



REASONABLE ACCOMMODATION REQUEST APPLICATION

I. INTRODUCTION AND PURPOSE

- A. It is the policy of the city, pursuant to the Federal Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act (collectively, the “Fair Housing Laws”), to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures to ensure equal access to housing and facilitate the development of housing for individuals with disabilities. Such request shall be subject to **the director of community development or designee’s review** per Section 11.18.060.D, unless at least one of the following situations is applicable:

Planning Commission Review

- a. The construction project for which the reasonable accommodation is being made also requires any of the following discretionary permit(s) or approvals:
- *Planning Commission Hillside Development Permit*
 - *Planning Commission Second Floor Review*
 - *Floor Area Review*
 - *Large Garage Review*
- b. The reasonable accommodation would have required a variance, a planning commission setback modification, or a conditional use permit, except that the applicant shall not be required to apply for these approvals.
- c. The director of community development reasonably determines that a request for reasonable accommodation, for which he or she is the reviewing authority, is more appropriately decided by the planning commission.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the City Planning Department when applying for the above review:

A. Attached Forms:

1. Supplemental Form

B. Drawing Sets:

1. **Site Plan** - thirteen (13) copies* for the Planning Commission Review and three (3) copies for the Director’s Review - at a scale of 1” = 20’ or larger (or as otherwise approved by the Director) and including the following:
 - Location of lot lines, easements, and all structures, existing and proposed;
 - Identification of street names;
 - All slopes, contours, and other topographical considerations pertinent to the project;
 - All exterior building dimensions; average lot width determination (where project is to be constructed within twenty (20) feet of a side property line); dimensions of all setbacks, and the location of the nearest building wall on all abutting lots;



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- All trees with a trunk diameter of six inches or more, measured four feet above grade, unless waived by the Director.
2. **Building Elevations** - thirteen (13) copies* for the Planning Commission Review and three (3) copies for the Director's Review - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - Overall building height;
 - Height of significant component masses; and
 - Material and color callouts.
 3. **Floor Plans** - thirteen (13) copies* for the Planning Commission Review and three (3) copies for the Director's Review - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - Description of the proposed use of all interior floor area;
 - **Shading of the affected walls and areas to be modified or built;**
 - All dimensions of interior rooms or other enclosed areas; and
 - Location of all plumbing equipment, existing or proposed.

NOTE: Please collate and fold all plans and maps to approximately 8½" x 11". **Plans shall not exceed 24" x 36" in size.**

**The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets will be required.*

C. Other Materials:

1. Digital Plan Submittal: All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
2. Copies of memoranda, correspondence, pictures, plans, or background information reasonably necessary to reach a decision regarding the need for the accommodation (i.e. letter from medical doctor).
3. Other supportive information deemed necessary by the city to facilitate proper consideration of the request.

III. PROCESSING YOUR APPLICATION: The following general steps are typically involved in processing a Second Floor Review request.

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and staff an opportunity to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your payment. Only three (3) sets of plans are required for the initial review.



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- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet or set of plans. When the packet is deemed complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.
- D. **Staff Review for Environmental Determination.** Your project will be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Staff Review of the Request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.
- F. **Decision on Request.** A decision on your request will be made by the Community Development Director or the Planning Commission as dictated above. The decision could be approval, approval with conditions, denial, or continuation for redesign. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**
- G. **Appeal.** If you or someone interested with the project disagrees with the decision, an appeal can be filed with the City. Information on appeals is available at the Planning Department.



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RAR#

City Date Stamp

V. REASONABLE ACCOMODATION REQUEST SUPPLEMENTAL QUESTIONS:

1. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number _____ Nearest Cross Street _____

2. PROPERTY OWNER: _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

3. APPLICANT: _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

4. IDENTITY OF DISABLED PERSON: _____

Name

Relationship to Applicant

5. CURRENT USE OF THE PROPERTY: _____

6. DESCRIPTION OF THE REQUESTED ACCOMODATION: (Examples: allow a 6'-0" encroachment into the required side setback to construct an accessible bathroom; reduce the width of a conforming garage to 17' to accommodate a ramp):



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7. MUNICIPAL CODE SECTION: Please identify the municipal code section for which the request for reasonable accommodation is being made.

8. JUSTIFICATION: Please indicate the reason why the requested accommodation is reasonable and necessary for the needs of the disabled person(s) to eliminate a barrier to fair housing opportunities and provide the identified disabled individual(s) with an equal opportunity to use and enjoy the dwelling.

9. ALTERNATIVES CONSIDERED: Please summarize any potential means and alternatives considered in evaluating the need for the accommodation.

10. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

Property Owner's Signature(s)

Date



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11. APPLICANT'S STATEMENT

I (We), _____ hereby declare that I (We) am (are) the individual(s) with a disability, or am (are) applying on behalf of one or more individuals with a disability, or am (are) a developer of housing for one or more individuals with a disability.

Applicant's Signature(s)

Date