



Reasonable Accommodation Application Checklist

SUBMITTAL REQUIREMENTS. The following information is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

All plans below shall be fully dimensioned and drawn to scale. **Three (3) sets of plans no smaller than 11" x 17"** are required for all applications. All **plans shall be folded** in halves to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

- APPLICATION FORM.** Include signature and contact information of the property owner and the applicant, and contact information for the Civil Engineer, Architect and Landscape Architect and any other consultants involved with this application.

- FILING FEE*.** (See Fees and Charges Resolution for current year).

- TITLE REPORT.** Prepared within the past three months. (three copies)

- WRITTEN STATEMENT.** Written justification to support the variance for each of the following statements.
 - The request is necessary to make specific housing available to the applicant due to the applicant's disability;

 - There are no other feasible alternatives that would provide an equivalent level of benefit; and

 - The request will not impose an undue financial or administrative burden on the City.

- SITE PLAN.** Plan shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
 - Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.

 - Dimensions of setbacks from property lines and between structures.

* **The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.**

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- Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, and other accessory structures. Clearly label plans showing what is existing and proposed and identifying all structures to be demolished.
- Location, dimension and purpose (i.e., water, sewer, access, etc.) of all easements.
- Adjacent streets indicating street name and street width, centerline and edge of right-of-way.
- Location and dimensions of parking spaces.
- Existing topography and proposed grading at two-foot contour intervals for slopes up to 5 percent and under five (5) feet in height; and contour intervals of five (5) feet for slopes over 5 percent or five (5) feet in height.
- Location, species, and size (circumference at 4-1/2" dbh), of all existing.
- Floor area in square feet for all buildings.
- Preliminary drainage information showing spot elevations, pad elevators, existing catch basins, and direction of proposed drainage.
- BUILDING ELEVATIONS.** (If required see Design Review Application Checklist)
- FLOOR PLANS.** Drawn at 1/8" = 1' minimum scale.
- PHOTOS.** Several photos of the project site and adjacent development with the location where photo was taken from identified on the plans.

FOR STAFF USE ONLY

FILE NUMBER _____ ASSOCIATED FILES _____
PLANNER _____ DATE _____
PROJECT NAME _____
PROJECT ADDRESS _____
GENERAL PLAN _____ ZONING _____

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