One space per three hundred square feet of gross floor area.

Other Commercial/Recreational Uses (Privately-Owned) - One space per two hundred square feet of gross floor area.

4. Institutional, Indoor Recreational, and Special Residential Uses.

Camps, Day - One space per three hundred square feet of gross floor area, plus one space per camp vehicle normally parked on the premises, plus five visitor spaces.

Cemetery - One space per employee, plus two spaces per acre which may be on internal private traffic ways.

Church - One space per four fixed seats or one space for every ninety inches of space without fixed seating, and one space for every thirty-five square feet of areas where no permanent seats are maintained in the main auditorium.

Community and Recreation Center (Publicly-Owned) - One space per two hundred square feet of gross floor area.

Day or Nursery School - One space per three hundred square feet of gross floor area, plus five visitor spaces.

Housing for the Elderly - Three-quarters space per unit, where at least one member of the household is at least sixty-five years old; plus one space per employee on the largest work shift. For facilities which include full-time health care, see “nursing homes.”

Hospital - One space per patient bed, plus one space per five hundred square feet of gross floor area.

Lodging Houses, Boarding, and Rooming Houses, Dormitories, and Fraternities - One space per bedroom or sleeping room, plus one space for the owner or manager. For dormitories without individual private rooms for guests, each one hundred square feet of gross floor area shall be considered equivalent to a bedroom or sleeping room. This includes off-campus student apartment buildings if designed as dormitories.

Libraries and Museums - One space per two hundred square feet of gross floor area.

Nursing Homes - One space per six patient beds, plus one space per employee on the largest work shift.

Elementary and Junior High Schools - One space per staff and faculty member, plus one space per two classrooms.

Senior High - One space per staff and faculty member, plus one space per four students (based on the maximum number of students that the facility is designed to handle at any one time).

College - One space per staff and faculty member, plus one space per three students (based on the maximum number of students that the facility is designed to handle at any one time).

Swimming Facility - One space per seventy-five square feet of gross water area, plus one space per employee on the largest shift.

Tennis, Racquetball, or Handball Courts - Two spaces per court, plus one space per employee on the largest work shift.

Other Institutional, Indoor Recreational, and Special Residential Uses - One space per two hundred square feet of gross floor area.

5. Nursery Uses - One space per two hundred square feet of gross floor area of inside sales or display, plus one space per one thousand square feet of outdoor display or sales area.

6. Office Uses.

Offices, General - One space per two hundred fifty square feet of gross floor area.

Medical Offices - One space per two hundred square feet of gross floor area.

7. Outdoor Recreational Uses.

Golf Courses - Four spaces per hole, plus one space per employee on the largest work shift, plus spaces required for any accessory uses (bars, restaurants, etc).

Outdoor Swimming Pool (Non-Accessory) - One space per seventy-five square feet of gross water area.

Tennis Court (Non-Accessory) - Two spaces per court.

Other Outdoor Recreational Uses - One space per each one thousand square feet of open area for the first ten thousand square feet of open area, and one additional space for each additional five thousand square feet of open area.

8. Public Service Uses.

Public Service Uses - One space per employee on the largest work shift, plus one space per company vehicle normally stored or parked on the premises.

9. Industrial Uses.

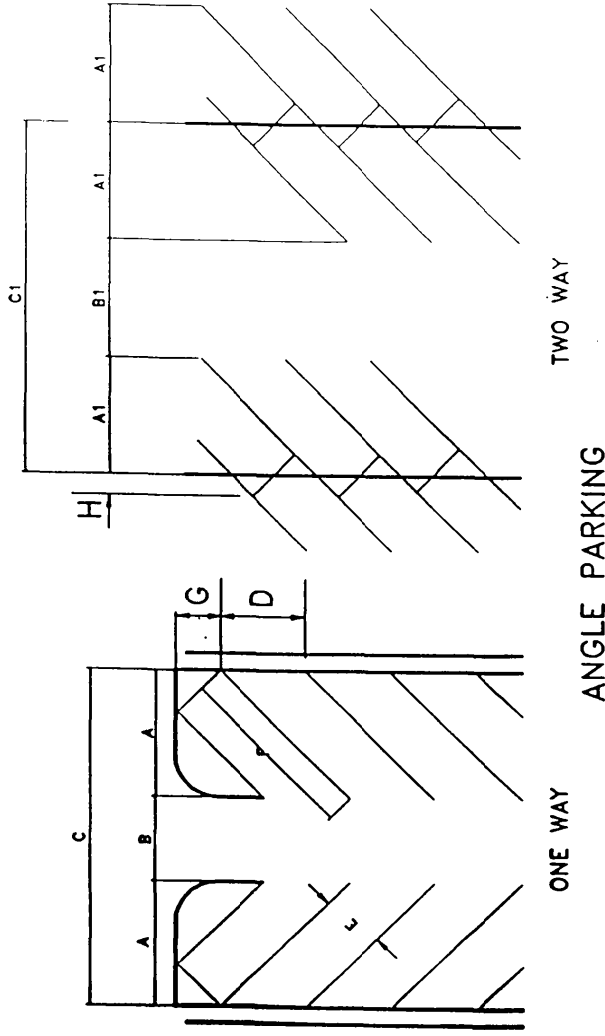
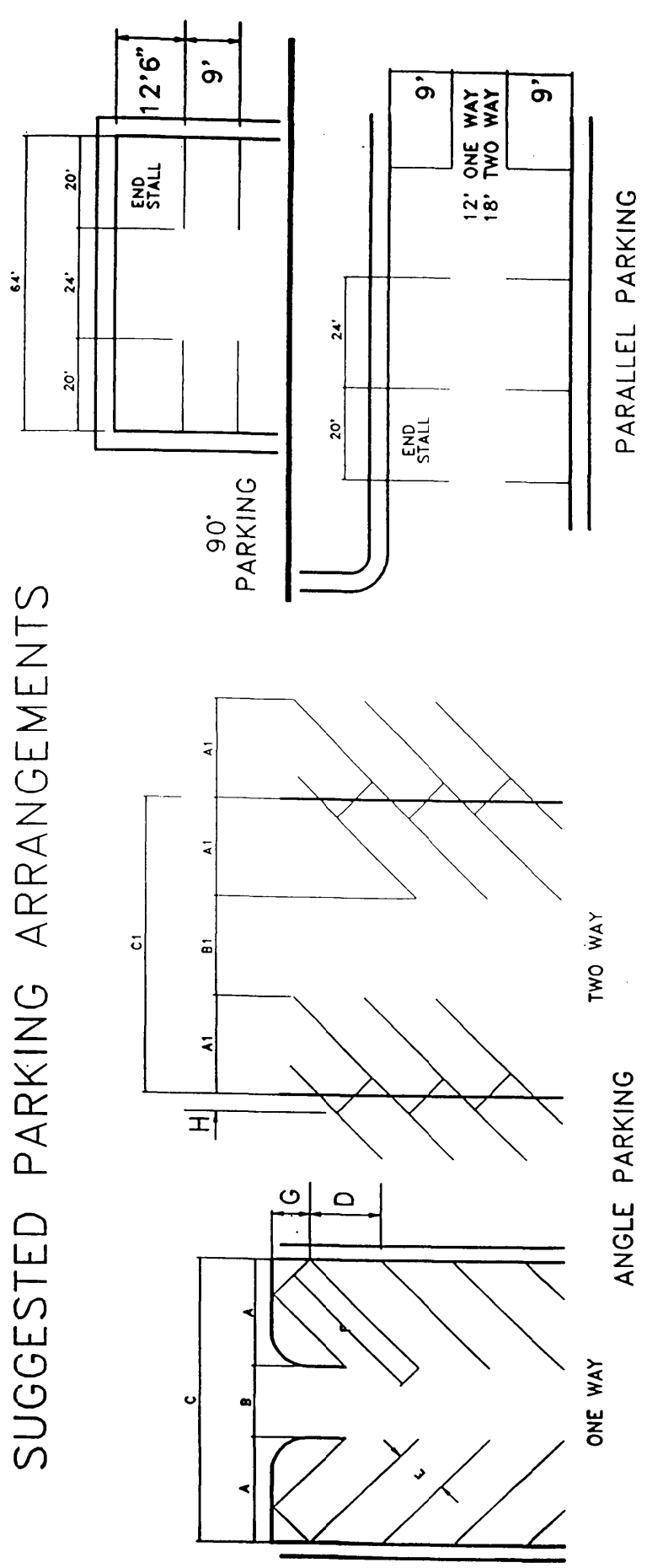
Manufacturing - One space per six hundred square feet of gross floor area.

Flex Buildings (Manufacturing, Wholesale, Etc.) - One space per one thousand square feet of gross floor area.

Warehousing - One space per two thousand square feet of gross floor area.

Mini Storage - Three spaces, plus one space per one hundred storage units.

FIGURE D-1
SUGGESTED PARKING ARRANGEMENTS



ANGLE OF PARKING	ONE WAY			TWO WAY			DEPTH OF OVERHANG
	A	B	C	A1	B1	C1	
30°	17'-10"	12'-0"	47'-8"	13'-11"	18'-0"	45'-10"	3'-11"
45°	20'-6"	13'-0"	54'-0"	17'-4"	18'-0"	52'-8"	3'-2"
60°	21'-10"	18'-0"	61'-8"	19'-7"	18'-0"	57'-2"	2'-3"

APPENDIX E

PERMIT AND PLAN REVIEW FEES PERMIT FLOW CHART

Building Division

The Building Official will make the determination of value or valuation under any of the provisions of these codes. The Building Official, in accordance with building industry standards, may determine valuations of buildings or structures or other projects not specifically listed. The value to be used in computing the building permit and building plan review fee will be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and other permanent equipment.

Building Valuation Rates

SQUARE FOOT CONSTRUCTION COSTS ^{a, b, c, d, e, f}

(Groups based on the 2006 IBC occupancy and type of construction)

GROUP	VALUATION PER SQ FT
<u>A-1 ASSEMBLY, THEATERS, WITH STAGE:</u>	
IA	\$207.23
IB	\$200.55
IIA	\$195.89
IIB	\$187.67
IIIA	\$176.88
IIIB	\$171.48
IV	\$181.67
VA	\$161.21
VB	\$155.28
<u>A-1 ASSEMBLY, THEATERS, WITHOUT STAGE:</u>	
IA	\$187.69
IB	\$181.01
IIA	\$176.35
IIB	\$168.12
IIIA	\$157.19
IIIB	\$151.89
IV	\$162.13
VA	\$141.70
VB	\$135.78

GROUP	VALUATION PER SQ FT
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A-2 ASSEMBLY, NIGHTCLUBS:

IA	\$158.45
IB	\$154.00
IIA	\$150.10
IIB	\$144.23
IIIA	\$135.82
IIIB	\$132.00
IV	\$139.18
VA	\$123.11
VB	\$118.96

A-2 ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS:

IA	\$157.39
IB	\$152.94
IIA	\$147.98
IIB	\$143.18
IIIA	\$133.71
IIIB	\$130.94
IV	\$138.12
VA	\$120.99
VB	\$117.91

A-3 ASSEMBLY, CHURCHES:

IA	\$190.97
IB	\$184.28
IIA	\$179.62
IIB	\$171.41
IIIA	\$160.43
IIIB	\$155.22
IV	\$165.42
VA	\$144.96
VB	\$139.03

A-3 ASSEMBLY, GENERAL, COMMUNITY HALLS LIBRARIES, MUSEUMS:

IA	\$161.48
1B	\$154.79
IIA	\$149.07
IIB	\$141.92
IIIA	\$129.27
IIIB	\$125.72
IV	\$135.92
VA	\$114.41
VB	\$109.53

GROUP	VALUATION PER SQ FT
<u>A-4 ASSEMBLY, ARENAS:</u>	
IA	\$186.64
IB	\$179.95
IIA	\$174.23
IIB	\$167.07
IIIA	\$155.08
IIIB	\$150.92
IV	\$161.08
VA	\$139.59
VB	\$134.72
 <u>B BUSINESS:</u>	
IA	\$162.93
IB	\$157.13
IIA	\$152.17
IIB	\$145.06
IIIA	\$132.16
IIIB	\$127.24
IV	\$139.46
VA	\$116.04
VB	\$111.35
MEDICAL MARIJUANA DISPENSARY	\$257.96*
MEDICAL MARIJUANA INFUSION FACILITY	\$257.96*
 *Permit includes all architectural, structural, mechanical systems, electrical systems, plumbing systems and gas systems. Special systems included under the issued building permit would also include all burglar alarms and associated wiring and detectors; security alarm and associated wiring; fire alarm system and associated wiring which would include a fire control panel, unlimited number of manual pull stations, smoke detectors, mechanical duct detectors and dual-check assemblies or pressure reducing valves. Additional permits would be issued for the fire sprinkler system, the closed-circuit television (CCTV) system; mechanical refrigeration systems for infusion facilities; mechanical exhaust and/or hood systems for infusion facilities and site lighting.	
 <u>E EDUCATIONAL:</u>	
IA	\$175.96
IB	\$170.04
IIA	\$165.21
IIB	\$158.00
IIIA	\$148.09
IIIB	\$140.52
IV	\$152.79
VA	\$130.34
VB	\$125.42

GROUP**VALUATION
PER SQ FT****F-1 FACTORY AND INDUSTRIAL, MODERATE HAZARD:**

IA	\$97.93
IB	\$93.44
IIA	\$88.44
IIB	\$85.52
IIIA	\$76.56
IIIB	\$73.22
IV	\$82.08
VA	\$63.05
VB	\$59.70

MEDICAL MARIJUANA CULTIVATION FACILITY \$257.96*

*Permit includes all architectural, structural, mechanical systems, electrical systems, plumbing systems and gas systems. Special systems included under the issued building permit would also include all burglar alarms and associated wiring and detectors; security alarm and associated wiring; fire alarm system and associated wiring which would include a fire control panel, unlimited number of manual pull stations, smoke detectors, mechanical duct detectors and dual-check assemblies or pressure reducing valves. Additional permits would be issued for the fire sprinkler system, the closed-circuit television (CCTV) system; mechanical refrigeration systems for infusion facilities; mechanical exhaust and/or hood systems for infusion facilities and site lighting.

F-2 FACTORY AND INDUSTRIAL, LOW HAZARD:

IA	\$96.88
IB	\$92.38
IIA	\$88.44
IIB	\$84.47
IIIA	\$76.56
IIIB	\$72.17
IV	\$81.03
VA	\$63.05
VB	\$58.65

H-1 HIGH HAZARD, EXPLOSIVES:

IA	\$91.77
IB	\$90.43
IIA	\$83.34
IIB	\$79.35
IIIA	\$71.64
IIIB	\$67.24
IV	\$75.92
VA	\$58.14
VB	N.P.

GROUP	VALUATION PER SQ FT
<u>H-2, 3, 4 HIGH HAZARD:</u>	
IA	\$91.77
IB	\$87.26
IIA	\$83.34
IIB	\$79.35
IIIA	\$71.64
IIIB	\$67.24
IV	\$75.92
VA	\$58.14
VB	\$53.74
<u>H-5 HPM:</u>	
IA	\$162.90
IB	\$157.13
IIA	\$152.17
IIB	\$145.06
IIIA	\$132.16
IIIB	\$127.24
IV	\$139.46
VA	\$116.04
VB	\$111.35
<u>I-1 INSTITUTIONAL, SUPERVISED ENVIRONMENT:</u>	
IA	\$160.94
IB	\$155.42
IIA	\$151.26
IIB	\$145.13
IIIA	\$135.51
IIIB	\$131.80
IV	\$146.47
VA	\$122.67
VB	\$117.87
<u>I-2 INSTITUTIONAL, HOSPITALS:</u>	
IA	\$270.80
IB	\$265.03
IIA	\$260.07
IIB	\$252.96
IIIA	\$239.40
IIIB	N.P.
IV	\$247.36
VA	\$223.30
VB	N.P.

GROUP	VALUATION PER SQ FT
<u>I-2 INSTITUTIONAL, NURSING HOMES:</u>	
IA	\$189.34
IB	\$183.57
IIA	\$178.61
IIB	\$171.51
IIIA	\$159.05
IIIB	N.P.
IV	\$165.91
VA	\$142.95
VB	N.P.
<u>I-3 INSTITUTIONAL, RESTRAINED:</u>	
IA	\$184.92
IB	\$179.13
IIA	\$174.18
IIB	\$167.07
IIIA	\$155.50
IIIB	\$149.55
IV	\$161.47
VA	\$139.40
VB	\$132.60
<u>I-4 INSTITUTIONAL, DAY CARE FACILITIES:</u>	
IA	\$160.94
IB	\$155.42
IIA	\$151.26
IIB	\$145.13
IIIA	\$135.51
IIIB	\$131.80
IV	\$146.47
VA	\$122.67
VB	\$117.87
<u>M MERCANTILE:</u>	
IA	\$117.76
IB	\$113.32
IIA	\$108.34
IIB	\$103.55
IIIA	\$94.70
IIIB	\$91.93
IV	\$98.49
VA	\$81.99
VB	\$78.90

GROUP	VALUATION PER SQ FT
<u>R-1 RESIDENTIAL, HOTELS:</u>	
IA	\$162.98
IB	\$157.47
IIA	\$155.38
IIB	\$147.18
IIIA	\$137.32
IIIB	\$133.61
IV	\$148.28
VA	\$124.49
VB	\$119.68
<u>R-2 RESIDENTIAL, MULTIPLE FAMILY:</u>	
IA	\$136.67
IB	\$131.15
IIA	\$126.98
IIB	\$120.86
IIIA	\$111.12
IIIB	\$107.41
IV	\$122.08
VA	\$98.29
VB	\$93.48
<u>R-3 RESIDENTIAL, ONE- AND TWO-FAMILY:</u>	
IA	\$129.03
IB	\$125.50
IIA	\$122.43
IIB	\$119.07
IIIA	\$114.78
IIIB	\$111.77
IV	\$117.06
VA	\$107.51
VB	\$101.35
<u>R-4 RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES:</u>	
IA	\$160.94
IB	\$155.42
IIA	\$151.26
IIB	\$145.13
IIIA	\$135.51
IIIB	\$131.80
IV	\$146.47
VA	\$122.67
VB	\$117.87

S-1 STORAGE, MODERATE HAZARD:

IA	\$90.71
IB	\$86.21
IIA	\$81.22
IIB	\$78.29
IIIA	\$69.53
IIIB	\$66.18
IV	\$43.16
VA	\$56.03
VB	\$52.68

S-2 STORAGE, LOW HAZARD:

IA	\$89.66
IB	\$85.15
IIA	\$81.22
IIB	\$77.23
IIIA	\$69.53
IIIB	\$65.12
IV	\$73.80
VA	\$56.03
VB	\$51.62

U UTILITY, MISCELLANEOUS:

IA	\$68.84
IB	\$65.09
IIA	\$61.21
IIB	\$58.15
IIIA	\$52.51
IIIB	\$48.96
IV	\$54.89
VA	\$41.45
VB-Masonry	\$39.46
VB-Wood Frame	\$39.46

Miscellaneous Valuation Rates:

Residential addition, including mobile home	\$39.46
Residential carports/awnings	\$15.85
Swimming pools	\$31.70
Above-ground pools	\$21.13
Ramadas/cabanas	\$15.85
Foundation slabs	\$ 2.64
Retaining wall	\$16.91
Seawall	\$16.91
Block fence greater than six feet	\$ 4.23
Screen porch	\$15.85
Masonry dugouts	\$17.31
Commercial carport	\$15.85
Restroom facilities	\$42.27

Equipment Rates: (in addition to valuation by occupancy and type of construction)

Air conditioning, Commercial	\$ 3.12
Air conditioning, Residential	\$ 2.60
Sprinkler Systems	\$ 1.56

- a. Private garages use utility, miscellaneous
- b. Unfinished basements (all use group) = \$15.30 per sq. ft.
- c. For shell only buildings deduct 20 percent.
- d. N.P. = not permitted
- e. Add 5% to total cost for each story over three.
- f. Deduct 11% of total cost for mini-warehouses.

The Building Official, in accordance with building industry standards, may determine valuations of buildings or structures or other projects not specifically listed.

A3.40.210.02 – Valuation Fees

\$1.00 - \$500.00	\$20.13
\$501.00 - \$2,000.00	\$20.13 first \$500.00, PLUS \$2.68 per \$100.00 or fraction of, up to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$60.39 first \$2,000.00, PLUS \$12.08 per \$ 1,000.00 or fraction of, up to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$338.19 first \$25,000.00, PLUS \$8.72 per \$1,000.00 or fraction of, up to and including \$50,000.00
\$50,001.00 - \$100,000.00	\$536.94 first \$50,000.00, PLUS \$5.82 per \$1,000.00 or fraction of, up to and including \$100,000.00
\$100,001.00 –\$500,000.00	\$858.22 first \$100,000.00, PLUS \$4.68 per \$1,000.00 or fraction of, up to and including \$500,000.00
\$500,001.00 - \$1,000,000.00	\$2,737.07 first \$500,000.00, PLUS \$4.03 per \$1,000.00 or fraction of, up to and including \$1,000,000.00
\$1,000,000.00 and up	\$4,750.12 first \$1,000,000.00, PLUS \$2.68 per \$1,000.00 or fraction of

A3.40.210.03 - Inspection Fees

Outside normal business hours	\$48.00 per hour*
Re-inspection	\$48.00 per hour*
Inspection for which no fee is specifically indicated	\$48.00 per hour*
Additional plan review required by changes, etc. to approved plans	\$48.00 per hour*
Laboratory testing	\$20.40 per hour, minimum 3 samples

*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

A3.40.210.04 – Plan Review Fees

Single-family residential	65% (sixty-five percent) of building permit fee
Multiple-family residential/commercial/industrial	65% (sixty-five percent) of building permit fee
Standard plans:	
Submittal	75% (seventy-five percent) of building permit fee
Each additional site-specific submittal for site review and administrative costs	50% (fifty percent) of building permit fee
Secondary changes of standard plan	\$48.00 per hour plan review fee (min. one hour)
Electrical/Mechanical/Plumbing	25% (twenty-five percent) of building permit fee
All other submittals	65% (sixty-five percent) of building permit fee
A Medical Marijuana Dispensary, Medical Marijuana Infusion Facility, and/or Medical Marijuana Cultivation Facility	90% (ninety percent) of building permit fee

A3.40.210.05 – Electrical Permit Fees

Permit Issuance:

For issuing each permit	\$24.83 per permit
For each supplemental permit	\$7.67 per permit

No charge for a permit to install a commercially manufactured electric pet containment fence.

System Fee Schedule (permit issuing fee not included):

Temporary power service:

Power pole/pedestal	\$24.83 each
Distribution system and lighting receptacle outlets	\$13.00 each

Receptacle, switch and lighting outlets:

First twenty (20)	\$1.16 each
Additional outlets	\$0.77 each

Lighting fixtures:

First twenty (20)	\$1.16 each
Additional fixtures	\$0.77 each
Pole/platform-mounted lighting	\$1.16 each

Theatrical-type lighting	\$1.16 each
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Residential appliances:

Fixed appliances/receptacle outlets (not to exceed one [1] HP) \$5.02 each

Non-residential appliances (not to exceed one [1] HP, KW, or KVA) \$5.02 each

Power apparatus (motors, generators, transformers, etc):

Up to and including one (1) HP, KW or KVA \$5.02 each

Over one (1) and not over ten (10) \$13.00 each

Over ten (10) and not over fifty (50) \$25.99 each

Over fifty (50) and not over one hundred (100) \$52.31 per permit

Over one hundred (100) \$78.73 per permit

Busways:

Trolley/plug-in-type busways \$7.67 per 100 feet

Signs, outline lighting and marquees:

Supplied from one branch circuit \$25.99 each

Additional branch circuits within the same sign \$5.02 each

Services:

600 volts or less, not over 200 amperes \$32.23 each

600 volts or less, over 200 amperes \$68.78 each

Over 600 volts/1,000 amperes \$131.35 each

Miscellaneous apparatus, conduits and conductors:

Required but no fee set herein \$19.23 each

Other inspection fees:

Refer to building inspection fees

A3.40.210.06 – Plumbing Permit Fees

Permit issuance:

Issuance of each permit \$24.83 per permit

Issuance of supplemental permit \$7.67 per permit

Unit fee schedule (permit issuing fee not included):

Plumbing fixture/trap/set of fixtures on one trap \$10.36 each

Building sewer/trailer park sewer \$26.05 each

Rainwater system (in building) \$10.36 per drain

Water heater/vent \$13.00 each

Industrial waste pre-treatment interceptor including its trap and vent \$21.03 each

Installation/alteration/repair of water piping and water Treatment equipment \$5.02 each

Repair or alteration of drainage or vent piping \$5.02 each

Lawn sprinkler system \$24.83 each

Atmospheric-type vacuum breakers:

One to five \$13.00 each

Over five \$2.38 each

Backflow protective device other than above:

Two inches and smaller \$13.00 each

Over two inches \$26.05 each

<u>Gas piping system:</u>	
One to four outlets	\$6.50 each
Five or more outlets	\$1.16 per outlet
<u>Other inspection fees:</u>	Refer to building inspection fees

A3.40.210.07 - Mechanical Permit Fees:

Permit Issuance:

Issuance of each permit	\$24.83 per permit
Issuance of each supplemental permit	\$7.67 per permit

Unit Fee Schedule (permit issuing fee not included):

Installation/relocation of forced-air or gravity-type furnace, up to and including 100,000 Btu/h	\$15.64 each
Installation/relocation of forced-air or gravity-type furnace, over 100,000 Btu/h	\$19.23 each
Installation/relocation of floor furnace, including vent	\$15.64 each
Installation/relocation of suspended heater	\$15.64 each
Installation/relocation/replacement of appliance vent installed and not included in appliance permit	\$7.67 each
Repair/alteration/addition to heating appliance, cooling unit, absorption unit, or evaporating cooling system	\$14.47 each
<u>Installation/relocation of boiler or compressor:</u>	
3HP, OR absorption system, 100,000 Btu/h	\$15.53 each
Over 3 to 15 HP, OR over 100,000 to 500,000 Btu/h	\$28.69 each
Over 15 to 30 HP, OR over 500,000 to 1,000,000 Btu/h	\$39.37 each
Over 30 to 50 HP, OR over 1,000,000 to 1,750,000 Btu/h	\$58.60 each
Over 50 HP, OR over 1,750,000 Btu/h	\$97.90 each
Air-handling unit up to 10,000 cubic ft. per minute	\$11.25 each
Air-handling unit over 10,000 cubic ft. per minute	\$19.25 each
Evaporative cooler, non-portable	\$11.25 each
Ventilation fan, single duct	\$7.67 each
Ventilation system, which is not a portion of any heating/air conditioning system authorized by a permit	\$11.25 each
Installation of hood, which is served by mechanical exhaust	\$11.25 each
Installation/relocation of domestic-type incinerator	\$19.23 each
Installation/relocation of commercial or industrial-type incinerator	\$47.55 each
Appliance or piece of equipment not regulated by this code, but not classed in other appliance categories	\$11.25 each
<u>Other inspection fees:</u>	Refer to building inspection fees

A3.40.210.08 – Grading Plan Check Fees

50 cubic yards or less	N/C
51 to 100 cubic yards	\$24.83
101 to 1,000 cubic yards	\$39.10
1,001 to 10,000 cubic yards	\$52.05
10,001 to 100,000 cubic yards	\$52.05 for the first 10,000 cubic yards, PLUS \$25.89 for each additional 10,000 cubic yards or fraction thereof
100,001 to 200,000 cubic yards	\$285.0615 for the first 100,000 cubic yards, PLUS \$14.00 for each additional 10,000 cubic yards or fraction thereof
200,001 or more cubic yards	\$551.18 for the first 200,000 cubic yards, PLUS \$7.67 for each additional 10,000 cubic yards or fraction thereof

A3.40.210.09 – Grading Permit Fees

50 cubic yards or less	\$24.83
51 to 100 cubic yards	\$39.10
101 to 1,000 cubic yards	\$39.10 for the first 100 cubic yards, PLUS \$18.49 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$205.53 for the first 1,000 cubic yards, PLUS \$15.32 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$343.43 for the first 10,000 cubic yards, PLUS \$69.74 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$971.13 for the first 100,000 cubic yards, PLUS \$38.57 for each additional 10,000 cubic yards or fraction thereof

A3.40.210.11 – Miscellaneous Building Fees

Courtesy inspection for a medical marijuana dispensary, medical marijuana infusion facility, and/or medical marijuana cultivation facility	\$500.00 per inspection
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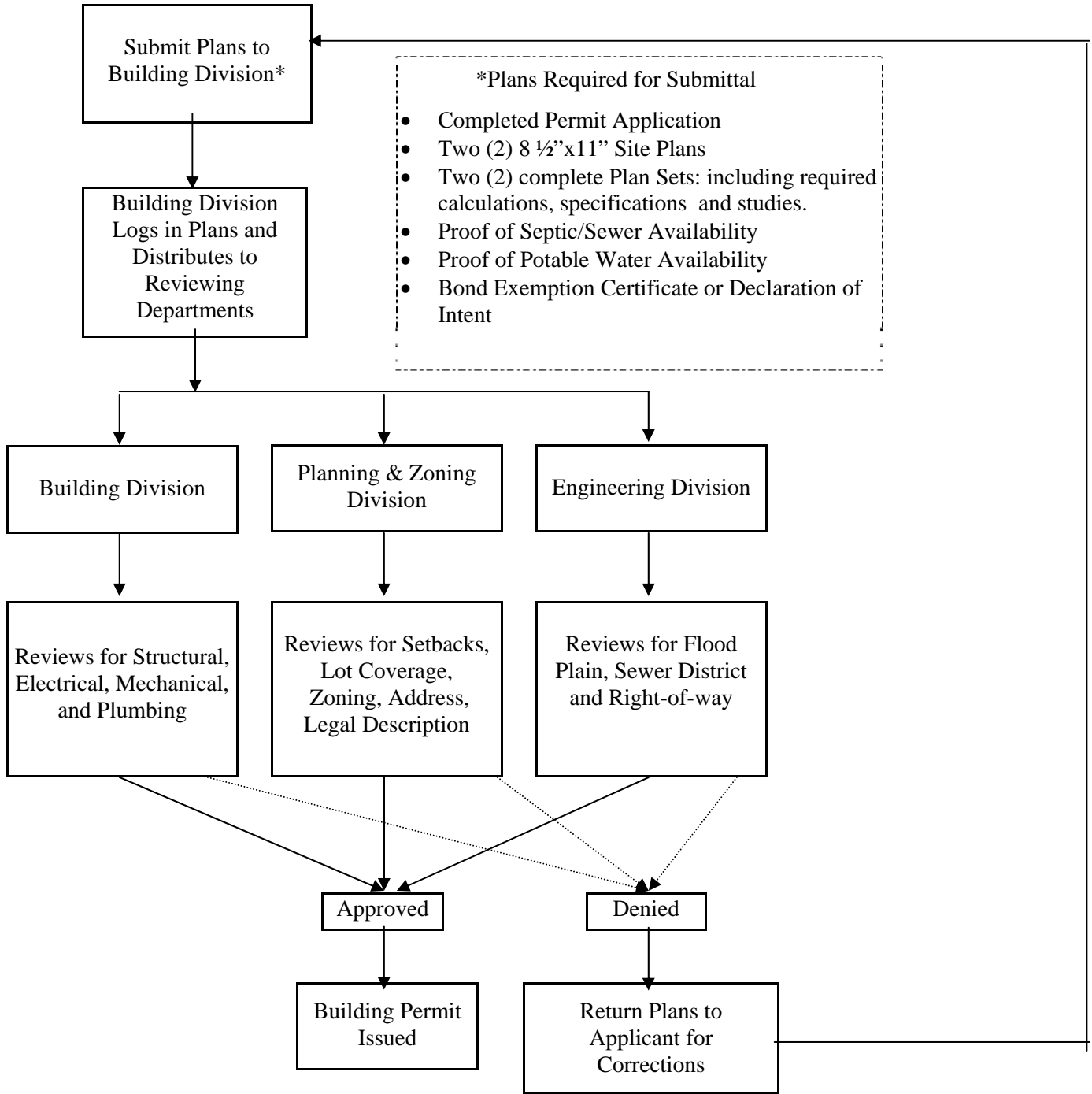
NOTE:

Expired permits may be renewed per the applicable International Construction Code or National Electric Code for a fee equal to one half of the original permit fee.

Additional fees such as Engineering Department Plan Review Fees, Water Resource Fees, Sewer Capacity Fees, Development Fees, etc. may also apply to your project. Please contact the Building Division for details.

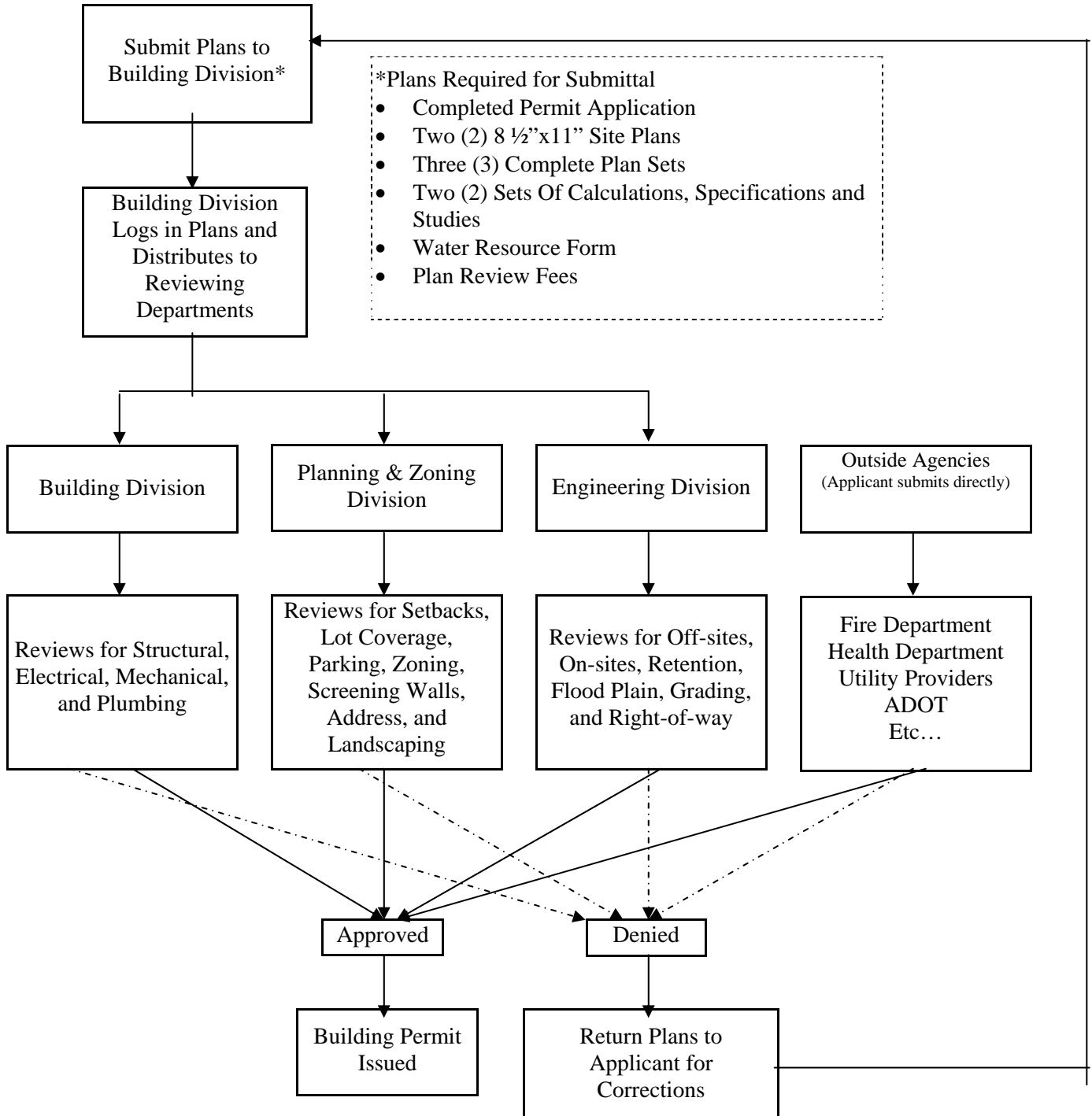
RESIDENTIAL BUILDING PERMIT FLOW CHART

Figure E-1



COMMERICAL & MULTI-FAMILY BUILDING PERMIT FLOW CHART

Figure E-2



APPENDIX F

**PLANNING & ZONING
ENGINEERING
WATER RESOURCES
FEES**

Planning & Zoning Division

The fees collected by the Planning and Zoning Division are set forth below.

Application	Fee*
Abandonment	\$456
Annexation	\$1233
Boundary Adjustment	\$373
Certification process for a medical marijuana dispensary location, medical marijuana infusion site, and/or medical marijuana cultivation location	\$2,500.00 per each request
Citizen Initiated Code Amendment	\$1554
Concept Plan	\$699
Conditional Use Permit	\$777
Conditional Use Permit - Alternative Energy Systems	\$78
Continuance	\$78
Courtesy inspection for a medical marijuana dispensary location, medical marijuana infusion site, and/or medical marijuana cultivation location	\$500 per inspection
Density or Zoning Map Change	\$922 + \$26 each additional acre
Extension of Time	\$684
General Plan Amendment	\$699
Land Split	\$373
Reversion to Acreage	\$616
Street Light Improvement District	\$544
Subdivision – Preliminary Plat	\$699 + \$5 per lot/parcel
Subdivision – Final Plat	\$808 + \$5 per lot/parcel
Temporary Use Permits	\$78
Variance – Single Family Residential	\$311
Variance – Multiple Family Residential, Commercial, or Industrial	\$616

- Plus estimated publishing and recording costs to be paid with the application submittal.

Fence Permits	Fee
Residential – Single Family	\$21.13 or \$0.07 per lineal foot, whichever is greater
Residential – Multiple Family	\$21.13 or \$0.12 per lineal foot, whichever is greater
Residential – Commercial or Industrial	\$21.13 or \$0.19 per lineal foot, whichever is greater
Note: The penalty for installation without a permit is equal to the amount of the fee.	

Manufactured, Modular, and Park Trailers	Fee
Plan Review	\$14.25
Permit	\$95.00
AZ Office of Manufactured Housing administered through Mohave County	928-758-0707
Note: The penalty for installation without a permit is equal to the amount of the fee.	

Sign Permits	Fee
Up to 18 square feet	\$36.99
19 sq. ft. to 50 square feet.	\$58.12
51 sq. ft. to 100 square feet	\$82.47
101 sq. ft. to 200 square feet	\$95.10
Over 200 square feet.	\$132.09
Promotional Display Signs (Balloons, Banners, Flags, Pennants, Portable Signs, and Sign Walkers)	\$56.98 annually
Portable Sign Recovery	\$63.40
Note: The penalty for installation without a permit is equal to the amount of the fee.	

Engineering Division

The fees collected by the Engineering Division are set forth below.

Engineering	Fee
Development Project Plan Review, Permit, & Inspections	\$325.00 per sheet
Encroachment Permit	\$70.00
Right-of-Way Permit	\$70.00
Flood Plain Permit	\$120.00

Water Resources Division

The fees collected by the Water Resources Division are set forth below.

Water Resources	Fee
Impost Fee	\$0.1557 per 1,000 gallons
Untreated Colorado River Water	\$1.50 per 1,000 gallons
Water Allocation	\$550
Development Impact Fee – Bullhead City Contract Service Area Single Family Residential	\$715 per unit
Development Impact Fee – Bullhead City Contract Service Area Multiple Family Residential/Park Trailer	\$591 per unit
Development Impact Fee – Bullhead City Contract Service Area Commercial/Industrial/Other Uses*	\$1,523 per acre foot or portion thereof based on an estimate prepared by a registered engineer
Development Impact Fee-Mohave Water Conservation District Contract Service Area Single Family Residential	\$721 per unit
Development Impact Fee-Mohave Water Conservation District Contract Service Area Multiple Family Residential/Park Trailer	\$596 per unit
Development Impact Fee-Mohave Water Conservation District Contract Service Area Commercial/Industrial/Other Uses*	\$1,581 per acre foot or portion thereof based on an estimate prepared by a registered engineer

APPENDIX G

LIST OF REVIEWING AGENCIES

Arizona Dept. of Environmental Quality
1110 West Washington
Phoenix, AZ 85007
Phone: (602) 771-2300

Arizona Department of Transportation
Kingman District
3660 E. Andy Devine – K600
Kingman, Arizona 86401
Phone: (928) 681-6011

Arizona Department of Water Resources
3550 North Central Avenue
Phoenix, Arizona 85012
Phone: (602) 771-8500

Arizona State Land Department
1616 West Adams
Phoenix, Arizona 85007
Phone: (602) 542-4621

Bullhead City Development Services
2355 Trane Rd.
Bullhead City, Arizona 86442-5733
Phone: (928) 763-0128

Building	763-0124
Engineering	763-0128
Planning & Zoning	763-0123

Bullhead City Fire Department
1230 Highway 95
Bullhead City, Arizona 86442
Phone: (928) 758-3971

Bureau of Land Management
2610 Sweetwater Avenue
Lake Havasu City, Arizona 86403
Phone: (928) 505-1200

Epcor Water Company
860 Gemstone Avenue
Bullhead City, Arizona 86442
Phone: (928) 758-1146

Bermuda Water Company
4544 Highway 95
Bullhead City, AZ 86426
(928) 763-6676

Frontier Communications
927 Hancock Road
Bullhead City, Arizona 86442
Phone: (928) 763-1122

Mohave County Health Department
1130 Hancock Road
Bullhead City, Arizona 86442
Phone: (928) 758-0704

Mohave Electric Cooperative, Inc.
928 Hancock Road
Bullhead City, Arizona 86430
Phone: (928) 763-1100

Suddenlink Communications
1049 Hancock Road
Bullhead City, AZ 86442
Phone: (928) 758-4844

North Mohave Water Company
3640 Highway 95
Bullhead City, AZ 86426
(928) 763-5655

Southwest Gas Corporation
1705 Langford Drive
Bullhead City, Arizona 86442
Phone: (928) 763-7766