



# EZOP Planning Checklist

## REASONABLE ACCOMMODATION REQUEST

### Information Sheet

#### GENERAL INFORMATION

Applicants requesting Fair Housing Act and/or Americans with Disabilities Act accommodations to the County codes or procedures must complete the following information in full. Please print clearly or type all answers; attach additional sheets if necessary. Provide copies of all relevant permit applications, building plans, as well as copies of any county, state or federal licenses currently active or required for the proposed use of the property.

This request relates to a:

- **Minor Reasonable Accommodation:** Any deviation requested and/or granted from the strict application of the County's laws rules, policies, practices and/or procedures, including land use and zoning regulations of the Development Code, and which can be removed or terminated in 90 days or less after the need for the reasonable accommodation ends. A Minor Reasonable Accommodation Request is subject to the review and approval of the Land Use Services Director or his/her designee.
- **Major Reasonable Accommodation:** Any deviation requested and/or granted from the strict application of the County's laws, rules, policies, practices and/or procedures, including land use and zoning regulations of the Development Code, and which cannot be restored or terminated within 90 days or less after the need for the reasonable accommodation ends. A Major Reasonable Accommodation Request is subject to the review and approval of the Planning Commission.
- **Physical Modification**
- **Land Use Modification (Residential Care Facility):** Any deviation requested and/or granted from the strict application of the County's land use laws, rules, policies, practices and/or procedures, including land use and zoning regulations of the Development Code. A Major Reasonable Accommodation Request for a Residential Care Facility is subject to the review and approval of the Planning Commission.

#### FEES

**Minor/Major Reasonable Accommodation:** There are no fees associated with this request.  
**Land Use Modification (Residential Care Facility) Actual cost application:** \$1,083.00 Initial Deposit

#### PROCEDURES

1. Submit EZOP application.
2. Planner will review application submittal and notify you of any corrections and/or additional items needed.
3. A Reasonable Accommodation Request shall be processed using the Staff Review with Notice procedures.
4. Planner will perform review consolidation, draft approval documents and schedule a public hearing.

#### SUBMITTAL MATERIALS CHECKLIST

*Forms and Guidance Materials can be found at <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>*

- 1. Letter from a medical doctor or other health care professional;
- 2. Disabled/handicapped license; and/or
- 3. Another form of evidence, which reliably demonstrates the applicant's disability.
- 4. Reasonable Accommodation Request Questionnaire