

A motion is a procedural device requested by a party to the case to bring a limited, contested issue before the Zoning Commission (ZC) or the Board of Zoning Adjustment (BZA) for decision. A party may submit a motion at any point; however it is recommended that motions be submitted ahead of time for consideration by the ZC or BZA.

A request is functionally similar to a motion. The difference is that requests are filed by those who are not parties, whereas motions are filed by those who are parties.

INSTRUCTIONS

Any Motion or Request as provided by the District of Columbia Zoning Regulations (11 DCMR) that is not completed in accordance with the following instructions shall not be accepted.

1. Forms must be completely filled out and must be typewritten or printed. All information shall be furnished by the Maker of the Motion or Request. If additional space is necessary, use separate sheets of 8 ½" x 11" paper to complete the form (drawings and plans may be no larger than 11" x 17").
2. On a separate sheet of 8 ½" x 11" paper, state each and every reason why the ZC or BZA should grant your Motion or Request, including relevant references to the Zoning Regulations or Map.
3. Submit one (1) original and fifteen (15) copies of all required forms and accompanying documents in person to the Office of Zoning at 441 4th Street, N.W., Suite 200-S, Washington, D.C. 20001.
4. At the time of filing, Makers of Motions or Requests are required to serve all Applicants, Petitioners, Appellants, Parties, and/or Intervenors, and the Office of Planning in the above-referenced ZC or BZA case via either mailed letter, hand-delivery, or electronic mail.



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.



**BEFORE THE ZONING COMMISSION AND
BOARD OF ZONING ADJUSTMENT OF THE DISTRICT OF COLUMBIA**



FORM 150 – MOTION / REQUEST

Before completing this form, please review the instructions on the reverse side. Print or type all information unless otherwise indicated. All information must be completely filled out.

CASE NO.:

Motion/Request of:

- Applicant
 Petitioner
 Appellant
 Party
 Intervenor
 Other _____

Motion/Request to:

- | | |
|--|---|
| <input type="checkbox"/> Amend the Relief Sought
<input type="checkbox"/> Waive Posting / Affidavit of Posting Requirement
<input type="checkbox"/> Waive Notice Requirement to Shorten Period of Time Case is Advertised in the <i>DC Register</i>
<input type="checkbox"/> Accept a Proffered Expert Witness
<input type="checkbox"/> Allow Non-Authorized Representative to Perform Cross-Examination
<input type="checkbox"/> Reopen the Record | <input type="checkbox"/> Reopen a Hearing (before decision)
<input type="checkbox"/> Dismiss on the Merits
<input type="checkbox"/> Postpone
<input type="checkbox"/> Continue
<input type="checkbox"/> Correct a Transcript
<input type="checkbox"/> Waive the following Time Deadline (i.e. 14-day filing deadline):

<input type="checkbox"/> Other: _____ |
|--|---|

Points and Authorities:

On a separate sheet of 8 1/2" x 11" paper, state each and every reason why the Zoning Commission (ZC) or Board of Zoning Adjustment (BZA) should grant your motion or request, including relevant references to the Zoning Regulations or Map.

CERTIFICATE OF SERVICE

I hereby certify that on this day of ,

I served a copy of the foregoing Motion or Request to each Applicant, Petitioner, Appellant, Party, and/or Intervenor, and the Office of

Planning in the above-referenced ZC or BZA case via:
 Mailed letter
 Hand delivery
 E-Mail
 Other _____

Signature: _____

Print Name: _____

Firm/Organization: _____

Address: _____

Phone No.: _____ **E-Mail:** _____

To be notified of hearing and decision: (Maker of Motion/Request or Authorized Agent)

In the event an authorized agent files a Motion or Request on behalf of the Maker of the Motion or Request, a letter signed by the Maker of the Motion or Request authorizing the agent to act on his/her behalf shall accompany the notice of application, petition, or appeal.

Print Name: _____

Address: _____

Phone No.: _____ **E-Mail:** _____