

mits 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.

Utilities Department

The Utilities Department oversees the city-wide sewer system and most of the water systems throughout the city. The Utilities Department coordinates with Building, Planning, and Engineering staff on new development projects.

Parks and Recreation Department

The Parks and Recreation Department provides technical assistance to the Parks and Recreation Commission, reviews plans for the development and maintenance of the City parks system, and participates on the Development Review 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.

INFORMATION PAMPHLETS AVAILABLE

1. Single Family Residential
2. Multiple Family Residential
3. Commercial and Industrial
4. Planned Area Development
5. Public Lands
6. Residential Park
7. Parking Regulations
8. Parking Spaces Required per Use
9. Business Sign Regulations
10. Promotional Display Signs
11. Subdivision Sign Information
12. Off Premise Signs
13. Temporary Signs
14. Landscaping Regulations
15. Plant List
16. Screening Regulations
17. Garage/Yard Sales and Home Occupations
18. Manufactured/Factory Built Home Permits
19. Vehicles Sales and Rentals, Watercraft Rentals
20. City Organization
21. Zoning Regulations for New Businesses
22. Alternative Energy Systems

City of Bullhead City
Development Services
Department

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City
Organization



Zoning Ordinance Information Series

City of Bullhead City

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City Organization

Various governing bodies and city departments of Bullhead City are charged with the responsibility of reviewing and approving development plans submitted to the City. The following is a brief outline of those entities, as well as their procedures and responsibilities.

Board of Adjustment

Since it is impossible to draft a zoning ordinance which 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.

A Board of Adjustment has only those powers which 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 briefly are to:

1. Review, affirm, and/or reverse any order, requirement, or decision of the Development Services Director.
2. Interpret the Zoning Ordinance.
3. Authorize a variance from the terms of the ordinance in such cases where literal enforcement of the Code would result in unnecessary hardships.
4. Determine the location of a district boundary where doubt exists.
5. Grant the Development Services Director clearance to issue a building permit where the applicant has failed to secure one prior to commencing construction, but only in cases where the Director has chosen to allow such applications to be filed prior to court action.

The Board of Adjustment may not:

1. Make any changes in the uses permitted in any zoning district, or make any changes in the terms of the zoning ordinance.
2. Grant a variance if the special circumstances applicable to the property owner 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 International 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. Briefly, the duties of the Board are to:

1. Determine the suitability of alternate materials and methods of construction.
2. Provide interpretations of the Uniform Building 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:

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, specific 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 then 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 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.

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. Briefly, the duties of the Commission are to:

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.

Development Departments

The City's Development Departments includes the programs of Building, Engineering, Utilities, Planning and Zoning, and Parks and Recreation. 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 per-