



Community Development Department

7071 University Avenue N.E.

Fridley, MN 55432

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www.fridleymn.gov

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Reasonable Accommodation: Required Information

May be requested by any Qualified Person; that is, any individual with a disability, their representative, or a developer or provider of housing for an individual with a disability.

Process

- Submit the [application online](#) at citizenserve.com/fridley
- The City will review the application for conformance with the standards listed in City Code Chapter 34. Provided that the request meets these standards, the City's Accommodation Specialist will issue a written approval for a reasonable accommodation in the application of City code requirements, including land use, zoning, and other regulations or policies. This will include the modification or waiver of certain code or policy requirements.
- The City will notify the applicant of its decision within 15 business days of such decision being made.
- If anyone appeals the decision within 30 days, the Accommodation Specialist will schedule a hearing before the City Council within 30 days of receiving the appeal. If there are no appeals, the decision is final.
- Any approved request for a Reasonable Accommodation shall constitute a limited license which shall allow the property owner or occupant to continue to rely upon such accommodation only so long as they own or occupy the property. Only the person who applied for such reasonable accommodation, and who is specifically named in the City's approval of such accommodation, shall be entitled to the benefits and protections thereof. The holder of an approved reasonable accommodation license hereunder shall, on or before January 1st of each year, provide the City with an updated affirmation that the reasonable accommodation is still necessary. Failure to annually reaffirm the need for the reasonable accommodation, or failure to provide information reasonably requested by the Accommodation Specialist, shall result in automatic termination of the reasonable accommodation upon written notice of the Accommodation Specialist.

Data Practices Rights Advisory

As an applicant for a Reasonable Accommodation from the City of Fridley you are being asked to provide information about yourself, which will be used by City staff and the City Council. Some of the information supplied may be classified as private or confidential pursuant to the Minnesota Government Data Practices Act. You may refuse to provide requested information. Failure to provide all of the information requested may result in the City being unable to process your request, which will cause your request to be denied. The data you provide will be accessible by City officials with a legitimate business need to access such information.

Submittal Requirements

Information requested on the online application:

- Property address
- Applicant Information
 - Contact Person
 - Address
 - Phone
 - Email
- Property owner information
 - Name(s)
 - Address(s)
 - Phone
 - Email
- Proposed use of the property
- Requested accommodation
- Lot size (in acres or square feet)

Applicant must provide the following items with the application form:

- Documentation establishing that the applicant is disabled under applicable laws (e.g., letter from a qualified medical professional).
- A written statement describing the intended use of the property, accommodation requested, and why the City should approve the request. Written narrative should address:
 - Special need created by the disability;
 - Description of the requested accommodation and its scope;
 - Potential benefit that can be accomplished by the requested accommodation;
 - Need for the requested accommodation, including evaluation of alternatives that may provide an equivalent level of benefit;
 - Potential impact on surrounding uses and properties;
 - Physical attributes of and any proposed changes to the subject property and structures;
 - Anticipated financial and administrative impacts of the requested accommodation on the City; and
 - Any other information that may be relevant to the specific accommodation request. (Refer to the attached list of "Additional Information Requested".)
- A site plan or certificate of survey showing lot lines and the location of existing and proposed structures and off-street parking spaces. The City may require a certificate of survey if verification of setbacks is needed.
 - If applicable, an alternative off-site parking plan that demonstrates sufficient parking for the use.
- If applicable, a floor plan of the building(s).
- If applicable, a written copy of the house rules.
- Any additional information to further explain the proposal that will aid the City in making a determination.
- Application fee of \$0. This fee (if/when applicable) is nonrefundable.

Additional Information Requested

If applicable, please address the following topics in your attached written narrative.

Congregate Housing Facilities

1. What is the maximum number of residents proposed to occupy the facility now or in the future? How are occupancy limits determined?
2. If the facility has more than one unit, please specify the number of units and the number of residents in each unit to be accommodated under this application.
3. How many residents will have a vehicle at the site? How many off-street parking spaces are available at the facility? (Attach a site plan demonstrating the location of existing off-street parking spaces and, if applicable, an alternate plan for off-site parking.)
4. Are residents placed in the house by an entity? If yes, please explain. If no, who refers residents to the house?
5. Is the facility licensed or registered with a governmental agency? Please explain.
6. Does the facility receive financial or other support from a governmental agency?
7. Can a resident live in the house indefinitely? If no, please explain.
8. Is there a house manager that resides at the facility and is involved in the operation of the facility? Alternatively, is there an operator involved in the operation of the facility but does not live in the facility?
9. Does the resident have access to the entire house (or entire unit, if 2+ unit property), including all household facilities such as the kitchen, common areas, and bathrooms? If no, please explain.
10. Does the whole house function as a single household unit, where the residents share in common duties such as cleaning and general maintenance of the house? If no, please explain.
11. Do house residents have input in reviewing and accepting new residents? If no, please explain.
12. Does the house have a written policy banning alcohol and controlled substance use and possession by residents? If no, please explain.
13. Do services or meetings related to residents' recovery take place at the house? Are any of these services or meetings open to persons not residing in the house? Please explain.

Emotional Support Animals

1. Veterinary certification that the animal in question does not pose a direct threat to the health or safety of others
2. Veterinary certification that the facilities proposed will provide the animal in question with adequate living conditions
3. Certification that the animal will not cause substantial physical damage to the property of others