



**REASONABLE  
ACCOMMODATION  
P-29**

Development Services

**Planning Division**  
1635 Faraday Avenue  
(442) 339-2610  
www.carlsbadca.gov

**Reasonable Accommodation:** “Reasonable accommodation” means, in the land use and zoning context, providing individuals with disabilities or developers of housing for people with disabilities: (1) reasonable, necessary, or feasible flexibility in the application of land use and zoning and building regulations, policies, practices and procedures, or (2) the waiver of certain requirements when it is necessary to provide equal opportunity to use and enjoy housing and/or eliminate barriers to housing opportunities so long as the requested flexibility or waiver would not require a fundamental alteration in the nature of the city’s land use and zoning and building regulations, policies, practices, and procedures, and the city’s Local Coastal Program.

**Submitting of application:** Submit an application and plans at the Development Services counter of the Planning Division at 1635 Faraday Avenue, (442) 339-2610. The application will not be accepted unless all of the required materials are submitted.

**Submittal fee:** No filing fee is required to submit your application.

**Appeal procedures for reasonable accommodation:** When the reasonable accommodation is approved or denied by the City Planner, the decision may be appealed to the Planning Commission. A letter must be drafted requesting the appeal and submitted to the City Planner, and payment the required fee within ten (10) calendar days from the date of the decision. See fee schedule for required appeal fees.

If the appeal of the City Planner’s decision on the reasonable accommodation is denied by the Planning Commission, the Planning Commission’s decision may be appealed to the City Council. A letter requesting the appeal and payment of the required fee must be made to the City Clerk within ten (10) calendar days from the date of the Planning Commission decision. See fee schedule for required appeal fees.

The following materials shall be submitted with the reasonable accommodation application.

**I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9” x 12” with lower right hand corner of plan visible.)**

**A. SITE PLAN** – Four (4) copies prepared on 24” x 36” sheet(s). The site plan shall include the following information:

**1. GENERAL INFORMATION**

- a. Name and address of applicant, engineer and/or architect, etc.
- b. Footprint of all buildings and/or structures.
- c. Dimensions and locations of driveway(s).
- d. Distance between buildings and/or structures.
- e. Building setbacks (front, rear and sides).
- f. Location, height and materials of walls and fences.
- g. A summary table of the following:
  - (1) Site acreage.
  - (2) Existing Zone and General Plan Land Use Designation.
  - (3) Building square footage.

**B. PHOTOGRAPHS** of the front, sides and rear of the property.

**II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS**

- A. A completed Land Use Review Application Form (P-1).
- B. A completed Reasonable Accommodation Information Form (This form, P-29).
- C. Disclosure Statement.
- D. Proof of applicable disability in the form of a note from a medical doctor or other third party professional documentation deemed acceptable to the City Planner.

**Please note:** Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.

## APPLICATION FOR REQUEST FOR REASONABLE ACCOMMODATION

*NOTE: If you need help in completing this request form, the Planning Division will assist you. For assistance, please visit the Planning Division front counter at 1635 Faraday Avenue, Carlsbad, CA 92008 or call 760-602-4610.*

Print Name of Applicant: \_\_\_\_\_

1. Explain the reasonable accommodations being requested and the specific regulations, policy, or procedure (zoning, land use or building code provision) from which modification or exception for reasonable accommodation is being requested.

---

---

---

2. Identify the zoning, land use or building code provision, regulation, policy or practice from which modification or exception for reasonable accommodation is being requested.

---

---

---

3. Explain how application of the existing zoning, land use or building code provision, regulation, policy or practice would preclude the provision of reasonable accommodation.

---

---

---

4. Give the reason that the reasonable accommodation may be necessary for you or, the individual(s) with disabilities seeking the specific housing, to use and enjoy the housing. You do not need to tell us the name or extent of your disability or that of the individual(s) seeking the housing.

---

---

---

---

5. If we have questions about your request for reasonable accommodation and you would like us to contact someone assisting you with this request, instead of you, please give us that person's name, address and telephone number.

---

---

**I CERTIFY THAT (1) ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND (2) THE HOUSING, WHICH IS THE SUBJECT OF THIS REQUEST FOR REASONABLE ACCOMMODATION, WILL BE OCCUPIED BY AN INDIVIDUAL(S) WITH A DISABILITY PROTECTED UNDER FAIR HOUSING LAWS AS DESCRIBED HEREIN.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_