



Online Application Forms

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Form 120 - BZA for Variance and/or Special Exception

Below is a list of all the documents that must be submitted in PDF format at the time you file your application. Please have these documents ready for uploading before you start this application.

- Either a memorandum from the Zoning Administrator at DCRA directing the applicant to the BZA or a Form 135 - Zoning Self-Certification, which requires certification by a licensed architect or attorney;
- If the owner will be represented by a third party, including the lessor or contract purchaser of the property, a Letter of Authorization signed by the owner authorizing the representative to act on the owner's behalf with respect to the application, and a Certification signed by the representative that they have read the Board's Rules of Practice and Procedure (11 DCMR, Chapter 31) and are able to competently represent the owner. (See Letter of Agent Authorization/Competency Tutorial)
- A statement that the Applicant will contact the local Advisory Neighborhood Commission (ANC), community/civic groups, the Office of Planning (OP), and adjacent property owners to discuss their application. The statement should include a pledge from the Applicant to submit a statement of the efforts made to contact these groups and the results of these efforts no less than fourteen (14) days before the scheduled public hearing/meeting. The contact with these entities should occur at the earliest time practical prior to the scheduled public hearing/meeting.
- A plat, drawn to scale and certified by a DC licensed survey engineer or the D.C. Office of the Surveyor, showing boundaries and dimensions of the existing and proposed structures and accessory buildings and structures. (See Required Specifications for Plats, Plans and Elevations Tutorial - for the required information on these drawings.),
- Architectural plans and elevations in sufficient detail to clearly illustrate any proposed structure to be erected or altered, landscaping and screening, and building materials, and where applicable, parking and loading plans (See Required Specifications for Plats, Plans and Elevations Tutorial - for the required information on these drawings.);
- A detailed statement of existing and intended use of the structure;
- A detailed statement explaining how this application meets the specific tests identified in the Zoning Regulations for variance (area and/or use), special exception or other specific relief being sought. (See Burden of Proof - Variance Or Burden of Proof - Special Exception),
- Three color images, not-to-exceed 8½" x 11", showing pertinent features of the structure and the property involved (front, rear, and sides, if possible and applicable).
- The names and mailing addresses of the owners of all property within 200 feet, in all directions from all boundaries of the property involved in the application. Note: This information is most readily available from the D.C. Department of Tax and Revenue, Tax Assessors, 1101 4th Street, SW - West Building, Washington, D.C. 20024,
- The name and mailing address of each person who has a lease with the owner for all or part of any structure located on the property involved in the application;
- Documentation or a copy of the Certificate of Occupancy showing the current authorized use. In cases where a change from a conforming use to a non-conforming use is requested, provide a copy of the past authorized uses;
- A copy of the resume of any expert witness who will be testifying in the case; and
- A statement of the efforts that have been made to apprise the affected Advisory Neighborhood Commission (ANC) and other individuals and community groups concerning the application, if any.

Please note, after you submit this electronic filing, you will be required to submit two paper copies of the application with supporting documents, including two (2) sets of self-stick labels of the names and mailing addresses of the owners of the properties.

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