



# MOHAVE COUNTY DEVELOPMENT SERVICES

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**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)

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

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

### Application Requirements:

A complete application package shall include the following:

- Completed application.
- Appropriate fee.
- Notice of hearing letters, using the correct enclosed fill in the blank letter (REZONE or SPECIAL USE PERMIT). Please contact our planning technician to receive the list of property owners within 300 feet of your property. A map will also be provided for use, but you may create your own. The mailings need to be:
  - Pre-addressed.
  - Stamped. Please note: metered mail is not acceptable.
  - Unsealed (open).
  - Letter, map, and copy of approved resolution enclosed.
  - The return address to be printed on the envelopes is on the checklist to follow.
- If ownership has changed since approval a copy of the newest deed. A Quitclaim Deed must be accompanied by a title report.

**Submittal Deadline:**

Requests for an extension of time 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 and timeframes are at the end of this application.

**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.

**Processing Fees**

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

Applications may be submitted in person to:

**Mohave County Development Services Department**

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

# Request for an Extension of Time

## Approval Information

Approved B.O.S. Resolution No. \_\_\_\_\_ Dated \_\_\_\_\_

## Property Information

Assessor Parcel Number: \_\_\_\_\_

Legal Description:

## Owner Information

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

Owner Street 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: \_\_\_\_\_

Agent Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

## Request

I (we) hereby request an extension of time to complete conditions of an approved B.O.S. Resolution.

The following conditions HAVE been met:

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The following conditions have NOT been met:

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The conditions have not been completed because:

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The anticipated date for completion of conditions is \_\_\_\_\_

## Authorization

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

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

# Notice of Hearing Extension of Time of a REZONE

Dear Property Owner:

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

Resolution No. \_\_\_\_\_ that was approved by the Mohave County Board of Supervisors on \_\_\_\_\_  
(date).

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

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 file protests to a ZONING change, the change shall not be made except by a three - quarters (3/4) vote of all members of the Board of Supervisors.

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

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

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

Sincerely,

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

Contact information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor Parcel Number and Legal Description of subject property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Notice of Hearing

## Extension of Time of a SPECIAL USE PERMIT

Dear Property Owner:

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

Resolution No. \_\_\_\_\_ that was approved by the Mohave County Board of Supervisors on \_\_\_\_\_  
(date)

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

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

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

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

Sincerely,

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

Contact information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor Parcel Number and Legal Description of subject property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extension of time checklist

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

Appropriate fee.

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

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

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

# 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