



CITY OF ALISO VIEJO
COMMUNITY DEVELOPMENT DEPARTMENT
 PLANNING SERVICES DEPARTMENT
 12 JOURNEY, SUITE 100
 ALISO VIEJO, CA 92656
 Phone: (949) 425-2525

Housing & Reasonable Accommodation Application

**FORM
 PS-260**

PART 1 – MUST BE COMPLETED FOR ALL PERMITS/APPROVALS

1. Housing and Reasonable Accommodation: (AVMC Section 15.66)

Pursuant to the federal Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act, the City of Aliso Viejo shall provide individuals with disabilities or developers of housing for individuals with disabilities reasonable accommodation flexibility in the application of land use and zoning and building regulations, policies, practices and procedures, or waiving certain requirements when it is necessary to eliminate barriers to housing opportunities for individuals with disabilities.

Confidentiality Acknowledgment:

Any information 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, unless disclosure is otherwise required by state or federal law.

Compliance with Other Regulations

A reasonable accommodation does not affect an individual's obligations to comply with all other applicable regulations not at issue in the requested accommodation.

Review of Request:

- The Director of Planning Services (Director) shall review requests for reasonable accommodations using criteria set forth in Aliso Viejo Municipal Code Section (AVMC) 15.66.070 (see page 3 of application)
- The Director shall issue a written decision on a request for reasonable accommodation within thirty (30) days of the date the request is submitted to the City and may either grant, grant with modification, or deny a request for reasonable accommodation in accordance to the findings established in AVMC Section 15.66.070
- If necessary to reach a determination on the request, the Director may request further information from the applicant consistent with fair housing laws. In the event the request for additional information is made, the thirty (30)-day period to issue a decision is stayed until the applicant responds to the request.

Assistance with Application

Upon request, the City will provide assistance to an individual needing assistance in making the request for reasonable accommodation to ensure that the process is accessible to individuals with disabilities.

2. Individual(s) Requesting Reasonable Accommodation:

Name: _____ Company/Corporation: _____ Telephone: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____ Email: _____

Will this person be in charge of handling the application? Y _____ N _____

If not, provide name & phone number of who will be available for further questions:

Name: _____ Telephone: _____

3. Property Owner:

Name: _____ Company/Corporation: _____ Telephone: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____ Email: _____

4. Property Address for Accommodation Request:

Address: _____ City: _____ State: _____ Zip: _____

5. Please Describe the Requested Accommodation and Regulation(s), Policy, or Procedure for Which the Accommodation is Sought:

6. Please Describe the Reason the Requested Accommodation is Necessary for the Individual(s) with the Disability to Use and Enjoy the Dwelling:

7. Certification

As the **Property Owner** or **Applicant/Agent** filing this request, I hereby certify that I acknowledge, understand, and concur with the following statements:

- (a) There are no assurances at any time, implicitly or otherwise, regarding either final staff recommendations to the decision making body or final decisions regarding this application.
- (b) I am responsible for knowing and complying with government policies and regulations applicable to the proposed development and/or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy which may be available to enforce and/or correct violations of the applicable policies and regulations.
- (c) The information I have presented in this form and the accompanying materials is true and correct to the best of my knowledge. I also understand that additional data and information may be required prior to final action on this application.

Name: _____ Date: _____

Signature: _____



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PART 2 – SUPPLEMENTAL INFORMATION

All items are required to be submitted unless otherwise approved by the Director of Planning Services

File in person; do not mail. Application must be complete and typed or hand written legibly. Attach additional sheets if necessary. Provide Staff with materials checked below:

Letters of Approval/Authorization

- If the Applicant is not the Property Owner, the Applicant shall provide written authorization from the Property Owner authorizing the Applicant to submit on his/her behalf.
- If applicable, letter(s) from Property Management Company, HOA Master Association, and/or HOA Sub-Association acknowledging request.

Project Description and Justification

- Provide a detailed written statement describing the proposed project. This will serve as the formal statement to the Director of Planning Services on the nature of the project and why it should be approved. Please include any relevant information that supports the application, including but not limited to:
 - Nature and details of the recognized disability;
 - How the requested accommodation is necessary to make housing available to the individual with disabilities;
 - Lack of reasonable alternatives that may provide an equivalent level of benefit to the individual;
 - Identification of accessibility features and equivalent facilities required to provide reasonable accommodations; and
 - How the requested accommodation will not result in a direct and significant threat to health or safety of other individuals or substantial physical damage to the property of others.

Project Plans

- Submit five (5) sets of plans collated, stapled, and folded to 8 ½" x 11" or 11" x 17".
- Site Plan: Site plans or plot plans shall be fully dimensioned and show the following information:
 - Vicinity map showing location of the subject property of the reasonable accommodation request;
 - North arrow;
 - Property lines;
 - Location of existing and proposed structures, additions, utilities, driveways, walkways, etc.;
 - Existing and proposed setbacks;
 - Any structures to be relocated, removed, or demolished;
 - Location of all existing and proposed right of way lines, dedications, and easements; and
 - Locations, heights, and materials of existing and proposed walls and fences.
- Floor Plan: Floor plans shall be fully dimensioned and show the following information:
 - Room uses (e.g., bedroom, kitchen, bathroom, etc.);
 - Overall building and individual room dimensions; and
 - Location of existing and proposed walls, partitions, doors, windows, ramps, stairways, etc.
- Elevations: Provide the following information if there are exterior improvements:
 - Perspectives from all affected directions, indicate dimensions of proposed changes; and
 - Cross-sections, if applicable.