

**REASONABLE
ACCOMMODATION
REQUEST FORM**

If you need help completing this Request Form, the Planning Division will assist you. Please contact the Planning Counter for assistance. Please attach additional pages as needed for you to provide complete responses to each of the following questions.

1. Name of Applicant _____

2. Telephone Number _____

3. Address _____

4. Address of dwelling for which accommodation is requested _____

5. Describe and provide written proof or verification of each disability for which you are requesting an accommodation. The Planning Division may request written proof or verification of each disability from a qualified professional, as well as additional information regarding the disability, to determine if you qualify for reasonable accommodation under applicable law and if the requested accommodation may be necessary because of the disability.

6. Describe each accommodation you are requesting and the specific regulation(s) and/or procedure(s) from which accommodation is sought. Attach site plans depicting the size and location of each proposed improvement for which accommodation is sought.

7. Give the reason(s) that the reasonable accommodation is necessary for you, or the individuals with disabilities who live within the dwelling, to use and enjoy the housing.

8. If the Planning Division has questions about your request for reasonable accommodation and you would like us to contact someone assisting you with this request (instead of you), please provide that person's name, address and telephone number.

9. Signature of Applicant _____ Date _____

Please provide all other information and attach any additional documents that support your request for reasonable accommodation and would assist the Planning Division in considering your request.

HOURS: Monday, Tuesday, Wednesday and Friday, 7:30 am to 5:00 pm
Thursdays 9:00 am to 5:00 pm Closed alternate Fridays
Check City website at www.cityofventura.net

LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: (805) 654-7725

MAILING ADDRESS: P.O. Box 99, Ventura, CA 93002-0099

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805/654-7894 or by contacting the California Relay Service.