

CITY OF MCKINNEY, TEXAS

AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS REQUEST FORM

The purpose of this form is to file a request for accommodation regarding facilities, programs or services related to the Americans with Disabilities Act. The City of McKinney has an internal procedure providing for the prompt review and resolution of accessibility accommodations for any visitor to City programs or facilities, or concerning an employee applicant.

If you need help completing any of the requested information, you may contact the ADA Coordinator: contact-adacompliance@mckinneytexas.org or 972-547-2694.

All requests must be made at least 48 hours prior to event, meeting, etc.

Date submitted: _____

REQUESTOR'S CONTACT INFORMATION:

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

If the ADA accommodation request is being submitted for someone other than yourself, please name that individual and provide his/her contact information:

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

Your relationship to this person: _____

Accommodation request: Please describe the circumstances and specific location that prompted this request. Please be as specific as possible (program, service, park or facility name, street address, etc.) and provide details, attaching additional pages if necessary.

What specific resolution are you requesting for the circumstances or specific location that prompted this request?

Future accessibility: Please describe an accommodation or accessibility improvement that would help provide greater access to this program or facility.

Requestor's Signature:

Date: _____

Please submit this form/the information on this form to:

ADA Coordinator, Public Works, 3501 N. Central Expressway, McKinney, Texas 75071 Or

email: contact-adacompliance@mckinneytexas.org

Or call: 972-547-2694