

Application Checklist

REASONABLE ACCOMMODATION



Development Services
Planning Division

It is the policy of the City of Roseville, pursuant to the Federal Fair Housing Amendments Act of 1988, to provide people with disabilities reasonable accommodation in rules, policies and procedures that may be necessary to ensure equal access to housing. Requests for reasonable accommodation to provide relief for individuals with disabilities from various land use, zoning, or rules, policies practices and/or procedures of the City may be submitted to the Planning Manager. Requests shall be reviewed to assess their ability to comply with the standards identified in City of Roseville Zoning Ordinance Chapter 19.59.

The Planning Manager shall issue a written determination of his or her action within thirty (30) days of the date of receipt of a completed application. The Planning Manager may either:

- Grant or deny the accommodation request; or
- Grant the accommodation request subject to specified nondiscriminatory condition(s); or
- Forward the request to the Planning Commission for consideration as an Administrative Permit.

The Planning Manager may request further information from the applicant consistent with the Planning Division specifying in detail what information is required. In the event a request for further information is made, the thirty (30) day period to issue a written determination shall be stayed until the applicant fully and sufficiently responds to the request.

APPLICATION SUBMITTAL REQUIREMENTS:

- Forms
 - [Property Owner Affidavit](#)
 - [Electronic Signature Disclosure](#) (if signing electronically)
- Project plan set should include: (see [Plan Requirements](#) for instructions on preparing consolidated plans)
 - Site Plan sheet(s)
 - Elevation sheet(s)
- Documents (upload these items as “Documents” in OPS)
 - Description of Reasonable Accommodation request including:
 - Current use of the property; and
 - Which zoning code provision, regulation or policy from which reasonable accommodation is being requested
- Fees – to be paid once application is accepted (see [Planning fee schedule](#))
 - Application fee
 - 3% Technology fee

We encourage all applicants to utilize the OPS portal to submit, but applicants may also submit in-person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a flash drive or similar data storage device. For questions, please call the Planning Division at (916) 774-5276 or, staff is available at the Permit Center counter, 311 Vernon Street, Roseville, CA 95678