



## City of San Dimas Reasonable Accommodations

It is our policy to provide people with disabilities with accommodations if reasonable and necessary. We have historically provided such accommodations when persons with special needs have applied for exceptions from stated requirements of local regulations and practices.

### **Eligibility**

A reasonable accommodation can be granted for many things including zoning development standards and RV parking. Any disabled person, or his or her representative, may request an accommodation from any of the City's rules, policies, practices and/or procedures when accommodation is reasonable and necessary to afford such persons equal opportunity to access publicly funding buildings, facilities or programs, or privately funded housing, including single and multi-family dwelling units, and public accommodations on an equal opportunity basis with citizens who are not disabled.

### **How to Apply**

- 1) A disabled person ( or his or her representative) who desires to request an accommodation may do so by filing an application with the proper department having subject-matter jurisdiction over the decision, such as the Planning Division for zoning-related matters.
- 2) If an individual needs assistance in making the request for accommodation, each department will endeavor to provide the assistance necessary to ensure that the process is accessible to the applicant or representative.
- 3) The application shall require the following information:
  - a) The applicant's name, address, and telephone number;
  - b) If not the applicant, the identity of the disabled person(s), and the applicant's relation to the disabled persons;
  - c) Identification and description of the disability which is the basis for the request for accommodation, shall include current written medical certification and description of disability and its effects on the individual's medical, physical or mental limitations;
  - d) The rule, policy, practice and/or procedure of the city for which the request for accommodation is being made;

- e) The type of accommodation sought;
- f) The reason(s) why the accommodation is reasonable and necessary for the needs of the disabled person(s). Where appropriate, shall include a summary of any potential means and alternatives considered in evaluating the need for the accommodation;
- g) Copies of memoranda, correspondence, pictures, plans or background information reasonably necessary to reach a decision regarding the need for the accommodation;
- h) Other supportive information deemed necessary by the affected department to facilitate proper consideration of the request;
- i) If a zoning-related matter, verification that adjacent property owners have been notified in the manner prescribed by the director of community development.

### **Criteria for Approval**

The following criteria will be used to analyze the request for accommodation:

1. Whether the request for accommodation is reasonable and necessary to afford the applicant with an equal opportunity to access publicly funded buildings, facilities and programs, or privately funded housing, including single and multiple-family dwelling units, and public accommodations on an equal basis and citizens who are not disabled;
2. Whether there are preferable and feasible alternatives to the requested accommodation that may provide an equivalent level of benefit;
3. The physical attributes of and any proposed changes to property and structures;
4. Whether the requested accommodation will impose an undue financial or administrative burden on the city.
5. Whether the requested accommodation will require a fundamental alteration of the city's rules, policies, practices or procedures.
6. If a zoning-related issue, whether the requested accommodation would result in a detriment of the residential character of the neighborhood; and
7. Any other factor(s) that may have a bearing on the request

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**APPLICATION FOR REASONABLE ACCOMMODATION FOR  
DISABLED INDIVIDUALS**

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**CONTACT INFORMATION**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of Disabled Person \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**NATURE OF ACCOMODATION**

Please state the rule, policy, practice, and/or procedure of the City for which the request of accommodation is being made. \_\_\_\_\_

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If this is a zoning related matter, please state the address of the affected property. \_\_\_\_\_

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Please identify and describe the nature of the disability that is the basis for the request of the accommodation. In addition, please attach current, written medical certification describing the disability and its effects on the individual's medical, physical, or mental condition.

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Please describe the type of accommodation being sought and why it is necessary for the needs of the disabled person. Where appropriate, include a summary of any potential means and alternatives considered in evaluating the need for the accommodation. \_\_\_\_\_

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Please list any supporting documents that have been included in addition to the application.

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**SUPPORTIVE DOCUMENTATION**

Please attach any copies of memoranda, correspondence, pictures, plans, or background information reasonably necessary to reach a decision regarding the need for accommodation, or by requested of the affected department. If this is a zoning related manner, please include verification that adjacent property owners have been notified in a manner prescribed by the Director of Community Development.