

Special Instructions for:

**ZONING ADMINISTRATOR: REASONABLE ACCOMMODATION (RAO)
FAIR HOUSING PROTECTIONS FOR INDIVIDUALS WITH DISABILITIES**

The **MASTER LAND USE APPLICATION INSTRUCTION SHEET-ABUTTING OWNERS**, CP-7809, should also be followed.

ZONING CODE SECTIONS: 12.22 A 27 Reasonable Accommodation

1. The **MASTER LAND USE APPLICATION FORM CP-7771** must be filled out completely, typed or printed in black ink, with full answers to every statement and question. The application must be signed by the property owner or owners, lessee (only if the entire site is leased), authorized agent of the owner with power of attorney, or officers of a corporation (submit proof). A single application can be used for most projects that have multiple requests.
2. Please consider submitting documents beyond the requirements outlined in this form. If there are other circumstances which may further a more complete understanding of the project, do not hesitate to submit such information. The documents submitted with the application and the public hearing constitute the **primary opportunity** to clarify and define the project.
3. **ADDITIONAL INFORMATION/FINDINGS:** In order to grant your request the following findings/questions must be addressed. Explain as best as possible how your request conforms to the following requirements:

- a. That the housing will be used by the Individual with a Disability protected under the federal Fair Housing Amendments Act of 1988 and the California's Fair Employment and Housing Act.

- b. That the request is necessary to make housing available to an Individual protected under the Acts.

- c. That the requested accommodation would not impose an undue financial or administrative burden on the City.

- d. That the requested accommodation will not require a fundamental alteration of the City's land use and zoning program.

- 3. **ADDITIONAL INFORMATION/FINDINGS (COASTAL ZONE):** For housing located in the Coastal Zone that does not meet the criteria in Section 12.22 A27 subsection (i), the additional findings/questions must be addressed:

- f. That the requested reasonable accommodation is consistent, to the maximum extent feasible, with the regulations identified in the subsection.

- g. That there are no feasible alternative means for providing an accommodation at the property that would provide greater consistency with the regulations identified in the subsection.

- 4. **INFORMATION REQUIRED:** Letter from a medical professional outlining the illness of the applicant's medical condition and need for additional caretaker.

PLEASE NOTE: All medical information will be kept confidential.