

Location:	Citywide
Proposal:	Recommendation to the City Council to adopt amendments to the City's Planning Code for a proposed new Reasonable Accommodations Ordinance.
Applicant:	City Planning Commission
Case Number:	ZT14006
Planning Permits Required:	Oakland Planning Code Amendment
General Plan:	All General Plan Categories
Zoning:	All Zoning Categories
Environmental Determination:	The proposed Reasonable Accommodations Ordinance would be an amendment to the Oakland Planning Code and relies on the previously certified 2007-2014 Housing Element Final EIR (2010)
Service Delivery District:	All
City Council District:	All
Status:	A meeting of the City Planning Commission Zoning Update Committee was held on January 22, 2014. The item was continued at the February 19, 2014, and March 19, 2014, Planning Commission meetings. The item was heard at the April 2, 2014 Planning Commission meeting where the item was continued to the May 7, 2014, Planning Commission meeting.
Action to be Taken:	Discuss and make recommendation to the City Council
Finality of Decision:	Recommendation to City Council
For Further Information:	Contact case planner Alicia Parker at (510) 238-3362, aparker@oaklandnet.com

SUMMARY

The City of Oakland is updating its Planning Code to include a Reasonable Accommodations Ordinance. This ordinance will provide flexibility in the application of the Planning Code for individuals with a disability, when flexibility is necessary to eliminate barriers to housing opportunities. The ordinance would include two types of requests, "Category A" and "Category B". Category A requests would essentially formalize the City's current practice of approving over-the-counter, relatively minor exceptions to development standards to accommodate requests such as wheelchair ramps in the setbacks. Both Category A and Category B requests would require approval by the Planning Director.

Establishment of a Reasonable Accommodations Ordinance was included as an action item in the City of Oakland's 2007-2014 Housing Element. The proposed ordinance is consistent with both Federal and State fair housing laws.

The City Planning Commission is being asked to review and provide feedback on the draft Reasonable Accommodations Ordinance included in this report as **Attachment A**, and the draft Request for Reasonable Accommodations Form included as **Attachment B**.

BACKGROUND

The 2007-2014 Housing Element of the Oakland General Plan sets forth Policy 6.2 [Reasonable Accommodations] with associated actions. Included in the actions is a commitment to formalize the

City's Reasonable Accommodations policy into a new ordinance. This report describes the proposed Reasonable Accommodations Ordinance intended to fulfill this commitment. The following section, Regulatory and Policy Framework, includes the full proposed policy and actions.

Adoption of a Reasonable Accommodations Ordinance is a requirement of the City of Oakland's 2007-2014 Housing Element. The Housing Element is one of seven mandated elements of the Oakland General Plan; State law requires every jurisdiction to update its Housing Element every five years. Preparation of the 2015-2023 Housing Element is underway, and the Reasonable Accommodations Ordinance must be adopted prior to adopting the next Housing Element update. Without an approved update of the Housing Element, the City may lose access to certain types of grant funding which the State has set aside for jurisdictions with adopted Housing Elements.

REGULATORY AND POLICY FRAMEWORK

Fair housing law is a vast area of law involving the United States Constitution, executive orders, federal statutes and regulations, the State constitution and fair housing law, and a myriad of federal and state court decisions interpreting these requirements. Below is a brief summary of the Fair Housing Act and the California Fair Employment and Housing Act.

Fair Housing Act and Fair Housing Act Amendments

The Fair Housing Act (42 U.S.C. §§ 3601 et seq.) prohibits discrimination in the sale, rental, financing, or advertising of housing on the basis of race, color, religion, or national origin. Gender was added as a protected classification in 1974. The Fair Housing Act Amendments of 1988 added handicap (disability) and familial status and significantly strengthened enforcement mechanisms. The Fair Housing Act Amendments also impose an affirmative duty on all housing providers to provide "reasonable accommodation." This duty requires a housing provider to make changes to its rules, policies, and procedures to allow persons with disabilities equal access to housing.

The Fair Housing Act applies to zoning and land use decisions by local governments that restrict access to housing by people with disabilities and members of other protected groups. The Fair Housing Act prohibits discriminatory land use and zoning regulations that deny housing opportunities to people with disabilities.

California Fair Employment and Housing Act (FEHA)

The housing provisions of the Fair Employment and Housing Act (Cal. Gov. Code §§ 12955 et seq.) (FEHA), a California statute adopted in 1980, prohibit discrimination based on race, color, religion, sex, national origin, familial status, and disability (the same categories as the federal Fair Housing Act), and also on the basis of marital status, ancestry, sexual orientation, and source of income. FEHA also prohibits land use decisions that discriminate based on the protected classifications. The requirements of FEHA are substantially the same as the requirements of the federal Fair Housing Act, including both non-discrimination provisions and the affirmative duty to provide reasonable accommodations in rules, policies, practices, or services to permit a disabled person the equal opportunity to use and enjoy a dwelling.

Zoning and Land Use

Local governments' land use and zoning actions concerning housing are subject to the federal Fair Housing Act, FEHA, and California Planning and Zoning Law. These laws prohibit the use of zoning for

discriminatory purposes, and in some cases prohibit zoning laws that have a discriminatory effect on persons with disabilities. Under both federal and state fair housing laws, cities must provide reasonable accommodation in land use and zoning rules, policies and practices and procedures where it may be necessary to provide individuals with disabilities equal opportunity in housing.

City of Oakland 2007-2014 Housing Element

The City of Oakland 2007-2014 Housing Element describes the City's current procedures for ensuring reasonable accommodation as follows:

The City ensures that reasonable accommodations are made for persons with disabilities, through several means:

- Persons with disabilities can request special accommodation for exceptions to the Planning Code, or they can apply for variances to the Planning Code. The City does not have a reasonable accommodations ordinance, but rather, an informal procedure used by Planning and Building Division staff.
- Information is available through the City's website, and through the Mayor's Commission on Persons with Disabilities, regarding programs and procedures that can assist persons with disabilities access city services, and, if need be, reasonable accommodation for exceptions to the Planning and Building Codes.
- The City's ADA Programs Division ensures that requirements for accessibility are met throughout the City's programs

Additionally, the Oakland Housing Element includes the following policy and related action items to address reasonable accommodations for persons with disabilities:

Policy 6.2 REASONABLE ACCOMMODATIONS

Provide reasonable accommodations to persons with disabilities in access to public facilities, programs, and services.

Action 6.2.1 Incorporate Reasonable Accommodations into City Programs and Policies

The City's ADA Programs Division will continue to ensure that requirements for accessibility are met throughout the City's programs.

Action 6.2.2 Develop and Publicize Administrative Procedures

The City will develop written guidelines, clarifying and publicizing the existing administrative procedures for granting reasonable accommodation for all planning permits; to be followed by an ordinance amending the Planning Code, codifying these procedures, no later than one year after adoption of the Housing Element.

The Reasonable Accommodations Ordinance and request form presented in this report are meant to satisfy Action 6.2.2 of the 2007-2014 Housing Element.

REASONABLE ACCOMMODATIONS ORDINANCE AND PROCEDURES OVERVIEW

The draft Reasonable Accommodations Ordinance is included as **Attachment A**. The ordinance is described below.

The intent of the draft Reasonable Accommodations Ordinance is to provide flexibility in the application of the Planning Code for individuals with a disability, when flexibility is necessary to eliminate barriers

to housing and also facilitate compliance with various state and federal fair housing laws. The purpose of the ordinance is to establish a procedure for persons with disabilities seeking fair access to housing to make requests for reasonable accommodation in the application of Oakland's zoning laws, rules, policies, practices and procedures.

The ordinance includes definitions for key terms. For example, a "person with a disability" is defined as any person who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone who has a record of such impairment. Federal and State fair housing laws do not protect an individual's current unlawful use of controlled substances or other drugs, unless that individual has a separate disability.

The ordinance sets forth the application requirements which states that the City shall display notice of the Reasonable Accommodations policy at public counters, and that any person seeking a reasonable accommodations shall do so on a form provided by the Planning Department or request assistance from City staff to complete the request for reasonable accommodations.

The review procedure is established in the ordinance and summarized here. The Planning Director shall have the authority to consider and act on requests for reasonable accommodations. The Planning Director shall issue a written determination within a timely manner but no longer than 30 days after receipt of a completed request and may: (1) grant the accommodation request, (2) grant the accommodation request subject to specified nondiscriminatory conditions of approval or (3) deny the request.

The ordinance presents two types of requests: "Category A" and "Category B". Category A requests are relatively minor exceptions to the zoning rules (such as a homeowner who seeks an exception to a setback requirement for the construction of a wheelchair ramp to accommodate a disabled family member who lives at the house). A proposal will qualify as a Category A request if it meets both of the following:

- A. The proposal is limited to one or more of the types of work listed as "Category A" request; and
- B. That the accommodation is necessary to afford people with disabilities an equal opportunity to use and enjoy the dwelling.

Category B requests involve requests for accommodation from residential density regulations, distance separation requirements, and land use activities not permitted by the Planning Code. Examples of Category B requests include a single-family homeowner applying to convert a garage to a day use area for disabled relatives (potentially eliminating on-site parking), an operator at a community care facility applying to increase the number of participants at a special needs community care facility (potentially increasing the floor area of the facility beyond what would otherwise be permitted by the zone) and a special needs housing developer seeking to develop a multi-family building in a low density commercial zone, bordered by a residential district, because the property is in close proximity to the mental health services which will be used by the residents with disabilities.

In making a determination to grant a requested accommodation, the Planning Director shall make all of the following findings for Category B requests:

1. That the housing, which is the subject of the request for reasonable accommodation, will be used by people with disabilities protected under fair housing laws;
2. That the request for reasonable accommodation is necessary to afford people with disabilities an equal opportunity to use and enjoy the dwelling;
3. That the requested accommodation will not require a fundamental alteration to zoning laws, rules, policies, practices and procedures;
4. That the requested accommodation will not impose an undue financial or administrative burden on the City.

Applicants for Category A and Category B requests may appeal the Planning Director's decision to the City Administrator; otherwise, the decision becomes final 10 days after the initial decision.

KEY ISSUES

The reasonable accommodations ordinance described in this report formalizes existing practice and introduces additional ways for persons with disabilities to gain access to housing, consistent with Federal and State law. Planning staff presented the draft ordinance to various advisory bodies for review and comment, including the City Planning Commission's Zoning Update Committee (ZUC) (January 22, 2014), the Mayor's Commission on Persons with Disabilities (MCPD) (February 10, 2014), and the City's ADA Programs Division. Staff made numerous changes to the draft ordinance based on this feedback from ZUC, MCPD, and the ADA Programs Division, and presented the draft ordinance to the City Planning Commission on April 2, 2014. At that meeting, the Planning Commission heard public testimony from representatives of Disability Rights of California (DRC), and requested that staff confer with the DRC group. The Planning Commission continued the item to the May 7 meeting.

Pursuant to the Planning Commission's direction, Planning staff met with representatives of DRC, and agreed to make certain revisions to the proposed Reasonable Accommodations Ordinance and Form based on DRC's feedback. Below is a summary of changes made to the draft ordinance pursuant to DRC's comments:

- Clarified the definitions for "Person with a Disability" and "Request for Reasonable Accommodations."
- Added language stating that City staff is available to assist individuals with disabilities to complete the reasonable accommodations request form.
- Added language that any information submitted as part of a reasonable accommodations request shall be kept confidential.
- Removed provisions for public notice.
- Revised the required findings to more closely reflect fair housing law.
- Clarified that the Planning Director is authorized to act on requests for reasonable accommodation, and that any appeals will be decided by the City Administrator.

ENVIRONMENTAL REVIEW

The proposed amendments to the Planning Code rely on the previously certified 2007-2014 Housing Element Final EIR (2010), which provides analysis of the environmental impacts of the proposed amendments and support all levels of approval necessary to implement the Planning Code amendments. The proposed amendments to the Planning Code would not result in any significant effect that has not already been analyzed in the Housing Element EIR, and there will be no significant environmental effects caused by the change that have not already been analyzed in the EIR.

RECOMMENDATION

Staff recommends that the Planning Commission review the Draft Reasonable Accommodations Ordinance and Form and provide any feedback and forward the item to the City Council.

Prepared by:



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Approved by:



ED MANASSE
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Approved for forwarding to the
City Planning Commission:



DARIN RANELLETTI
Deputy Director, Bureau of Planning

Attachments:

- A. Draft Reasonable Accommodations Ordinance
- B. Draft Reasonable Accommodations Form

Chapter 17.131

REASONABLE ACCOMMODATIONS POLICY AND PROCEDURES

Sections:

- 17.131.010 Title, purpose, and applicability.
- 17.131.020 Definitions.
- 17.131.030 Notice of Availability; Application Requirements.
- 17.131.040 Review procedures.
- 17.131.050 Criteria for Category "A" Requests.
- 17.131.060 Findings for Category "B" Requests.
- 17.131.070 Finality of Decision and Appeal of Determination.

17.131.010 Title, purpose and applicability.

- A. Title and Intent. The provisions of this chapter shall be known as the Reasonable Accommodations Policy and Procedure regulations. The intent of the Reasonable Accommodations Policy and Procedure regulations is to provide flexibility in the application of the Planning Code for individuals with a disability, when flexibility is necessary to eliminate barriers to housing opportunities. This Chapter will facilitate compliance with federal and state fair housing laws, and promote housing opportunities for residents of Oakland.
- B. Purpose. The purpose of this Chapter is to establish a procedure for persons with disabilities seeking fair access to housing to make requests for reasonable accommodation in the application of Oakland's zoning laws, rules, policies, practices and procedures pursuant to Section 3604(f)(3)(b) of Title 42 of the United States Code (the "Fair Housing Act") and Section 12955 et seq. of the California Government Code (the "California Fair Employment and Housing Act"), which prohibit local government from refusing to make reasonable accommodations in policies and practices when these accommodations are necessary to afford persons with disabilities equal opportunity to use and enjoy a dwelling.
- C. Applicability. A request for reasonable accommodation may include 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.

17.131.020 Definitions.

"Acts" means the "Fair Housing Act" (Section 3601 et seq. of Title 42 of the United States Code) and the "California Fair Employment and Housing Act" (Section 12955 et seq. of the California Government Code).

“Person with a Disability” is any person who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone who has a record of such impairment. Federal and State fair housing laws do not protect an individual’s current unlawful use of controlled substances or other drugs, unless that individual has a separate disability.

“Request for Reasonable Accommodations” means a request to modify land use, zoning and building regulations, policies, practices, or procedures in order to give people with disabilities an equal opportunity to use and enjoy a dwelling.

17.131.030 Notice of Availability; Application Requirements.

A. Notice of the City of Oakland’s Reasonable Accommodations Policy and Procedure shall be displayed at public information counters in the planning and building offices of the City.

B. Any person (or his or her representative) who requires reasonable accommodation because of a disability shall make such a request to the City on a form provided by the Planning Director, or his or her designee. The application shall be accompanied by such information as may be required to enable review of the requested accommodation. City staff are available to assist with the completion of a reasonable accommodations request (see related Reasonable Accommodations Form for more information).

C. Any information submitted as part of a reasonable accommodations request shall be kept confidential and shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.

D. Review with other land use or design review applications. If the project for which the request is being made also requires one or more unrelated discretionary approvals (including, but not limited to, design review, conditional use permit, variance or subdivision), then to the extent feasible, the applicant shall file the request for reasonable accommodation together with any unrelated application for discretionary approval.

17.131.040 Review procedures.

A. Authority. The Planning Director, or his or her designee, shall have the authority to consider and act on requests for reasonable accommodation and shall make reasonable accommodations in rules, policies, practices, or services when those accommodations may be necessary to afford persons with disabilities equal opportunities to use and enjoy the dwelling.

1. For requests for reasonable accommodation the Planning Director, or his or her designee, shall issue a written determination within a timely manner but no longer than thirty (30) days of the date of receipt of a complete application form and may: (1) grant the accommodation request; (2) grant the accommodation request subject to specified nondiscriminatory conditions of approval; or (3) deny the request. All written determinations shall give notice of the right to appeal, if any, as specified in Section 17.131.070. The notice of

determination shall be sent to the applicant by first class mail or in a format requested by the applicant.

2. For requests for reasonable accommodations involving any applications for discretionary approval, the application for reasonable accommodation shall be processed and considered separately from any discretionary elements of the same proposal. The Planning Director, or his or her designee, shall act on the request for reasonable accommodation within a timely manner but no longer than thirty (30) days of the date of a complete application form; however, if the request for a reasonable accommodation cannot be effectuated until a final decision is rendered on the related discretionary approvals, a "provisional approval" can be granted within the 30 day time frame allowing the reasonable accommodation request to be implemented, or modified as needed to obtain the same goal, at the time of the final discretionary approval, and shall become final at the same time. The applications for discretionary approval shall be separately considered and shall be subject to the procedures for consideration specified in the applicable Planning Code Chapter, depending on the type of application. The appropriate decision-making body shall act on all discretionary permits, but not the reasonable accommodation request.

B. Types of Requests

1. "Category A" Requests

Requests for accommodation from development regulations not specified as a "Category B" request (see item 2 below), including but not limited to *setbacks*, *building height limits* and *parking regulations* in the Planning Code, or for any additions to residential facilities which meet the definition of a "Small Project," as defined in Section 17.136.030(B), shall be considered "Category A" requests.

2. "Category B" Requests

Requests for accommodation from residential *density* regulations in the Planning Code; *distance separation requirements* in the Planning Code; *land use activities* not permitted by the Planning Code; any additions to residential facilities which meet the definition of "Regular design review" as defined in Section 17.136.040(A); and any other accommodations request, under the discretion of the Planning Director, shall be considered "Category B" requests.

C. Procedure

1. The applicant shall submit a completed reasonable accommodation application form to the Planning Director, or his or her designee, or request assistance from City staff to complete the application.

2. Whenever reasonable accommodation is requested for a proposal also requiring one or more discretionary land use permits, including but not limited to a design review, conditional use permit, planned unit development permit, or variance, to the extent feasible the application for reasonable accommodation shall be submitted with the application for said permit(s). The reasonable accommodation request shall be processed and considered separately from any land use permits requested for the same proposal as specified in 17.131.040(2).

3. In reviewing a request for a reasonable accommodation, the Planning Director, or his or her designee, shall consider information in the completed reasonable accommodation application form, factors described in Section 17.131.050 and/or 17.131.060, and any additional information consistent with this Chapter. The Planning Director, or his or her designee, may consult with staff of the City's Americans with Disabilities Act (ADA) Programs Division during the review period.

4. While a request for reasonable accommodation is pending, all laws and regulations otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

17.131.050 Criteria for "Category A" Requests

A proposal will qualify for "Category A" Request if it meets each of the provisions set forth below.

- A. The proposal is limited to one or more of the types of work listed as "Category A" request in 17.131.040(B)(1);
- B. That the accommodation is necessary to afford people with disabilities an equal opportunity to use and enjoy the dwelling.

17.131.060 Findings for "Category B" Requests.

In making a determination to grant a requested accommodation, the Planning Director, or his or her designee, shall make all of the following findings for "Category B" requests:

- 1. That the housing, which is the subject of the request for reasonable accommodation, will be used by people with disabilities protected under fair housing laws.
- 2. That the accommodation is necessary to afford people with disabilities an equal opportunity to use and enjoy the dwelling;
- 3. That the requested accommodation will not require a fundamental alteration to zoning laws, rules, policies, practices and procedures; and
- 4. That the requested accommodation will not impose an undue financial or administrative burden on the City.

None of the findings of this section are intended to supersede any other findings which might also be required for a discretionary permit that is reviewed concurrently with the request for accommodation (see Section 17.131.030 (D)).

17.131.070 Finality of Decision and Appeal of Determination.

A. "Category A" and "Category B" Requests.

1. For requests for reasonable accommodations not involving one or more unrelated land use permits, a decision by the Planning Director, or his or her designee, shall become final ten (10) calendar days after the date of initial decision, unless appealed to the City Administrator by the applicant. In the event that the last date of appeal falls on a weekend, holiday or when City offices are closed, the next date such offices are open for business shall be the last date of appeal. Appeals considered by the City Administrator, in consultation with the City's ADA Programs Division, shall be final immediately and are not appealable.

2. For requests for reasonable accommodations involving one or more land use permits, the Planning Director, or his or her designee, shall act on the request for reasonable accommodations, subject to the appeal process described in 17.131.070(A)(1) . The appeal periods in 17.131.070(A)(1) shall run from the date of the denial of the permit or the modification or denial of the provisional permit, whichever is later. The appropriate decision making body shall act on all discretionary permits including appeal processes for the discretionary permits.



CITY OF OAKLAND

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REQUEST FOR REASONABLE ACCOMMODATIONS **Fair Housing Protections for Individuals with Disabilities**

Herein you will find information on the City of Oakland's Reasonable Accommodations policy and procedure. The intent of the Reasonable Accommodations policy is to provide flexibility in the application of the Planning Code for individuals with a disability, when flexibility is necessary to eliminate barriers to housing opportunities. See Oakland Planning Code Chapter 17.131 for the complete ordinance.

FREQUENTLY ASKED QUESTIONS

WHO QUALIFIES AS A PERSON WITH A DISABILITY?

A person with a disability is anyone with a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone who has a record of such impairment. Federal and State fair housing laws do not protect an individual's current unlawful use of controlled substances or other drugs, unless that individual has a separate disability. Persons with disabilities are protected under the Fair Housing Amendments Act of 1988 and California's Fair Employment and Housing Act.

WHAT IS A "REASONABLE ACCOMMODATION"?

Federal and state fair housing laws require that the City provide you with reasonable accommodation in rules, policies, practices and procedures that may be necessary for people with disabilities to have equal opportunity to use and enjoy a dwelling. More specifically, the City must provide you with reasonable accommodation in decisions and procedures regulating the siting, funding, development or use of housing, including housing related services or facilities.

Reasonable accommodations that will be granted by the City of Oakland are those that do not impose an undue financial or administrative burden on the City, or fundamentally alter the City of Oakland's Planning Code. Whether a request may impose an undue financial or administrative burden will be determined on a case-by-case basis. A request for accommodation will be found to fundamentally alter the City of Oakland's zoning policies and regulations if the requested accommodation is so far reaching that it would undermine the basic purpose of the Ordinance.

Examples of reasonable accommodations include:

- wheelchair ramps located in the setbacks of residential property;
- exceptions to the height limits to allow a tower for an elevator to enable a person using a wheelchair to access all stories of a house;
- waiving parking requirements to convert a garage into a day use area for relatives living in the home who rely on wheelchairs (when no other room could be used as such);
- an operator of a community care facility applying to increase the number of participants at a special needs care facility (beyond the number permitted by the zoning district); and

- a special needs housing developer seeking to develop a multi-family building in a low density commercial zone, bordered by a residential district, because the property is in close proximity to the mental health services which will be used by the residents with disabilities.

HOW IS A REQUESTED ACCOMMODATION DEEMED “NECESSARY”?

A request for reasonable accommodation is deemed necessary if the accommodation affords people with disabilities an equal opportunity to use and enjoy the dwelling. Determining whether an accommodation is necessary entails a “fact specific inquiry regarding each such request,” meaning that each request is evaluated based on the particular set of facts.

WHAT IF MY REQUEST FOR REASONABLE ACCOMMODATION IS DENIED?

The City may deny requests for accommodations that would impose an undue financial or administrative burden on the City or fundamentally alter the nature of the City’s zoning program. Such determinations will be made on a case-by-case basis. Within 10 days of the date of the administrative decision, the applicant may file an appeal from such decision with the City Administrator. For details on the appeals process, see Chapter 17.131.070 of the Oakland Planning Code.

Sources:

Fair Housing Reasonable Accommodation: A Guide to Assist Developers and Providers of Housing for People with Disabilities in California, Mental Health Advocacy Services, Inc.

Model Ordinance for Providing Reasonable Accommodation Under Federal and State Fair Housing Laws, Mental Health Advocacy Services, Inc.

GENERAL INFORMATION

WHAT TYPE OF BUILDING IS THE SUBJECT OF THE REQUEST FOR ACCOMMODATION:

- Single family residential
- Duplex
- Apartment building
- Other, describe: _____

CURRENT USE OR ACTIVITY ON THE PROPERTY _____

DESCRIPTION OF THE REQUESTED ACCOMMODATION. (PER SECTION 17.131.030 (B) OF THE PLANNING CODE, THE PLANNING DIRECTOR MAY REQUIRE ADDITIONAL INFORMATION TO EVALUATE THE REQUESTED ACCOMMODATION)

DESCRIBE WHY THE REQUESTED ACCOMMODATION IS NECESSARY TO AFFORD PEOPLE WITH DISABILITIES AN EQUAL OPPORTUNITY TO USE AND ENJOY THE DWELLING.

To be completed if Applicant is not the Property Owner:

I authorize the applicant indicated above to submit the application on my behalf. _____

Signature of Property Owner