



City of

HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

REASONABLE ACCOMMODATION APPLICATION GUIDELINES

Applications for Reasonable Accommodation are processed by the Community Development Department, Planning Division.

I. Complete Package

Materials necessary to process a Reasonable Accommodation include:

1. Three (3) copies of proposed and/or existing plans. Set of plans should include the following:
 - A. **Site Plan** must show the following information.
 1. Property line boundaries.
 2. All existing and proposed structures and uses.
 3. Adjacent public improvements, streets and/or alleys.
 4. Landscaping (trees, shrubs, lawns, ground cover, etc.)
 5. Special areas (outdoor storage, future development, walkways, driveways, etc.)
 6. Full dimensions.
 7. North arrow.
 - B. **Floor Plan** (all buildings)
 - C. **Elevations** for all sides of each structure indicating material, architectural treatment, color, etc.
5. Reasonable Accommodation Application (fully completed, see attached).
7. Photographs of Site and Adjacent Properties.
8. Required Fees: To be determined by City Council

How is the application processed?

A Reasonable Accommodation is approved based upon the discretion (subject to appeal) of the Director of Community Development or his designee. Upon the submittal of the above mentioned materials and payment of fees, the proposal will be given a case number (e.g.1741-CUP), and be scheduled for the earliest appropriate Planning Commission meeting. Assuming the materials submitted are accurate and complete, Planning Division staff can process the application and present it to the Planning Commission within approximately one month from the formal submittal date. The processing includes the notification of all property owners within 300 feet of the site (or as required by the California Environmental Quality Act if applicable), a notice of the request advertised in a newspaper of general circulation and the preparation of a staff report (subject to environmental analysis and findings as required by the California Environmental Quality Act) for the Planning Commission.

It is recommended that the applicant, property owner, and /or representative attend the meeting, and be prepared to answer questions and present evidence supporting the requested CUP. In order for the Planning Commission to approve a request for a CUP, the Commission must find that based upon the information contained in the application and the testimony given at the public hearing, the following circumstances (findings) apply:

- A. That the proposed use/development is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of the Code;
- B. That the proposed use/development is consistent with the General Plan;
- C. That the approval of the Conditional Use Permit for the proposed use/development is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines;
- D. That the design, location, size, and operating characteristics of the proposed use/development are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;
- E. That the subject site is physically suitable for the type and density/intensity of use/development being proposed; and
- F. That there are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use/development would not be detrimental to public health and safety.

The Planning Commission is interested in hearing all views concerning the proposed CUP, and how it applies to the required findings. It is suggested that the applicant prepare themselves to answer questions pertaining to the required findings during the public hearing.

A staff report will be available at the Community Development Department public counter on the Monday before the Planning Commission meeting. A copy of the report will also be provided to the applicant prior to the meeting.

What happens after a decision has been made?

After publicly discussing the case, the Planning Commission may approve, deny, or continue the case to a later meeting for further study.

It is important to know that if an application is approved, it does not become final until fifteen (15) days after the date of approval. During this time an appeal may be filed by the applicant or anyone requesting that the City Council reverse or modify the decision of the Planning Commission. An appeal may be filed and paid for at the City Clerk's Office in City Hall. The appeal will then be scheduled to be heard by the City Council which may affirm, modify or overturn the Planning Commission action.

What are "conditions" of approval?

If the application is approved, the CUP may contain certain conditions affecting the proposed use/development. The Planning Division recommends conditions to the Planning Commission for the mitigation and/or improvement of the individual circumstances to ensure the compatibility of the use with surrounding land uses.

For further information, please contact the Planning Division by calling (323) 584-6210 between 7:00 a.m. and 5:30 p.m. Monday through Friday.

Attachments: Reasonable Accommodation Application

In order for a Reasonable Accommodation to be approved, the Huntington Park Municipal Code requires that all of the following findings be made:

- A. The housing will be used by a disabled person;
- B. The requested accommodation is necessary to make specific housing available to a disabled person;
- C. The requested accommodation would not impose an undue financial or administrative burden on the City; and
- D. The requested accommodation would not require a fundamental alteration in the nature of a City regulation or law, including land use and zoning.

In order to determine if these findings are present in your case, the following questions must be answered by the **applicant**:

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.

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

3. Explain why the accommodation is reasonable and necessary for 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.

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

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

Applicant Signature (Required)

Date_____

Print Name

Note: If the applicant is not the property owner, the owner of the property must sign the application or a written authorization must be submitted so that the applicant may file the application.

Property Owner Signature (Required)

Date_____

Print Name