



FILE COPY

SAMPLE

Building Services Dept.
50 West 13th St
Dubuque, IA 52001
Phone – 563-589-4150
Fax – 563-690-6687

May 3, 2011

Name of business

Dubuque, Iowa

Re: ADA inspection of:

Dear

Thank you for your time and efforts to help make my inspection of your facilities go smoothly. The City of Dubuque inspection process for ADA, "Readily Achievable" standards will affect every publicly-used facility. The program is broken into three tiers of readily achievable projects over a period of three years. The tiered structure is set up to allow incremental changes and expense. The tiered requirements are outlined below.

Tier 1 Requirements:

1. If your business provides private off-street parking you must have:
 - Accessible reserved parking spaces with proper markings, and signage, and
 - Curb cuts with clear accessible path from parking to the accessible entrance of a business or building, and
2. The accessible entrance to your business must be barrier free with entries of the proper width and easily operable.

Tier 1 Compliance:

Compliance is required within one (1) year from the inspection date, except in the case of signage, where thirty (30) days is allowed for compliance if the construction of an accessible parking space is required.

Tier 2 Requirements:

1. All drinking fountains, telephones, and counters must be lowered to accommodate persons in wheelchairs.
2. Aisles and shelving must be configured to promote accessibility.
3. If your business provides a restroom to the public an accessible restroom must be available to the public.

Tier 2 Compliance:

Compliance is required within two (2) years from the original inspection date

Tier 3 Requirements:

1. Elevators and chair lifts must be installed where necessary.
2. Accessible restrooms for staff that are not entered from a private office.

Tier 3 Compliance:

Compliance is required within three (3) years from the original inspection date.

As part of the tiered compliance process periodic inspections will be performed to ensure progress. The City understands that all businesses face budget constraints when making facility updates, however, facility modifications related to ADA compliance offer tax benefits to your business. I have enclosed some information outlining the tiered requirements and the tax benefits available.

If you are interested in learning more about accessibility and accessibility initiatives in our community you may want to visit the Proudly Accessible Dubuque (PAD) website. PAD is a private organization advocating for the rights of persons with disabilities. The site contains helpful information on the law, accessibility issues, and local suppliers of items you will need to become compliant with ADA issues. The website is: www.proudlyaccessibledubuque.com

Compliance Outline:

Following my inspection of your facility, these are the ADA related issues which should be addressed over a three (3) year period at your business:

Tier 1 Issues: One (1) year to comply, except for signage which must be corrected within thirty (30) days

- 1A - Parking
 - Spaces---
 - Signs---
 - Location----
- 1B - Exterior Access
 - Route of Travel-----
 - Ramps---
 - Curb Cuts----
- 1C - Entrances
 - Doors ----
 - Vestibule----

Tier 2 Issues: Two (2) years to comply.

- Restrooms ---
- Drinking Fountains----
- Telephones----
- Counter Heights----
- Width of Aisles---
- Emergency Egress---
- Seating---

Tier 3 Issues: Three (3) years to comply.

Elevator/Chairlifts--

Accessible Restrooms---

All of the changes I mentioned above are deemed "readily achievable" for compliance with ADA. While you have up to three (3) years for full compliance with the readily achievable standards and 30 days for signage, the changes should be made as soon as possible.

The Building Services Department desires to work with you to make the necessary readily achievable changes to your facility. Please submit a letter with an action plan for bringing your facility into compliance with each of the tiered readily achievable standards. The action plan must be submitted to the Building Services Department, 50 W. 13th Street, Dubuque, IA 52001 by June 3, 2011

If you dispute my determination that an item is a readily achievable please include a description of why you feel the required action is not readily achievable and provide supporting documentation for your position in the action plan letter. Documentation may include, but is not limited to, cost estimates, income statements, alternative designs, alternative ideas, etc. An appeal of my findings included in an action plan, will be submitted to the Building Services Manager, Rich Russell, for consideration.

Please be advised that a determination by the City of Dubuque Building Services Department is not binding on any civil or human rights agency charged with investigating complaints filed by individuals who believe their rights to accessible facilities have been violated.

If you have any questions or would like additional information please feel free to contact me at any of the numbers below. Thank you for your anticipated cooperation.

Sincerely,

H. Gary Blosch

H. Gary Blosch
ADA Inspector
City of Dubuque Building Services
50 W. 13th Street
Dubuque, Iowa 52001
563-589-4150
563-690-6040 - Direct Line
563-451-3765 - Cell Phone
563-690-6687 - Fax
gblosch@cityofdubuque.org

Legend:

NA--- Not Applicable to this facility

No Issues---- Passes inspection

cc:

Enclosures

