



Town of Ross
Planning and Building Department
Post Office Box 320, Ross, CA 94957
Phone (415) 453-1453, Ext. 121 Fax (415) 453-1950
Web www.townofross.org Email hscoble@townofross.org

REQUEST FOR REASONABLE ACCOMMODATION APPLICATION

Parcel Address/ Assessor's Parcel Number: _____

Legal Owner of Parcel: _____

Mailing Address _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Applicant/Agent _____

Mailing Address _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Describe the specific need the disability creates and the requested accommodation. Describe current and proposed structures.

The requested accommodation must be intended for use by an individual with a disability who resides or will reside on the property.

Submit the **Verification of Disability** form which must be completed by a healthcare or rehabilitation professional. If available, also submit a copy of government-issued verifying the disability. You may need to submit additional necessary information upon request.

Explain why the requested accommodation is necessary to afford the individual with a disability equal opportunity to use and enjoy the residential use.

Explain why the requested accommodation will not create an undue financial or administrative burden on the Town?

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Certification

I, _____ (print name), affirm under penalty of perjury under the laws of the State of California that the information provided in this application is true and accurate.

Signature: _____ Date: _____

REQUEST FOR REASONABLE ACCOMMODATION INFORMATION SHEET

The purpose of the Request for Reasonable Accommodation is to provide persons with disabilities seeking equal access to housing under the Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended, 42 U.S.C. 3601–3619) and the California Fair Employment and Housing Act (California Government Code, Title 2, Division 3, Part 2.8) (together the “Acts”) a formal procedure to request reasonable accommodation in the application of zoning laws and other land use regulations, policies and procedures, and to establish relevant criteria to be used when considering such requests

In order to make specific housing available to an individual with a disability, any person may request a modification or exception to the rules, standards and practices for the siting, development and use of housing or housing related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice.

A Request for Reasonable Accommodation only applies to those persons who are defined as disabled under the Acts.

A reasonable accommodation application can only be approved if it can be demonstrated that the request will be consistent with the Acts and the following factors:

- (1) The housing, which is the subject of the request, will be used by individual disabled under the Acts.
- (2) The requested reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Acts.
- (3) The requested accommodation would not impose an undue financial or administrative burden on the Town.
- (4) The requested accommodation would not require a fundamental alteration in the nature of the Town’s land use and zoning program.
- (5) The requested reasonable accommodation would not adversely impact surrounding properties or uses.
- (6) There are no reasonable alternatives that would provide an equivalent level of benefit without requiring a modification or exception to the Town’s applicable rules, standards and practices.
- (7) The accommodation would not alter the significance of a historic structure.

In granting a Request for Reasonable Accommodation, the Town may impose any conditions of approval deemed reasonable and necessary to ensure that the reasonable

accommodation would comply with the Acts. Any approval or conditional approval of an application under this chapter may be conditioned to provide for its rescission or automatic expiration under appropriate circumstances.

Any decision by the Town to grant or deny a request for reasonable accommodation under this chapter may be appealed to the Town Council pursuant to chapter 18.60.

Time Frame for Processing

The Town will review and approve, conditionally approve, or deny a reasonable accommodation application in writing within 30 days of accepting the application as complete if no approval is sought other than the request for reasonable accommodation.

If the request for reasonable accommodation is associated with a larger project that requires other discretionary approval under this Title (including but not limited to a conditional use permit, design review, variance, general plan amendment or zone change), the application shall be submitted and acted upon by the Town Council at the same time as the related applications.

If a discretionary permit is required, the Request for Reasonable Accommodation application will first be reviewed by Town staff for completeness. The determination of completeness by Town staff will **not exceed thirty days**. Any additional information necessary to evaluate the request will be identified and required for submittal before the application is determined to be complete.

Once a Request for Reasonable Accommodation Application has been determined to be complete, the application will be placed on the next available agenda space for a hearing before the Ross Town Council. The Ross Town Council ordinarily meets the second Thursday of each month at 6:00PM.

Submittal Requirements

When an applicant is applying for a Request for Reasonable Accommodation, the property owner or applicant/agent shall submit the following:

1. Complete Request for Reasonable Accommodation Application.
 2. Application Fee
 3. Complete *Verification of Disability* form
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VERIFICATION OF DISABILITY STATUS

To the best of my knowledge, information, and belief, the applicant who is requesting a reasonable accommodation meets the definition of "individual with a disability." An "individual with a disability" means individuals with a mental or physical disability as those terms are defined in the California Government Code section 12926 (i),(k), and (l), or individuals with a handicap as that term is defined in 42 U.S.C. section 3602 of the federal Fair Housing Amendments Act of 1988.

1. Verifier (healthcare/rehab professional)		Applicant/Agent	
Name (print):		Name (print):	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone:		Phone:	
Affiliation:			
2. Relationship to individual with a disability			
3. Requested accommodation			
4. Explain how the requested accommodation will improve the applicant's use or enjoyment of a residential use. [It is not necessary to reveal the nature or severity of the disability.]			

I affirm under penalty of perjury that the information provided in this application to be true and accurate:

Verifier's Signature:

Date:
