



REQUEST FOR REASONABLE ACCOMMODATION FOR CITY-OWNED HOUSING OR APPLICATION FOR HOUSING DEVELOPMENT



Type of Request

- Land Use - change in use of property or application for housing development.
- Zoning - change in zoning for property or application for housing development.
- Building Codes: change or modification of building code for property or application for housing development
- Rule, Policy, Practice, or Procedure to facilitate access to a property or application for development.
- Building modification to facilitate access to city-owned housing or application for development of city-owned housing.
- Other _____

Date: _____

Requester Information

Name: _____ Email: _____

Address: _____

Telephone Number: _____

Address of Property of Requested Accommodation

For Development Applications Requests: Applicant/Owner name, address, and phone number:

Name: _____

Email and Telephone Number: _____

CONTACT THE CITY'S HOUSING COORDINATOR

(650) 286-3230 | njabba@fostercity.org | Nori Jabba, Housing Coordinator | www.fostercity.org/housing

Request for Reasonable Accommodation for City-Owned Housing or Application for Housing Development

This Request for Reasonable Accommodation is being made under the City of Foster City Municipal Code, Chapter 17.84. Requests may be made using this form or a letter to the Director of Community Development, 610 Foster City Boulevard, Foster City, CA 94404. Requests will be reviewed within 45 days unless additional information is requested from the applicant.

What is a Reasonable Accommodation for Applicants?

A reasonable accommodation is an adjustment made to a rule, policy, practice, or service that allows a person with a disability to have equal access to its programs. When needed, the City of Foster City will modify normal procedures or city-owned housing to accommodate the needs of a person with disabilities. Types of reasonable accommodations for applicants may include:

- Permitting applications to be completed by mail or through an alternate method that works better for the applicant.
- Providing more time to complete the application process or providing time extensions because of lack of availability of accessible units or special challenges.
- Permitting an authorized designee or advocate to participate in the application process and/or any other meetings with the City.
- A change to zoning, land use designation, building codes, policies relating to a development application for housing unit in order to allow the person with a disability to have equal access to housing.
- For a reasonable accommodation that requests physical changes to a housing unit owned by an entity other than the City of Foster City, the person making the request must contact the property owner.

How to Request a Reasonable Accommodation for Housing or a Residential Development Application

Applicants can request reasonable accommodations to the City of Foster City by submitting a Request for Reasonable Accommodation form or by sending a letter to the Community Development Director.

The Community Development Director or authorized staff member will determine if the request is reasonable, determine if another city department or entity requires review, follow up with a knowledgeable professional to verify if the requested accommodation is necessary and provide written notification of the decision to the applicant within 45 days. However, if additional information is required, the process may take longer.

For More Information

For general information from the U.S. Department of Housing and Urban Development (HUD) about Fair Housing and Reasonable Accommodation, [click here](#). For general information from the State of California on Fair Housing and Reasonable Accommodation, [click here](#).

Name: _____ Date: _____

Please explain the specific accommodation request, why it is necessary to make the specific property accessible to the applicant named above, and the basis for the claim that the applicant is considered disabled under the federal Fair Housing Act and the California Fair Employment and Housing Act (the Acts). Please attach additional sheets or accompanying documents as needed.

Information submitted shall be deemed confidential to respect the privacy rights of the applicant and shall not be made available for public inspection or as part of a public records request.

The written decision to grant or deny a request for reasonable accommodation for a city-owned housing unit or application for housing development will be consistent with the Acts and shall be based on consideration of the following factors:

1. Whether the housing which is the subject of the request will be used by an individual disabled under the Acts.
2. Whether the request for reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Acts.
3. Whether the requested reasonable accommodation would impose an undue financial or administrative burden on the city.
4. Whether the requested reasonable accommodation would require a fundamental alteration in the nature of a city program or law, including but not limited to land use and zoning.
5. Whether the request will have a significant adverse impact on surrounding uses.
6. Whether there are reasonable alternatives that would provide an equivalent level of benefit without requiring a modification or exception to the city’s applicable rules, standards and practices.

In granting a request for reasonable accommodation, the reviewing authority may impose any conditions of approval deemed reasonable and necessary to ensure that the reasonable accommodation would comply with the findings.



Applicant Name _____

Date of Request _____

TrackIt # _____

Type of Request: _____

REQUEST FOR REASONABLE ACCOMMODATION FOR HOUSING

DETERMINATION

- Approved Insufficient Information Additional review needed by:

- Denied

Community Development Director Signature

Date

Comments, Limitations, and Findings:

See attached letter

You have a right to request an appeal. A determination by the reviewing authority to grant or deny a request for reasonable accommodation may be appealed in compliance with City of Foster City Municipal Code, Section 17.06.150. (Ord. 579 § 2 (part), 2013)