

Planning and Building Agency Planning Division 20 Civic Center Plaza P.O. Box 1988 (M-20) Santa Ana, CA 92702 (714) 647-5804 www.santa-ana.org

REASONABLE ACCOMMODATION REQUEST

Pursuant to Section 41-652 of the Santa Ana Municipal Code (SAMC), any person with a disability covered by the Fair Housing Amendments Act of 1988 and/or the California Fair Employment and Housing Act, or their representatives, may request a reasonable accommodation to modify the standards, regulations, policies, and procedures of the City as may be necessary to afford the individual with a disability equal opportunity to the use and enjoyment of their dwelling so long as the conditions of this request are permitted by the Executive Director of the Planning and Building Agency.

PROPERTY INFORMATION

APPLICATION NO.:

Location:			
Street Address		Zoning District	
Land Use:			
Land Use: Existing Land Use of Property and/or Building		Nearest Intersecting Street	
OWNER/ AP			
Legal Owner:			
0	Full Name of Person, Firm, or Corporation	()	
Applicant:	Mailing Address	Area Code	Phone No.
	Full Name of Person, Firm, or Corporation	()	
	Mailing Address	Area Code	Phone No.
	Relationship of Applicant to Person Covered by	v Act(s)	
Name of Pers	son Covered by Act(s):		
REQUEST A	ND REASON:		
Owner's Signature:		Date:	
Applicant's	Signature:	Date:	
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SUBMITTAL REQUIREMENTS

Two (2) sets of plans (8 $\frac{1}{2}$ " x 11" in size) with the following information:

Plans: Fully dimensioned site plan, floor plan, building elevations, and/or any plan deemed necessary to perform the review of the reasonable accommodation request. Plans shall include all existing and proposed structures, property lines, walkways, driveways, landscape setbacks, mature trees, walls/fences, air conditioning units, existing or proposed easements, new and existing rooms, windows, architectural elements, height of structures, window schedule, north arrow, streets, and driveways.

Letter from Doctor/Medical Professional: Letter shall state that the individual has a disability covered by the Acts and should include any information deemed necessary to substantiate the individual's request for a reasonable accommodation. (Any information related to a disability status and identified by an applicant as confidential 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.)

_Photographs: Photographs shall be provided of the project site and of adjacent properties.

After the Planning Division has completed the review of your request for a reasonable accommodation, if request is approved, the following covenant is to be provided prior to submittal into Building plan check.

Covenant: Applicants are to file a recorded covenant with the Planning Manager (in a form approved by the City Attorney) affirming and consenting that prior to any sale, transfer, lease or other conveyance of the property, or at the time the need for the reasonable accommodation is no longer necessary, that the owner of the property shall bring the property into conformance with the City's zoning code to the extent that relief was provided under the zoning code as part of the request for reasonable accommodation.

The decision to grant, grant with modifications, or deny an application for reasonable accommodation shall be based on a finding of consistency with the Acts and shall take into consideration all of the following factors:

- 1. Whether the housing or housing related facilities, which are the subject of the request, will be used by an individual with a disability under the Acts.
- 2. Whether the request for reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Acts.
- 3. Whether the requested reasonable accommodation would impose an undue financial or administrative burden on the city.
- 4. Whether the requested reasonable accommodation would require a fundamental alteration in the nature of a city program or law, including but not limited to land use and zoning.
- 5. Whether the requested reasonable accommodation would be contrary to the public health, safety, or welfare, or be injurious to the property or improvements of adjacent properties.
- 6. Whether the requested reasonable accommodation adequately considers the physical attributes of the property and structures.
- 7. Whether alternative reasonable accommodations could provide an equivalent level of benefit.
- 8. Whether the property is in compliance with the then existing laws and regulations otherwise applicable to the property that is the subject of the request. If any non-compliance is through no fault of the applicant or unrelated to the request for reasonable accommodation, the executive director may waive this requirement. However, such a waiver shall not preclude the city from requiring that the existing violations be corrected in accordance with the Santa Ana Municipal Code.

FOR STAFF USE ONLY

CITY APPROVALS (if applicable)

Other Department:	
Name Conditions/Comments:	Phone No.
APPROVE DENY Date:	Signature:
Case Planner:	Date Accepted:
Findings:	
Recommendation:	
Conditions:	
DETERMINATION OF EXECUTIVE DIRECTOR:	APPROVE DENY
Signature:	Date: