

# REASONABLE ACCOMMODATION CHECKLIST

## REASONABLE ACCOMMODATION PROCEDURE

A reasonable accommodation is only applicable when the project cannot be reviewed under another process otherwise authorized under Chapter 38 BMC. The City has a wide range of flexible review procedures and application types to facilitate a wide range of projects and uses to meet the needs of a diverse community. It is the responsibility of the applicant to demonstrate the need for reasonable accommodation and that another process cannot be used for the review of the project. Contact us for more information.

## RA CHECKLIST

1. Create and submit a Planning application using the [ProjectDox portal](#);
  - a. After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox.
2. The digital copies must be separated into two categories: Documents and Drawings.
  - a. The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
  - b. The Drawings folder should include items such as site plans, civil plans, landscape plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24" x 36" sheet file or 11" x 17" sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information;
3. Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information;
4. Project narrative providing a thorough description of what is being proposed including a list of all alterations/changes proposed to the site/building, including the following:
  - a. Provide type and extent of reasonable accommodate sought.
  - b. Provide the reason(s) why the accommodation is reasonable and necessary for the needs of the individual(s), including a summary of any potential alternatives contained in this chapter considered in requesting the accommodation and why other alternatives contained in this chapter are not feasible
5. What specific requirements of Chapter 38 BMC act as a barrier? Provide the code provision, regulation, procedure and/or policy from which reasonable accommodation is being requested.
6. Provide the following information to support the basis of the claim:
  - a. That the individual or group of individuals is considered physically or mentally disabled or handicapped under the applicable non-discrimination laws, including identification and description of the disability or handicap which is the basis for the request for accommodation and current, written medical certification and description of disability or handicap and its effects on the person's medical, physical or mental limitations; or
  - b. That the individual or group of individuals is a protected class based on race, color, religion, sex, creed, familial status, marital status, age, or national origin, as defined under the applicable non- discrimination laws, including identification and description of the protected class which is the basis of the request for accommodation.
7. Is this request in association with another application type? If so what type of application(s)?
8. Legible sketch plan or site plan or site plan detail of an enlarged area depending on project complexity with north arrow showing property dimensions, location of buildings, parking, driveways, fencing, landscaping, yard/setback locations, location of utilities, access, street vision triangles, pedestrian facilities, and location of changes proposed to the site/building. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet. Depending on complexity and extent o changes proposed , changes to the site plan shall be clearly depicted on the site plan showing existing conditions or two separate site plans titled existing and proposed.

9. Front, rear and side elevations of all buildings, structures, fences and walls with height dimensions and roof pitches if new construction or changes to the elevations are proposed. Show existing and proposed changes. Show open stairways and other projections from exterior building walls.
10. Building elevations shall include proposed exterior building materials, windows and doors including a color and building material palette for all proposed features keyed to the building elevations if material changes are proposed.
11. For minor fence, screen, storefront, door, window and other minor changes: pictures, specifications and other information that will clearly express the proposed changes or alterations to the building/site.
12. Cutsheets or brochure pages for proposed windows, doors, exterior lighting or other detailed modifications if building elevations are not detailed enough to depict features accurately
13. Floor plans showing floor layout including square footage and proposed use for each room and area within the building clearly showing areas to be constructed or modified. Suggested scale of ¼ inch to 1 foot.
14. Parking plan and calculation for all uses, if the application requires the review of parking requirements (e.g. addition of bedrooms to a home, Accessory Dwelling Units, new infill residential construction, new commercial square footage).
15. Photometric plan, exterior lighting cutsheets and specifications, if the application requires review of lighting.
16. Landscape plan, if landscaping is proposed.
17. Copies of memorandum, correspondence, pictures, plans or background information reasonably necessary to reach a decision regarding the need for the accommodation.
18. Other supportive information deemed necessary by the department to facilitate proper consideration of the request, consistent with applicable non-discrimination laws.

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## REQUIRED FORMS

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## APPLICATION FEE

For most current application fee, see [Schedule of Community Development fees](#). Fees are typically adjusted July 1st.

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## CONTACT US

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