

# ADA ACCOMMODATION REQUEST



The Town of Ashland prohibits discrimination against individuals with disabilities in its services, programs, accessibility and activities.

## IMPORTANT:

- Form must be signed.
- Please submit signed and completed form to:

**ADA COORDINATOR  
TOWN OF ASHLAND  
121 THOMPSON STREET  
ASHLAND, VA 23005**

## TYPE OF ACCOMMODATION:

- Service/Program       Facility Accessibility       Communication       Employment
- Other (*please explain*) \_\_\_\_\_

## CONTACT INFORMATION:

### Requesting Individual

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

By checking this box, you indicate that you do not want your email address disclosed.

### On Behalf Of (if different than Requesting Individual)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

By checking this box, you indicate that you do not want your email address disclosed.



**ADA ACCOMMODATION REQUEST** *(continued)*

**DETAILED INFORMATION OF REQUEST:**

Please provide date accommodation is needed *(if applicable)*: \_\_\_\_\_

Please specify the location where accommodation is needed: \_\_\_\_\_

Please describe your request:

Please include any additional comments: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please submit the completed and signed form to:** ADA Coordinator, Town of Ashland

Mail to: P.O. Box 1600, Ashland, VA 23005

Hand Deliver: 121 Thompson Street, Ashland, VA 23005

**For questions about this form, please contact:** ADA Coordinator at [wcornwell@ashlandva.gov](mailto:wcornwell@ashlandva.gov) or call (804) 629-0888.

For Office Use Only:

Date Received: \_\_\_\_\_ Date of Contact with Requestor: \_\_\_\_\_ Date Accommodation is Made/Denied: \_\_\_\_\_

The request for accommodation has been GRANTED

The request for accommodation is GRANTED with the following ALTERNATIVE: \_\_\_\_\_