

## REASONABLE ACCOMODATION REQUIRED MATERIALS

### APPLICATION SETS

Two sets are required that include 1 copy of every item below bound or folded into 8½ x 11 or 8½ x 14 sets. A reasonable accommodation is only applicable when the project cannot be reviewed under another process otherwise authorized under Chapter 38 BMC. The City has a wide range of flexible review procedures and application types to facilitate a wide range of projects and land uses to meet the needs of a diverse community. It is the responsibility of the applicant to demonstrate the need for reasonable accommodation and that another process cannot be used for the review of the project. Contact us for more information.

- Complete and signed development review application form A1.
- Plan sets that include all reasonable accommodation checklist items below that are applicable to the request.

Standard application sets  
required plan sizes:

Plans may be 24 x 36 inch or 11 x 17 inch or 8 1/2 x 11 inch in size depending on project type. Larger, more complex modifications require larger plans.

- 1 digital version of all materials (JPEG or PDF) on separate CD-ROM or USB drive. Individual files must be provided at 5MB or less in size. Files shall be named according to naming protocol.

Notes: All plans must be drawn to scale on paper not smaller than 8½ x 11 inches or larger than 24 x 36 inches. The name of the project must be shown on the cover sheet of the plans. Plans that are rolled or not bound into sets will not be accepted.

### APPLICATION FEE

No fee required.

### REASONABLE ACCOMODATION CHECKLIST

Certain information shall be provided for review prior to a decision for reasonable accommodation. The extent of documentation to be submitted on any project shall be dictated by the scope and scale of the request and the information necessary for the City to make its determination on the application.

1. Project narrative providing a thorough description of what is being proposed including a list of all alterations/changes proposed to the site/building, including the following:
  - a. Provide type and extent of reasonable accommodate sought.
  - b. Provide the reason(s) why the accommodation is reasonable and necessary for the needs of the individual(s), including a summary of any potential alternatives contained in this chapter considered in requesting the accommodation and why other alternatives contained in this chapter are not feasible.
2. What specific requirements of Chapter 38 BMC act as a barrier?  
Provide the code provision, regulation, procedure and/or policy from which reasonable accommodation is being requested:
3. Provide the following information to support the basis of the claim:
  - a. That the individual or group of individuals is considered physically or mentally disabled or handicapped under the applicable non-discrimination laws, including identification and description of the disability or handicap which is the basis for the request for accommodation and current, written medical certification and description of disability or handicap and its effects on the person's medical, physical or mental limitations; or

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b. That the individual or group of individuals is a protected class based on race, color, religion, sex, creed, familial status, marital status, age, or national origin, as defined under the applicable non-discrimination laws, including identification and description of the protected class which is the basis of the request for accommodation.

4. Is this request in association with another application type?  
If so what type of application(s): \_\_\_\_\_
5. Legible sketch plan or site plan or site plan detail of an enlarged area depending on project complexity with north arrow showing property dimensions, location of buildings, parking, driveways, fencing, landscaping, yard/setback locations, location of utilities, access, street vision triangles, pedestrian facilities, and location of changes proposed to the site/building. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet. Depending on complexity and extent of changes proposed, changes to the site plan shall be clearly depicted on the site plan showing existing conditions or two separate site plans titled existing and proposed.
6. Front, rear and side elevations of all buildings, structures, fences and walls with height dimensions and roof pitches if new construction or changes to the elevations are proposed. Show existing and proposed changes. Show open stairways and other projections from exterior building walls.
7. Building elevations shall include proposed exterior building materials, windows and doors including a color and building material palette for all proposed features keyed to the building elevations if material changes are proposed.
8. For minor fence, screen, storefront, door, window and other minor changes: pictures, specifications and other information that will clearly express the proposed changes or alterations to the building/site.
9. Cutsheets or brochure pages for proposed windows, doors, exterior lighting or other detailed modifications if building elevations are not detailed enough to depict features accurately.
10. Floor plans showing floor layout including square footage and proposed use for each room and area within the building clearly showing areas to be constructed or modified. Suggested scale of ¼ inch to 1 foot.
11. Parking plan and calculation for all uses, if the application requires the review of parking requirements (e.g. addition of bedrooms to a home, Accessory Dwelling Units, new infill residential construction, new commercial square footage).
12. Photometric plan, exterior lighting cutsheets and specifications, if the application requires review of lighting.
13. Landscape plan, if landscaping is proposed.
14. Copies of memoranda, correspondence, pictures, plans or background information reasonably necessary to reach a decision regarding the need for the accommodation.
15. Other supportive information deemed necessary by the department to facilitate proper consideration of the request, consistent with applicable non-discrimination laws.

#### CONTACT US

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