

_____ **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.

