

**Subject:**

Case No.21390

It has been determined that your application contains all the required documents. Please note that the application/appeal process will not be complete until the following is submitted within three business days. If the following is not received within that timeline, your application may be voided and a new application will be required.

Application Payment: Online payment via the Interactive Zoning Information System (IZIS) or hand delivery of a check or money order for the correct filing fee. The check/money order should be made payable to the 'DC Treasurer' and delivered to the Office of Zoning at 441 4th Street, NW, Suite 200-S, Washington, DC 20001.

***R.- Application has been paid***

Labels\*: Two (2) sets of the names and mailing addresses of the owners of all property within the 200-foot radius of the subject property, printed on self-adhesive mailing labels. The names and mailing addresses should be printed legibly, and centered on the labels, so that text is not cut off or otherwise obscured. Failure to ensure that the labels are printed correctly will result in the labels being rejected. (Note: Avery brand Product Nos. 5160, 5960 and 8160 work best with the format of the list of names and addresses provided by the Office of Tax and Revenue)

***R.- Labels have been mailed.***

Lessee Labels: If applicable, two (2) sets of the names and mailing addresses of each person, or entity who has a lease with the owner printed on self-adhesive mailing labels. The names and mailing addresses should be printed legibly, and centered on the labels, so that part of the name or address is cut off or otherwise obscured. Failure to ensure that the labels are printed in this manner will result in the labels being rejected.

***R.- Not applicable.***

Submitted on 9/14/2025 by:  
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