



**TOWN OF ERWIN**

**ADMINISTRATIVE OFFICES**

P.O. Box 59

Erwin, TN 37650

423-743-6231

grosenoff@erwintn.org

**Citizen Accommodation Request and Concerns**  
**Americans with Disabilities Act Plan**

*Instructions:*

*Please fill out this form completely in ink or type. Sign and return to the Town's Administrative Office using the contact information at the bottom of this form.*

*If you are unable to complete this form due to a disability or need additional information, please contact the ADA Coordinator at (423) 743-6231 for assistance and the Town, to the extent possible, will make reasonable accommodations.*

**Confidentially:**

Information contained on this form will be classified as **CONFIDENTIAL** to the extent permitted by law. Information obtained or generated in the processing of the accommodation request may be released to individuals of Town departments or agencies participating in the evaluation or provision of the accommodation requested.

**Requester:**

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

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

City, State and Zip Code: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

1. Is the accommodation request related to a Town event, program, or accessibility issue?

Event/Program Name: \_\_\_\_\_

Event/Program Date: \_\_\_\_\_

Accessibility Issue Location: \_\_\_\_\_  
\_\_\_\_\_

2. What is the barrier which prevents you from participating or the nature of the accessibility issue?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe accommodation requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. How will the accommodation requested help relieve any roadblock to your satisfactory participation? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Any other concerns or difficulties? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Signature: \_\_\_\_\_

7. Date Submitted: \_\_\_\_\_

Return to:

**Town of Erwin**  
**211 North Main Avenue**  
**P.O. Box 59**  
**Erwin, TN 37650**  
**Attention: Glenn Rosenoff, ADA Coordinator**  
**Email: [grosenoff@erwintn.org](mailto:grosenoff@erwintn.org)**