

# ADA ACCOMMODATION REQUEST



The Town of Leesburg 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 MANAGER'S OFFICE  
TOWN OF LEESBURG  
25 WEST MARKET STREET  
LEESBURG, VA 20176**

## 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 Manager’s Office, Town of Leesburg, 25 West Market Street, Leesburg, VA 20176

**For questions about this form, please contact:** ADA Coordinator at ADA@leesburgva.gov or call 703-771-2700.

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: \_\_\_\_\_