



REASONABLE ACCOMMODATION
APPLICATION GUIDELINES
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF WALNUT CREEK

CODES

State Housing Element law (Government Code 65583(c)(3) and (5)) requires that cities remove governmental constraints to housing development to promote housing opportunities for persons with disabilities. Reasonable Accommodation requests are processed pursuant Title 10, Chapter 2, Part 4, and Article 2 of the Walnut Creek Municipal Code.

DEFINITIONS

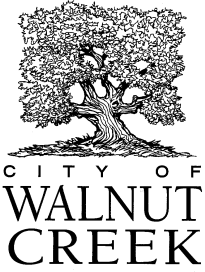
Fair Housing Laws: The Federal Fair Housing Act (42 U.S.C. § 3601 et. seq.), the California Fair Employment and Housing Act (Government Code § 12900 et seq.), and the California Disabled Persons Act (Civic Code SS 54 et. Seq.).

Individual with a Disability: A person who has a medical, physical, or mental condition that limits a major life activity, as those terms are defined in California Government Code section 12926.

Reasonable Accommodation: A modification in the application of land use or zoning regulations or in the application of land use, zoning, or building policies, procedures, or practices when necessary to eliminate barriers to housing opportunities; which does not impose undue financial or administrative burdens on the City or require a fundamental or substantial alteration of the City's regulations, policies, procedures or practices.

FEES

There are no fees imposed on the filing or processing of a Reasonable Accommodation application.



REASONABLE ACCOMMODATION APPLICATION

Community Development Department, Planning Division
1666 North Main Street
Walnut Creek, CA 94596
(925) 256-3558 information (925) 256-3500 fax
www.walnut-creek.org website

Staff

For Staff Use Only
(Date Stamp)

Received By: _____

APPLICANT: PLEASE PRINT CLEARLY AND FILL IN ALL APPLICABLE SECTIONS

PROJECT NAME: _____

PROJECT SITE ADDRESS: _____

ACCESSORS PARCEL NUMBER (APN): _____

CURRENT USE OF THE PROPERTY: _____

APPLICANT CONTACT INFORMATION:

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

CELL #: _____ EMAIL: _____

OWNER

ARCHITECT

ENGINEER

OTHER:

PROPERTY OWNER OR AGENT AUTHORIZATION (if different):

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

EMAIL: _____

REQUEST FOR ACCOMMODATION Sec. 10-2.4.1602.:

Please use additional pages as needed.

1. Describe the basis for the claim that the reasonable accommodation is for an individual with a disability under the Fair Housing Laws.

2. Specify and cite the land use, zoning regulation, or building policy, practice or procedure for which reasonable accommodation is being requested.



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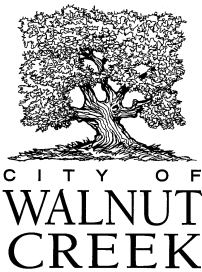
REQUEST FOR ACCOMMODATION (CONTINUED):

3. Explain the type of improvement sought through reasonable accommodation.

4. Explain why the accommodation is reasonable and necessary for needs of the disabled person(s) occupying the building. Where appropriate, include a summary of any potential means and alternative considered in evaluating the need for the accommodation.

REQUIRED ATTACHMENTS:

- **AUTHORIZATION:** If applicant is someone other than the property owner, please include a letter of agency or authorization, signed by the property owner or designee consenting to the application being made;
- **BACKUPS:** Attach copies of memoranda, correspondence, pictures, plans or background information reasonably necessary to reach a decision regarding the need for the accommodation (*Sec. 10-2.4.203 Required Data*); and
- **OTHER:** Any other supportive information deemed necessary by the department to facilitate proper consideration of the request, consistent with fair housing laws.



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CERTIFICATE AND AFFIDAVIT OF APPLICANT:

I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

I am the property owner and hereby authorize the filing of this application.

I am the applicant and authorized by the owner to file this application.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____