



# CITY OF PLEASANT HILL

PHONE (925) 671-5209  
FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane  
Pleasant Hill, CA 94523

## REASONABLE ACCOMMODATION SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

<b>Required</b> <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with Planning Division)</i>	<b>Submittal Requirement</b>	<b>Number of Copies</b>
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee</u> - check payable to the City of Pleasant Hill.	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
X	<u>Written medical certification</u> – certification and description of disability, completed by a licensed medical professional..	1
X	<u>Reasonable Accommodation Analysis</u> - completed and signed.	1
X	<u>Reasonable Accommodation Guidelines</u> – Applicable to all reasonable accommodation requests.	1
X	<u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly.	1
O	<u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the community development department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits.	3-24"x36" sets

	<p><u>Site plan shall include the following information:</u></p> <p><i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.</p> <p><i>Topography</i> - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas.</p> <p><i>Grading</i> - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified).</p> <p><i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.</p> <p><i>Trees</i> - species, common name, size, condition, location, and drip line of existing trees with a trunk three inches and greater in diameter, at DBH (54 inches above grade). Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.</p> <p><i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.</p> <p><i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown.</p>	
O	<u>Floor plan</u> - a proposed floor plan of all building/tenant areas for the proposed project.	3-24"x36" sets
X	<u>Reduction</u> - an 8 1/2" x 11" black and white reduction of each plan.	1
	<u>Other</u> - _____	



**APPLICATION FOR REASONABLE ACCOMMODATION  
CITY OF PLEASANT HILL**

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**I. General Data**

- A. Address of Property \_\_\_\_\_
- B. Assessor's Parcel Number(s) \_\_\_\_\_
- C. Zoning \_\_\_\_\_
- D. Existing Use \_\_\_\_\_
- E. Description of Proposed Reasonable Accommodation Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- F. Proposed Timeframe for Removal of the Accommodation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. AUTHORIZATION**

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

**A. Property Owner**

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

**B. Applicant other than Property Owner**

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

**C. Authorized Agent**

Company _____	Contact/Title _____
Address _____	Phone/Fax _____
Signature _____	Email _____
	Date _____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY



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## REASONABLE ACCOMMODATION ANALYSIS

### Application Submittal

Please provide the information requested below. Insufficient information may result in processing delays. If you need additional space to respond, please feel free to attach supplemental information.

1. Identify and describe the disability which is the basis for the request for accommodation. Include (as an attachment) a current, written medical certification (by a licensed physician) describing the disability and any limitations on the occupant's physical or mental condition resulting from the disability.

#### Analysis:

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2. State the rule, policy, practice and/or procedure of the city for which the request for accommodation is being made, including any specific zoning code regulation from which reasonable accommodation is being requested.

#### Analysis:

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3. Explain why the accommodation is reasonable and necessary for the needs of the disabled person(s) occupying the building. Where appropriate, include a summary of any potential means and alternatives considered in evaluating the need for the accommodation.

**Analysis:**

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4. Explain the measures that will be taken to reduce any impacts on surrounding property owners that may result from the requested accommodations.

**Analysis:**

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Analysis completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Reasonable Accommodation Zoning Administrator Guidelines**

The following guidelines are for consideration by the Zoning Administrator when reviewing reasonable accommodation requests. When a request for reasonable accommodation is considered that would result in an encroachment into setbacks (mainly front and side yard), exceedance of allowed building heights, or exceedance of allowed lot coverage or floor area ratio, the following factors should be considered:

1. Consider the feasibility of conversions of garages and/or basements to accommodate the need for additional floor space rather than expansion of the building footprint or building height.
2. Consider the feasibility of reconfiguration of the existing floor plan to accommodate specific needs.
3. Consider the feasibility of an addition that would result in a lot coverage exceedance before considering an addition that would increase building height or result in a building height exceedance.
4. Consider alternative designs and methods of accommodation to minimize the potential effects on privacy and solar access for surrounding properties if a building height or setback exceedance is proposed.
5. Consider the feasibility of locating an accommodation involving a side yard setback encroachment on the side of the property that has the larger setback or where the adjacent property structure is setback furthest from the subject structure.
6. Consider the feasibility of allowing an accommodation to encroach into a rear yard setback, before considering a side or front yard setback encroachment.
7. Review proposed additions/expansions/structures to ensure that they have adequate exterior articulation and architectural interest and are in substantial conformance with the City's Design Guidelines.
8. Review expansions to ensure that privacy of adjacent properties is protected where feasible (such as window types, locations, placement of exterior elements, location of walkways, etc.).

Other general guidelines:

1. Consider decorative pavement or decomposed granite, rather than standard paving materials for necessary walkways.
2. Consider using decorative building materials and high quality design for any reasonable accommodation that results in structure modifications.
3. Consider neighborhood impacts if the request involves a parking accommodation (consider on-street parking impacts).
4. Minimize impacts to the neighborhood to the greatest extent possible, while considering the individual needs of the accommodation request.
5. Determine if the proposed accommodation can feasibly be removed when the occupant requesting the accommodation no longer resides on the property. If removal is feasible, the reasonable accommodation may be conditioned to be removed in the future and an appropriate method of ensuring the property owner's responsibility for removal can be included in conditions of approval and/or a deed restriction.