



RA _____

REASONABLE ACCOMMODATION

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :

PROJECT ADDRESS _____

APPLICANT(S) NAME _____

AFFILIATION OR ORGANIZATION (IF ANY) _____

RELATIONSHIP TO PERSON(S) WITH DISABILITY _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

REQUEST: Please describe the reasonable accommodations requested and the specific and regulation(s), policy, or procedure for which the accommodation is sought.

*****PLEASE ANSWER THE QUESTIONS ON PAGE 2*****

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____
RA _____ -1- 12/16

PLEASE ANSWER THE FOLLOWING QUESTIONS:

The Development Services Director or designee shall make a written determination following the submittal of a complete application to approve, approve with modifications, or deny the request for Reasonable Accommodation, based on the following information. Please explain how your request meets these criteria. Separate sheets may be provided if necessary.

- 1. Will the housing, which is the subject of the request, be used by an individual defined as disabled under the California Fair Employment and Housing Act, the Federal Fair Housing Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (referred to in this Section as the "Acts")?**

- 2. Is the request for Reasonable Accommodation necessary to make specific housing available to an individual with a disability under the Acts?**

- 3. Will the requested Reasonable Accommodation impose an undue financial or administrative burden on the City?**

- 4. Will the requested Reasonable Accommodation require a fundamental alteration in the nature of a City program or law, including but not limited to land use and zoning?**

- 5. Is the Reasonable Accommodation compatible with the neighboring sites and structures? Will it impact surrounding uses (e.g. noise, odors, light and glare, etc.)?**

6. Is the physical condition of the site and structures suitable to support the Reasonable Accommodation (e.g. will grading be needed, removal of protected trees, etc.)?

7. Are there other Reasonable Accommodations that may provide an equivalent level of benefit? If so, please describe.

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- Filing Fee
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Reasonable Accommodation Verification: A current, written medical certification (by a licensed physician) establishing that the individual for which the reasonable accommodation is requested, is disabled as defined under the California Fair Employment and Housing Act, the Federal Fair Housing Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. The verification letter should also describe the disability and any limitations on the occupant's physical or mental condition from the disability.
- Plans/Elevations: **Two (2) sets of plans (minimum size 8½" x 11") drawn to scale and accurately dimensioned and a digital copy in PDF format on a CD** should be provided to illustrate the reasonable accommodation request. This may include providing a site plan, floor plans, elevations, roof plans, and a landscaping plan if applicable. The plans must show the following:
 - a. Scale, north arrow, parkway width, and street address
 - b. Location and size of all proposed structures (new and/or existing). The building and setback areas shall be clearly dimensioned.
 - c. Description of types of materials, colors, treatments, etc.
 - d. Mechanical equipment and easements (if any)
 - e. Location and dimension of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed.)
- Photos (prints and on CD) of the subject property as viewed from the street, sides, and rear yard, and the surrounding dwellings. Photos should be printed at 3"x5" at a minimum.