



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

Application for a Special Use Permit

Mohave County Zoning Ordinance Section 39

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

Application Requirements:

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

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

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

**Arizona Revised Statutes
11-1604**

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

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

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

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

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

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

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

**Arizona Revised Statutes
11-1609**

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

Submittal Deadline:

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

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

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

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

Applications may be submitted in person to:

Mohave County Development Services Department

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

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

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

Applications may be submitted by mail to:

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

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

SPECIAL USE PERMIT APPLICATION

Inquiry Information

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

Property Information

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

Legal Description:

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

Present use of property: _____

Owner Information

Owner Name(must match current deed): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

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

Agent Name: _____

Mailing Address: _____ + _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Request

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

Authorization

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

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

Special Use Permit Notice of Hearing

Dear Property Owner:

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

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

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

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

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

Sincerely,

Applicant / agent

Contact information:

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

Special Use Permit Application Checklist

Completed application with the signature of all owners of record. If a commercially owned property proof of signers authorization should be included.

Appropriate fee.

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

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

MOHAVE COUNTY DEVELOPMENT SERVICES
P O BOX 7000
KINGMAN AZ 86402

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

Conceptual site plan that shows the new use.

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

SUBMITTAL DEADLINE

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