

REQUEST FOR REASONABLE ACCOMMODATIONS

City of Valley City

Date

PART I

Name		Telephone Number	
Street/Mailing Address	City	State	ZIP Code
Preferred Method of Contact ☐ Day Phone ☐ Email ☐ USPS		Email Address	
Type of Event: ☐ Public Meeting/Public Hearing ☐ Training ☐ Other (specify)			
Date of Event	and/or	Date Needed	Location of Event

PART II: LIMITED ENGLISH PROFICIENCY (LEP)

☐ Yes ☐ No Do you need language assistance for LEP?	
Language Assistance ☐ Oral Interpretation (specify language) ☐ Written Translation (specify language)	
Name of Documents	

PART III: AMERICANS WITH DISABILITIES ACT (ADA)

☐ Yes ☐ No Do you need an accommodation for a disability?	
Types of Accommodation ☐ Interpreter for deaf (specify ASL, tactile, etc.) ☐ Assistive Listening device (specify) ☐ Physical location accessible for persons with a physical mobility impairment. ☐ Other (specify)	
Nature of Disability (Medical documentation may be requested) ☐ Physical Mobility Impairment (specify) ☐ Speech Impairment (specify) ☐ Visual impairment (specify) ☐ Hearing Impairment (specify) ☐ Other (specify)	
Alternative Format (Indicate first, second, third choice if possible.) Braille ☐ Large Print (font point size) ☐ Other (specify)	Date Needed ☐ Audio Recording -MP3 ☐ CD/Flash Drive
Name of Documents	
For Office Use Only The accommodation request is: ☐ Granted as requested ☐ Granted with change - see additional information ☐ Denied - see additional information	

INSTRUCTIONS

General:

1. Requests for Reasonable Accommodations can be made by completing this form.
2. You may submit the completed form as follows:
Save the completed form to your computer, click on the email link and attach your completed form. Email to:
cmartineck@valleycity.us.

Mail to: CITY OF VALLEY CITY
CITY ATTORNEY
220 3RD STREET NE
VALLEY CITY, ND 58072

3. If you need assistance to complete the Request for Reasonable Accommodations form, please contact Carl Martineck, Nondiscrimination Coordinator, at (701-845-8136) or cmartineck@valleycity.us. TTY users may use Relay North Dakota at 711 or 800-366-6888.
4. Appropriate provisions will be considered when the City is notified at least 10 days prior to the meeting date or 15 days prior to the date the written comments or grant applications are due.
 - Requests should be made as soon as possible
 - Converting printed material may take several weeks.
5. A representative of the City will contact you to discuss your request.

PART I

Complete all information in this section.

PART II: Limited English Proficiency (LEP)

Check all boxes that apply to the type of language assistance that you are requesting.

PART III: Americans with Disabilities Act (ADA)

Check all boxes that apply to the accommodation(s) that you are requesting.