



## TOWN OF CORTE MADERA

### ADA POLICY

#### POLICY ON REPORTING AND RESOLVING AMERICANS WITH DISABILITIES ACT (ADA)-RELATED GRIEVANCES AND ACCESSIBILITY COMPLAINTS WITHIN THE TOWN

#### **ADA GRIEVANCE AND ACCESSIBILITY COMPLAINT FORM**

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*Notes:*

1. *Please refer to the attached instructions when completing this form.*
  2. *Please write legibly in pen (not pencil) or type the response.*
  3. *If you are the proxy or filling this form on behalf of another individual, please indicate in Section III of the form.*
  4. *If you need assistance in completing this form, please contact the Corte Madera Building Official at (415) 927-5064.*
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#### Section I. Type of Grievance or Complaint

1.  Sidewalk
2.  Curb ramp
3.  Traffic control and devices
4.  Parks and recreational facilities
5.  Town's services
6.  Town's activities
7.  Parking
8.  Other \_\_\_\_\_

Section II. Complainant Information

- A. Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Telephone: \_\_\_\_\_
- D. Email: \_\_\_\_\_

Section III. Association/Group or Proxy Information

- Association/Group
- Proxy (Individual)

- A. Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. Telephone: \_\_\_\_\_
- F. Email: \_\_\_\_\_

Section IV. Nature and/or description of Grievance or Complaint

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Section V. Sketch or Location of Complaint

Section VI. Recommendation by Complainant

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Section VII. Signature and Date

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