

INSTRUCTIONS

Any appeal that is not completed in accordance with the following instructions shall not be accepted.

1. All appeals shall be made pursuant to this form. If additional space is necessary, use separate sheets of 8½" x 11" paper to complete the form (drawings and plans may be no larger than 11" x 17").
2. All appeals must be filed electronically through the Interactive Zoning Information System (IZIS), which is located on the Office of Zoning's website at: www.dcoz.dc.gov.
3. ***At the time of filing this appeal, the Appellant is REQUIRED to upload the following information into IZIS:***
 - A. Each and every exception to the administrative decision, in specific detail. Details should state the allegations of error in the administrative decision – “why it was an error” – and reference the relevant Sections of the Title 11 DCMR Zoning Regulations and/or Map.
 - B. A detailed statement explaining how the Appellant intends to prove its case.
 - C. In the case of an area variance, a plat drawn to scale and certified by a DC licensed survey engineer or the D.C. Surveyor's Office showing boundaries and dimensions of the existing and proposed buildings and accessory buildings. Also required are, if any, architectural plans and elevations in sufficient detail to clearly illustrate any proposed building to be erected or altered, proposed landscaping/screens and building materials as they relate to the specifics of the appeal. Submittal of plat and plans shall not exceed 11" x 17" in size. (See Form 130 – Plat, Plan and Elevation Specifications for the required information on these drawings.)

Note: Appellant is required at the time of filing to serve all parties; including, as appropriate, the Appellee, the Owner of the property, the Lessee, and the Advisory Neighborhood Commission. In an appeal, only parties can testify or submit information into the record; however, parties may solicit pertinent information from affected persons to include in their submissions into the record.



If you need a reasonable accommodation for a disability under the Americans with Disabilities Act (ADA) or Fair Housing Act, please complete Form 155 - Request for Reasonable Accommodation.

District of Columbia Office of Zoning
441 4th Street, N.W. Ste. 200-S, Washington, D.C. 20001
(202) 727-6311 * (202) 727-6072 fax * www.dcoz.dc.gov * dcoz@dc.gov

Board of Zoning Adjustment
District of Columbia
CASE NO. 19531
EXHIBIT NO. 1



BEFORE THE BOARD OF ZONING ADJUSTMENT
OF THE DISTRICT OF COLUMBIA



FORM 125 - APPEAL

Before completing this form, please review the instructions on the reverse side.
Print or type all information unless otherwise indicated.

Pursuant to §§ 3100 and 3101 of the Zoning Regulations of the District of Columbia, an appeal is hereby taken from the

administrative decision of:

Name of administrative officer and title

made on

Date of decision

that states

Address(es) of Affected Premises

Square(s)

Lot(s)

Zone Districts

Present use of Property:

Proposed use of Property:

Name of Owner of Property:

Address:

Phone No(s):

Fax No.:

E-Mail:

Name of Lessee:

Address:

Phone No(s):

Fax No.:

E-Mail:

Name of Appellant, if other than Owner:

Address:

Phone No(s):

Fax No.:

E-Mail:

I/We certify that the above information is true and correct to the best of my/our knowledge, information and belief. Any person(s) using a fictitious name or address and/or knowingly making any false statement on this appeal is in violation of D.C. Law and subject to a fine of not more than \$1,000 or 180 days imprisonment or both. (D.C. Official Code § 22-2405)

Date:

Signature of Appellant*:

Waiver of Fee - Status of Appellant

☐ ANC ☐ DC Government Agency ☐ NCPC ☐ Citizens' Association/Association created for civic purposes that is not for profit

To be notified of hearing and decision (Appellant or Authorized Agent*):

Name:

Address:

Phone No(s):

Fax No.:

E-Mail:

* If an appeal is filed by the agent of the Appellant, Form 125 - Appeal shall be accompanied by a letter signed by the Appellant authorizing the agent to act on its behalf in this appeal.

ANY APPLICATION THAT IS NOT COMPLETED IN ACCORDANCE WITH THE INSTRUCTIONS ON THE BACK OF THIS FORM WILL NOT BE ACCEPTED.