



# MOHAVE COUNTY DEVELOPMENT SERVICES

**Mailing Address: P. O. Box 7000, Kingman, Arizona 86402-7000**

3250 E. Kino Avenue, Kingman, AZ 86409  
Phone: (928) 757-0903 Fax: (928) 757-3577

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

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

[www.Mohave.gov](http://www.Mohave.gov)

## Application for Rezone

Mohave County Zoning Ordinance Section 46

**It is strongly recommended you contact a Planner at 928-757-0903 or email [planners@mohave.gov](mailto:planners@mohave.gov) to assist you in determining the zone and plan designation needed. For assistance in completing your application request our Planning Technician.**

### Application Requirements:

A complete application package shall include the following:

- Completed application.
- Appropriate fee.
- Proof of Ownership (recorded deed). A Quitclaim Deed must be accompanied by a title report. A limited report is acceptable.
- Notice of hearing letters, using the included fill in the blank letter. Please contact our planning technician to receive the list of property owners within 300 feet (1 mile for MX zoning) of your property. A map will also be provided for use, but you may create your own.
- The mailings need to be:
  - Pre-addressed.
  - Stamped. Please note: metered mail is not acceptable.
  - Unsealed (open).
  - Letter and map enclosed.
  - The return address to be printed on the envelopes is  
MOHAVE COUNTY DEVELOPMENT SERVICES  
P O BOX 7000  
KINGMAN AZ 86402
- If there will be more than one zoning designation requested a parcel map showing the exact measurements for each designation is required.
- If the rezone is for a minor land division a conceptual representation of how the property will be divided.
- If the rezone is for a land use a conceptual site plan should be submitted.

### If an Amendment to the General Plan is required:

In addition to the above include the following:

- Completed General Plan Amendment Addendum.
- Appropriate fee.
- Minor Plan Amendment Addendum letters using the included fill in the blank letter. There will be two (2) pages required for a rezone with plan amendment, they may both be placed in the same envelope.

**Important Notice:** All requests to rezone property must comply with the Mohave County General Plan. The owner of a property wishing to request a rezoning should request a determination from the Development Services staff whether a plan amendment will be necessary. If a plan amendment is necessary and not included with the original submission, a delay in processing may result, and additional fees will be required.

Additional Notice: This application requests a Rezone. Building permits, site plan approval, and any other required licensing or permits will still need to be obtained prior to commencement of use. Not completing the requirements of all mandatory applications may result in penalties.

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

**Arizona Revised Statutes  
11-1604**

A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

D. A county shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

**Arizona Revised Statutes  
11-1609**

An applicant may receive a clarification from the county of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in section 11-1609.

**Submittal Deadline:**

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

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

From any zone to:

Zone	Fee
Residential Zone	\$ 790.00
Commercial Zone	\$1040.00
Special Zoning	\$1540.00
Extension of Time*	½ regular fee + \$40
Modification of Conditions*	½ regular fee + \$40

\*A different application is available for these requests

Plan Amendment:

Plan	Fee
Minor General Plan Amendment	\$640.00

Applications may be submitted in person to:

**Mohave County Development Services Department**

Kingman Office:  
 3250 East Kino Avenue  
 Kingman, AZ 86409  
 928-757-0903  
 Monday – Friday 8 am – 5 pm

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

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

Applications may be submitted by mail to:

U.S. Postal Service:  
 Mohave County  
 Development Services - Planning  
 PO Box 7000  
 Kingman, AZ 86402

Other carriers (i.e. FedEx, UPS):  
 Mohave County  
 Development Services - Planning  
 3250 East Kino Avenue  
 Kingman, AZ 86409

# REZONE APPLICATION

## Inquiry Information

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

## Property Information

Assessor Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Parcel Size \_\_\_\_\_ Acres

Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_

Water Provider: \_\_\_\_\_ Electric provider: \_\_\_\_\_ Sewer provider: \_\_\_\_\_

Present use of property: \_\_\_\_\_

## Owner Information

Owner Name(must match current deed): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Agent Information (to be completed if owner has appointed an agent to complete the application process)

Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Request

I (we) hereby request that the Board of Supervisors set this matter for public hearing following evaluation by the Planning and Zoning Commission for rezoning:

Proposed to be: \_\_\_\_\_

Will all parcels comply with the minimum lot size requirements of the new zone?  Yes  No

Does the new zone comply with the Mohave County General Plan?  Yes  No (if no complete the Plan Amendment Supplement)

For the purpose of:  
\_\_\_\_\_  
\_\_\_\_\_

## Authorization

By signing below I certify I am the current property owner, concur with the request, and all the information is correct to the best of my knowledge. If agent information is completed I allow them to act on my behalf regarding this application.  
\_\_\_\_\_  
\_\_\_\_\_

All owners of record must sign. If property is owned by a commercial entity signing authority status must be provided.

# Rezone Notice of Hearing

Dear Property Owner:

This letter is to notify you of a request for a change of zone for the below – captioned property from \_\_\_\_\_  
to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

The Mohave County Zoning Ordinance requires all property owners within 300 feet (1 mile for MX zoning requests) of the subject property be notified of this request. The enclosed vicinity map is included for your reference.

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

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

Please email all comments to the planner assigned to the item at the email address located on the bottom of the enclosed *Notice of Planning and Zoning Commission Public Hearing* slip, to our general email at [Planners@Mohave.gov](mailto:Planners@Mohave.gov), or you can mail letters to the following address:

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

You may direct questions to the applicant, contact information below. Please direct all comments to Mohave County Development Services.

Sincerely,

\_\_\_\_\_  
Applicant / agent

Contact information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor Parcel Number and Legal Description of proposed subject property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# GENERAL PLAN AMENDMENT ADDENDUM

## Request

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I (we) hereby request that the Board of Supervisors set this matter for public hearing following evaluation by the Planning and Zoning Commission for the Amendment of the General Plan:

Current General Plan: \_\_\_\_\_

Proposed to be: \_\_\_\_\_

Describe how the change will benefit the county.

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List any public infrastructure and public services that are available or will be provided.

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Describe any change in the character of the surrounding neighborhood.

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Explain how the change is consistent with the goals and policies of the General Plan and any applicable area plan for which this property is involved.

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Explain the proposed change, changing events, or circumstances that make the amendment necessary.

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# Minor Plan Amendment Addendum

This addendum is to notify you of a request for a change to the Mohave County General Plan from

\_\_\_\_\_ to \_\_\_\_\_

to accompany the requested rezone.

## Rezone Application Checklist

	Completed application with the signature of all owners of record. If a commercially owned property proof of signers authorization should be included.
	Appropriate fee.
	Proof of Ownership (recorded Deed). A Quitclaim Deed <u>must be accompanied by a Title Report</u>
	<p>Notice of hearing letters using the included fill in the blank letter. The letters need to be pre-addressed, stamped, and unsealed with the return address:</p> <p>MOHAVE COUNTY DEVELOPMENT SERVICES  P O BOX 7000  KINGMAN AZ 86402</p> <p>*Because the date of mailing for notification letters is unknown, we cannot accept metered postage. Only postage stamps are acceptable.*</p>
	Conceptual site plan that shows the new use, or if rezone is for a minor land division a conceptual representation of how the parcel will be divided. If more than one zone is requested a map with exact measurements is required.
	Title report as needed (REQUIRED for Quit Claim deeds). Limited report OK
	If the parcel contains slopes greater than 15% a topographical map.

## Minor Plan Amendment Application Checklist

In addition to the above Rezone requirements:

	Completed General Plan Amendment Addendum.
	Appropriate fee.
	Minor Plan Amendment Addendum letters included in envelopes as described above.



# SUBMITTAL DEADLINE

Applications will not be considered at a Planning and Zoning Commission meeting sooner than six weeks after the filing deadline. **Applications must be complete and received prior to 12:00 Noon on the last Wednesday of the month.** Incomplete applications will be returned to the applicant or delayed to a later meeting pending completion of the application or receipt of required supplemental information. Filing deadlines for the calendar year 2025 are as follows:

Submittal Deadline	Planning & Zoning Commission Meeting Date	Board of Supervisors Meeting Date
December 24, 2024	February 12, 2025	March 3, 2025
January 29, 2025	March 12, 2025	April 7, 2025
February 26, 2025	April 9, 2025	May 5, 2025
March 26, 2025	May 14, 2025	June 2, 2025
April 30, 2025	June 11, 2025	July 7, 2025
May 28, 2025	July 9, 2025	August 4, 2025
June 25, 2025	August 13, 2025	September 2, 2025
July 30, 2025	September 10, 2025	October 6, 2025
August 27, 2025	October 8, 2025	November 3, 2025
September 24, 2025	November 12, 2025	December 1, 2025
October 29, 2025	December 10, 2025	January 5, 2026
November 26, 2025	January 14, 2026	February 2, 2026

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