



# SUBMITTAL REQUIREMENTS

## *Reasonable Accommodation*

Mailing Address:  
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Napa, CA 94559

Planning Division  
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### PURPOSE

It is the city's policy to provide individuals with disabilities reasonable accommodation in regulations and procedures to provide equal access to housing, and to facilitate the development of housing. The purpose of this chapter is to provide a procedure under which a disabled person may request a reasonable accommodation in the application of zoning requirements.

### PLAN REQUIREMENTS

1. **Size.** 24"x36" trimmed and folded to 9"x12" maximum size.
2. **Scale.** Acceptable site plan scales are 1"=10', 1"=20', 1"=30', or 1"=40'. Acceptable architectural plan scales are 1/4"=1' or 1/8"=1'.
3. **Other.** Include north arrow, date prepared, the scale, bar scale, and legend identifying symbols and abbreviations.
4. **Preparer.** Name, address, phone number, and email of person preparing the plan(s). In many cases, plans must be prepared and signed by a licensed civil engineer, surveyor, licensed architect, landscape architect, and/or building designer.

### SUBMITTAL MATERIALS

*Some submittal requirements may be waived depending on the type of project. Unless waived on this form with a cross-out/staff initial, all submittal information shall be provided before the application is accepted as complete.*

*If another City permit or Project entitlement is also required, the materials supporting the added permit or entitlement must also be submitted.*

*If your application requires multiple permits or entitlements, submit the number of plan sets for the permit or entitlement that requires the largest number of plans sets.*

*To the extent that the applicant desires to provide information to the City in a confidential manner (particularly regarding the applicant's medical, physical, or mental condition), the applicant shall provide the information in a separate envelope clearly marked "CONFIDENTIAL INFORMATION IN SUPPORT OF REQUEST FOR REASONABLE ACCOMMODATION."*

- 1 **Planning Application Form** - Completed and signed by all property owners holding a title interest.
- 2 **Basis of Claim** - Basis of claim that the individual is considered disabled under the fair housing laws: identification and description of the disability which is the basis for the request for accommodation, including current, written medical certification and description of disability and its effects on the person's medical, physical, or mental limitations from an appropriate health care or rehabilitation professional.
- 3 **Regulation From Which Accommodation is Requested** - The rule, policy, practice and/or procedure of the city for which the request for accommodation is being made, including the zoning code regulation from which reasonable accommodation is being requested.
- 4 **Type of Accommodation Sought**
- 5 **Reason for Accommodation** - The reason(s) why the accommodation is reasonable and necessary for the needs of the disabled person(s). Where appropriate, include a summary of any potential means and alternatives considered in evaluating the need for the accommodation.
- 6 **Copies of Background Information** - Copies of memoranda, correspondence, pictures, plans, or background information reasonably necessary to reach a decision regarding the need for accommodation.

- 7 **Fee Waiver** - If, as a direct result of his or her disability, the applicant cannot afford to pay otherwise applicable building, permitting, inspection, or any other City fees associated with the application, a brief description of the financial circumstances that prevent the payment of such fees, and a written request for fee waiver.
- 8 **Site context board analysis** - to help analyze how the project will fit its surroundings (See Attachment 3). Include a map of the (typically several block) area where the site is located. Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.). Site photos to show existing structures and site features (trees, creeks, views to/from the site, slopes, etc.).
- 9 **SITE PLAN DRAWINGS- (6 full size copies and a reduced set of all plan and map sheets at 8.5" X 11")** - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as the plans are easy to read. Site plan shall include the following basic information:
  - a **Vicinity map** - Show site in relationship to local and major cross streets, named; include a north arrow.
  - b **Site and adjacent properties** - Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain. Include the project site *and* adjacent property at least 100 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site.
  - c **Boundaries** - All existing and proposed property lines, tract name, easements (size and type called out), right-of-ways, trails, and the like. Approximate dimensions of all lots, radii of all curves and central angles.
  - d **Parking, Traffic Safety, Access and Circulation Plan** - Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas.
  - e **Trees** - All trees over 6" in diameter measured 54" above existing grade. Provide their common name, size, condition, drip line and location onsite. Note whether any are "Significant Trees" designated by the City that are strictly protected. Any trees proposed to be removed shall be identified along with the reasons why they are proposed for removal. In addition, show trees in the adjacent public right-of-way within 30 feet of the area proposed for development, and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.
  - f **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
  - g **Other site development** - All decks; fences and walls including retaining walls; monument signs; bicycle racks; refuse disposal and outdoor storage areas with proposed screening, etc. The project will need to include detail design and materials.
- 10 **BUILDING PLANS - (6 full size copies and a reduced set of all plan and map sheets at 8.5" X 11")** - Except for Parcel Maps, house plans shall be submitted with the application and shall include the following:
  - a **Building elevations** - Show all elevations of the proposed project with materials, colors, and dimensions specified. Height is measured from grade to top of roof. The purpose of such drawings is to show how the building is architecturally compatible with its surroundings, and, in hillside areas, how it also fits with the site. The drawings shall include door and window details.
  - b **Floor and roof plan** - A floor plan for all existing and proposed structures or alterations, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows. The roof plan shall indicate direction of slope, roof pitch, location and screening of rooftop mechanical equipment.

- 11 **Materials** - A materials list including a material and color board shall accompany the application. *If materials are unclear, material samples may be requested.*
- 12 Other data or information necessary to complete processing of the map and environmental documents.
- 13 Other - \_\_\_\_\_