



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

REASONABLE ACCOMMODATIONS IN HOUSING DEVELOPMENT FOR DISABLED OR HANDICAPPED INDIVIDUALS APPLICATION & PROCEDURES

This application is required when a reasonable accommodations in housing development for disabled or handicapped individuals is requested. The reasonable accommodations procedure is provided pursuant to Fair Housing Laws¹, to provide individuals with disabilities reasonable accommodations in the application of the City's rules, policies, practices and procedures, as necessary to ensure equal access to housing. The purpose of this application is to provide a process for individuals with disabilities to make requests for, and be provided, reasonable accommodation, when reasonable accommodation is warranted based upon sufficient evidence, from the various City laws, rules, policies, practices and/or procedures of the City, including land use and zoning regulations.

APPLICATION FEE: No application fee required.

REASONABLE ACCOMMODATIONS INFORMATION AND PROCEDURES:

1. In order to make specific housing available to an individual with a disability, a disable person or representative may request either a minor or major reasonable accommodation, pursuant to Municipal Code Chapter 16.47 Reasonable Accommodations in Housing Development for Disabled or Handicapped Individuals, relating to the application of various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City.
 - a. "Minor Reasonable Accommodation" means any deviation requested and/or granted from the strict application the City's laws, rules, policies, practices and/or procedures of the City, including land use and zoning regulations of Title 16 Development Code, and which can be removed or terminated in ninety (90) days or less after the need for the reasonable accommodation ends.
 - b. "Major Reasonable Accommodation" means any deviation required and/or granted from the strict application of the City's laws, rules, policies, practices and/or procedures of the City, including land use and zoning regulations of Title 16 Development Code, resulting in a physical modification to the property which cannot be restored or terminated within ninety (90) days or less after the reasonable accommodation is terminated.
2. If an individual or representative needs assistance in making a request for reasonable accommodation, or appealing a determination regarding reasonable accommodation, the Community Development Department will endeavor to provide the assistance necessary to ensure that the process is accessible to the applicant or representative. The applicant may be represented at all stages of the proceeding by a person designated by the applicant as his or her representative.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

¹ Pursuant to Development Code Section 16.47.020, "Fair Housing Laws" means the "Fair Housing Amendments Act of 1988" (42 U.S.C. § 3601, et. Seq.), including reasonable accommodation required by 42 U.S.C. § 3604(f)(3)(B), and the "California Fair Employment and Housing Act" (California Government Code Section 12900, et seq.), including reasonable accommodation required specifically by California Government Code Sections 12927(c)(1) and 12955(l), as any of these statutory provisions now exist or may be amended from time to time.

Applications and fees are subject to change. Please visit our website for the most current version of this application.

3. The Community Development Director shall have the authority to consider and act on any application for a minor reasonable accommodation. The Director shall issue a written determination within thirty (30) days of the date of receipt of a completed application and may (1) grant the accommodation request, (2) grant the accommodation request subject to specified nondiscriminatory conditions, (3) deny the request, or (4) may refer the matter to the Chino Hills Planning Commission, which shall render a decision on the application in the same manner as it considers an appeal. If the Director refers the matter to the Chino Hills Planning Commission for a determination, then a Notice of Public Hearing shall be made ten (10) days prior to the meeting and shall be mailed first class and postage pre-paid to the applicant and the adjacent property owners. If no public hearing is required, then a Notice of the Community Development Director's decision to review and act on the application shall be made in writing ten (10) days prior to the Director's action on the application and shall be mailed first class and postage pre-paid to the applicant and the adjacent property owners.
4. The Chino Hills Planning Commission shall have the authority to consider and act on any application for a major reasonable accommodation, or any minor reasonable accommodation request referred to it by the Director. The Planning Commission shall consider an application at the next reasonably available public meeting after submission of an application for reasonable accommodation, after the submission of any additional information required pursuant to Chapter 16.47 or after referral from the Director, and shall issue a written determination within thirty (30) days after such public meeting. The Planning Commission may (1) grant the accommodation request, (2) grant the accommodation request subject to specified nondiscriminatory conditions, or (3) deny the request. Notice of Public Hearing to review and act on the application shall be made in writing, ten (10) days prior to the meeting and shall be mailed first class and postage pre-paid to the applicant and the adjacent property owners within a three hundred (300) foot radius of the project boundary.
5. If necessary to reach a determination on any request for reasonable accommodation, the Director may request further information from the applicant consistent with Chapter 16.47, specifying in detail what information is required. In the event a request for further information is made, the thirty (30) day period to issue a written determination shall be stayed until the applicant reasonably responds to the request.
6. If, based upon all of the evidence presented to the Director or the Planning Commission, the Findings required (listed below) may reasonably be made, the Director, the Planning Commission or the City Council, as applicable, shall grant the requested reasonable accommodation.

Prior to approving a request for reasonable accommodations, the reviewing authority shall find that the following Findings are true:

- A. The housing, which is the subject of the request for reasonable accommodation, will be occupied as the primary residence by an individual protected under the Fair Housing Laws.
- B. The request for reasonable accommodation is necessary to make specific housing available to one or more individuals protect under the Fair Housing Laws.
- C. The requested reasonable accommodation will not impose an undue financial or administrative burden on the City.
- D. The requested reasonable accommodation will not require a fundamental alteration of the zoning or building laws, policies and/or procedures of the City.



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

REASONABLE ACCOMMODATIONS APPLICATION

For Staff Use Only

Type of Reasonable Accommodation: Minor or Major Permit No.: _____

Date: _____ Fee: **No Fee Required** Staff: _____

Reasonable Accommodations Project/Location Address: _____

Zoning: _____ Planned Development: _____

A.P.N.: _____ Tract & Lot No.: _____

Applicant: _____ Phone: _____ Email: _____

Applicant Mailing Address: _____

Applicant Representative: _____ Phone: _____ Email: _____

Applicant Representative Mailing Address: _____

The Home Owner Association has been notified or it is not necessary _____
(Applicant Signature)

SUBMITTAL REQUIREMENTS:

(All items must be included at the time of submittal.)

— **WRITTEN STATEMENT:** A written statement indicating the reason(s) for requesting a reasonable accommodation(s). The written statement shall provide a description of how the property will be used by the disabled individual(s).

— **FAIR HOUSING LAWS CLAIM:** The basis for the claim that the Fair Housing Laws apply to the individual(s) and evidence satisfactory to the City support the claim, which may include a letter from a medical doctor or other licensed health care professional, a handicapped license, or other appropriate evidence which establishes that the individual(s) needing the reasonable accommodation is disabled/handicapped pursuant to the Fair Housing Laws.

— **PROPERTY VERIFICATION:** Verification by the applicant that the property is the primary residence of the person(s) for whom reasonable accommodation(s) is requested (i.e. Title Report, Recorded Grant Deed, or Quit Claim Deed).

— **VICINITY MAP:** One (1) copy of a Vicinity Map reduced to 8 ½ x 11.

— **PLOT/SITE PLAN:** If the reasonable accommodation(s) request is for a modification to the project site/property, then five (5) copies of a Plot/Site Plan shall be provided, which shall be drawn to scale (i.e. ¼" or ⅛" = 1'-0" or 1" = 10') and illustrate the proposed reasonable accommodation(s) modification. For guidance on how to prepare a residential plot/site plan, you may reference the

“How to Prepare Residential Plot Plan” handout from the City’s website at the following web link:
<http://www.chinohills.org/documentcenter/view/1563>

- FLOOR PLAN: If the reasonable accommodation(s) request is for a modification to the interior of the home, then five (5) copies of a Floor Plan shall be provided, which shall be drawn to scale (i.e. ¼” or ⅛” = 1’-0”) and illustrate the proposed reasonable accommodation(s) modification.
- PHOTOGRAPHS: Photographs of the proposed project site/property/interior floor plan to be modified.
- MAILING LABELS: Three (3) sets and one (1) xerox copy of mailing labels listing Assessor’s Parcel Numbers (APNs), names and addresses of surrounding property owners shall be provided.
 - For a minor reasonable accommodation(s) request, only mailing labels for contiguous (adjacent) property owners is required.
 - For a major reasonable accommodation(s) request, certified mailing labels for surrounding property owners within a three hundred (300) foot radius of the project site/property boundary is required. One (1) copy of the Assessors Parcel Maps with the three hundred (300) foot radius line indicated on the map shall be provided.
 - San Bernardino County Assessor’s Office: (909) 458-1300.