

## **FACT SHEET**

1. Fair Housing laws require that the City provide reasonable accommodation in rules, policies, practices, and procedures for people with disabilities to have equal opportunity to use and enjoy a dwelling.
2. To make a request for reasonable accommodation, complete a "Fair Housing Reasonable Accommodation Request" application form provided by the Planning Division.
3. Sign and date the form, and return it to the Planning Division.
4. The Community Development Director will issue a written determination on the request, based on standard criteria, within 45 days of the date of request.
5. In the determination, the Community Development Director may suggest alternative accommodations which may provide an equivalent level of benefit, and may include conditions of approval.
6. To make an informed decision, the Planning Division may request additional information consistent with Fair Housing laws. In this case, the 45-day period will start over once the material has been submitted.
7. If a request for accommodation is denied, the Community Development Director decision may be appealed within 10 days of the decision, pursuant to Section 24.505.
8. Reasonable accommodation may be requested during the appeals procedure.

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**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](http://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.