

**REASONABLE ACCOMMODATION
APPLICATION REQUIREMENTS**



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<input type="checkbox"/> Reasonable Accommodation Questionnaire (attached)	1
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APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY

APPLICANT'S CERTIFICATION

I, (print name) _____, applicant (or designated agent of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed according to the instructions provided by the Planning Division in the submittal requirements for this permit. I understand that planning staff may reject the submittal of my application (within 30 days of submitting) due to missing information as listed above. I also understand that additional fees (including fees for environmental review) and information may be required during processing of this application.

Signature

Date

REASONABLE ACCOMMODATION APPLICATION REQUIREMENTS

Why do we need all these details? The plans and other items described in this document are intended to clearly, completely, and accurately illustrate, depict, and describe your project for City staff, and to demonstrate that your project meets requirements related to City regulations and standards, public notices and state laws. Please feel free to call us (805-385-7858) if you have any questions about the requirements or the permit process.

No incomplete or partial application packages. Your application package **must** include all of the required information when you submit it. Planning staff cannot accept incomplete submittal packages, poor quality graphics, or hold partial information packages.

APPLICATION FORM

Describe the specific permit request in the Project Description section.

Include the name of the project, Assessor's Parcel Number, and project address in the spaces provided.

If more than one permit application is submitted at one time, indicate all of the appropriate permit types on one form.

Include signature, mailing address, email address, and daytime phone number for applicant, designated agent, property owner, architect and engineer. Original signatures are required.

Include name and contact information (including address, email address and phone number) for the one person that the project planner should contact regarding the project.

If the property is in escrow, the current owner must sign the application form and provide a letter authorizing the pending owner to submit the application.

IMPORTANT If the property owner is not the applicant; the property owner must designate the applicant as the "Agent" (also known as "attorney-in-fact"), and sign the appropriate box on the application form to verify that the "agent" has permission to represent the proposed project on the property owner's land.

PROJECT INFORMATION QUESTIONNAIRE FOR A REASONABLE ACCOMMODATION:

This Project Information Questionnaire must be filled in with as much detail as possible, even if the information is also provided on the plans.

Be sure to sign and date the questionnaire on the last page.

TIP: If the project description changes at any time during processing, the applicant may be required to provide a letter describing the changes, or revise the application form and project information questionnaire, or all of these for the permanent Planning Division file.

REASONABLE ACCOMMODATION VERIFICATION is a letter indicating disability status from the Social Security Administration, letter from medical provider, service contracts from social service agencies, etc. An individual with a disability is a person who has a physical or mental impairment that limits one or more major life activities as defined under state and federal laws.

SITE PLAN (a map of your lot, 8 ½" x 11" minimum) must include the following information:

1. Location and dimensions of the house;
2. Property lines and their measurements;
3. Location and interior dimensions of the garage;
4. Identification and dimensions of sidewalks, walkways, vehicle drive approach and driveway;
5. The street name(s) and any alley next to your property;
6. North arrow;
7. Street address of the property;
8. Date of plans (include revision dates on subsequent versions).

APPLICATION FEES are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the amount of the fees required. Make check payable to "City of Oxnard".

Applicability

A request for reasonable accommodation may be made by any person with a disability, their representative, or entity when the application of a zoning law or other land use regulation, policy or practice acts as a barrier to fair housing opportunities. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment or anyone who has a record of such impairment. A reasonable accommodation may be approved only for the benefit of one or more persons with a disability.

A request for reasonable accommodation may include a modification or exception to the rules, standards and practices for the siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice.

How to get started

If you wish to request a reasonable accommodation, you must first get a permit from the City of Oxnard, Planning Division. This permit is called a **“Reasonable Accommodation Administrative Permit”**.

In order to complete an application for a **“Reasonable Accommodation Administrative Permit,”** materials illustrating the intended accommodation are required. **Please note that all of the required information must be provided when the application is submitted.**

You may submit your application to the Planning Counter, 214 No. “C” Street, Oxnard, CA 93030.

What Happens Next?

After you submit your application to the Planning Division, it will be given a file number and assigned to a planner. This planner will call you if he or she has any questions about your application materials.

If your application is complete, and everything else is satisfactory, the planner will write an approval letter for the Development Services Director's review and signature. Once approved, the planner will send you the letter. This letter is your [permit] from the City of Oxnard giving you permission to apply for a building permit, if necessary, from the City of Oxnard Building and Engineering Division.

This permit is granted for the property described in the application on file with the Planning Division and may not be transferred from one property to another.

Findings and Considerations for Reasonable Accommodations

The permit application is reviewed and approved (or denied) by the Development Services Director based on the following criteria and findings:

1. The accommodation is requested by or on the behalf of one or more persons with a disability protected under the Federal Fair Housing Act and California Fair Employment and Housing Act.
2. The accommodation is necessary to provide one or more persons with a disability an equal opportunity to use and enjoy a dwelling unit.
3. The accommodation will not impose an undue financial or administrative burden on the city.
4. The accommodation will not result in a fundamental alteration in the nature of a city program or law, including but not limited to land use and zoning.
5. The accommodation will not result in a direct threat to the health and safety of other persons or physical damage to the property of others.
6. Whether the reasonable accommodation is being provided primarily to benefit one or more persons with a disability.
7. Whether the reasonable accommodation is necessary for therapeutic benefit to the person(s) with a disability.
8. Whether the accommodation would result in a substantial increase in traffic or insufficient parking.
9. Whether granting the requested accommodation would substantially undermine any express purpose of either the city's general plan or an applicable specific plan.
10. Whether the requested accommodation would significantly deprive any neighboring property owners of the use and enjoyment of their own properties.
11. Whether there are preferable and/or feasible alternatives to the requested accommodation that may provide an equivalent level of benefit.
12. Whether proposed changes to property or structures are compatible with surrounding development or create potential impact(s) on surrounding uses.

References:

City of Oxnard Zoning Ordinances (Chapter 16 of the Oxnard City Code)

City Staff Contacts:

Planning Division 385-7858

Development Services (Building)..... 385-7925

