

# **Town of Watertown**

## **Reasonable Accommodation Questionnaire**

To be submitted to the Building or Zoning Office located at 149 Main Street, Watertown MA  
(P) 617.972.6427 – (F) 617.926.7778

### **Policy:**

It is the policy of the Town of Watertown to provide reasonable accommodation for persons with disabilities seeking fair access to housing in the application of its zoning laws, policies, and processes. A person with disabilities is someone who has a “physical” or mental impairment which substantially limits one or more of such person’s major life activities.” Laws, which protect persons with disabilities against discrimination, include within their protection, persons who are recovering from addictions to alcohol or narcotics so long as they are not currently using the substances.

### **Process:**

If no other relief is required, you may submit a request for Reasonable Accommodation directly to the Building Office with your Building Permit Application, located at 149 Main Street, 2<sup>nd</sup> Floor. If relief by the Special Permit Granting Authority is also required, then the request for Reasonable Accommodation should be submitted concurrently with the relief requested (e.g., Special Permit). When submitted concurrently, the procedure will be the same as for the relief requested and you should refer to the standardized permit application for the appropriate procedures.

### **Grounds for Reasonable Accommodation:**

In making a determination regarding the reasonableness of a requested accommodation, the following factors shall be considered:

- Special needs created by the disability;
- Potential benefit that can be accomplished by the requested modification;
- Physical attributes of the property and structures;
- Alternative accommodations which may provide an equivalent level of benefit;
- In the case of a determination involving a single family dwelling, whether the household would be considered a single housekeeping unit if it were not using special services that are required because of the disabilities of the residents;
- Whether the requested accommodation would impose an undue financial or administrative burden on the Town;
- Whether the requested accommodation would require a fundamental alteration in the nature of a program.

**Submit application to the Zoning/Code Enforcement Office located at 149 Main Street, Watertown, MA.  
Please contact our offices at 617-972-6427 for any questions.**

**APPLICATION INFORMATION:**

Property Address:		
Applicant Name:		Phone #:
Applicant Address:		Email:
<b>QUESTIONNAIRE</b>		
1. State the accommodation requested and applicable code section.		
2. What is the basis for the claim that the person or persons on behalf of which this application is being made is considered Disabled under the Fair Housing Act?		
3. List any and all alternative accommodations which may provide an equivalent level of benefit.		
<b>Applicant Signature:</b>		<b>Date:</b>
<i>*By signing the above, I affirm that all statements made in this application are true and complete.</i>		

**SUBMITTAL REQUIREMENTS:**

- Completed Application Form	1 copy
- Site or Plot Plan (if applicable)	2 copies
- Floor plans (if applicable)	2 copies
- Other documentation deemed necessary to review the requested accommodation.	1 copy

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