



**Government of the District of Columbia**  
 Office of Tax and Revenue  
 Real Property Assessment Division  
 Maps & Titles Unit, GIS Program  
 1101 4<sup>th</sup> St, SW, Suite 270, Washington, DC 20024

Maps & Titles Unit or RPTA  
 \*date stamp here

## 200 Ft Radius and Tax Map Request Form

**Instructions:**

**Fees:**

<p><b>1. Complete all sections below.</b></p> <p><b>2. Verify each subject property @ <a href="#">DC Real Property Online Map</a></b>          2a. Search by Property ID (Square Suffix Lot) or DCRA Master Address Search</p> <p><b>3. Get Date Stamp if submitted in person.</b>          3a. Make copy for your records</p> <p><b>4. Or Email Form (and questions) to: <a href="mailto:maps.title@dc.gov">maps.title@dc.gov</a> .</b>          4a. Email Subject Line must include: "200 Ft Radius" or "Tax Map"</p>	<p><b>200 ft radius: \$35</b> (standard for BZA)</p> <p><b>500 ft radius: \$40</b></p> <p><b>1000 ft radius \$45</b></p> <p><b>Tax Maps: \$30 each</b></p>
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**Choose Request Type(s):**

**200 Ft Radius Request(s)**

(May be used for BZA Notification List Requirement)

**Tax Map Request(s)**

**Contact Information: (Please write clearly or use fillable PDF)**

<b>Requestors Name:</b>			
<b>Telephone Number:</b>			
<b>Email:</b>			
<b>Property Owner Name</b>	<b>Square</b>	<b>Suffix</b>	<b>Lot</b>
<b>Address(s)</b> (May be used to verify Property ID: Square Suffix Lot)			

**Processing Time:**

- 3 - 5 business days from date received – \*May be prolonged during peak request periods. \*
- Mailed request forms may take weeks to reach the Maps & Titles Unit.

**Payment and Pickup Options:**

- Payment must be made in person at the OTR cashier located on the 1<sup>st</sup> floor past the elevators at the address above.
- If paying when completed form is dropped off: Ask for payment documents. Completed requests will be emailed.
- If paying when request is picked up: OTR will contact you via email with cashier payment document and instructions.
- \*Mailed payments cannot be accepted. \*

<b>Office Use Only:</b> Completed <input type="checkbox"/>	Emailed <input type="checkbox"/>	Left Message <input type="checkbox"/>	Amount Due: \$
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