



## INSTRUCTIONS

Any request for an amendment to the Zoning Map that is not completed in accordance with the following instructions cannot be accepted. Applications shall be filed in the Office of Zoning, Suite 210, 441 Fourth Street, N.W., Washington, D.C. 20001. Applications will be received between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday. Applications will not be accepted until they have been reviewed by the Secretary to the Zoning Commission, to insure that they are complete. Applicants will be notified by mail when their applications are accepted.

A completed application shall consist of the following:

1. The original of Zoning Commission Form No. 1, properly completed and signed by the owners of all property involved in the application. (Where more than one ownership is involved, use a separate copy of Form #1 for each ownership). In addition to the original form, submit twenty (20) copies.
2. Twenty (20) copies of a statement clearly setting forth the reasons for the requested map amendment. Additional information, exhibits, or photographs may be attached, if desired, provided they are no larger than this form.
3. Copies of a key map (photocopy of the Zoning Map on 8 1/2" x 11" paper), showing the subject property outlined in red and the zoning of the surrounding area. Appropriate maps are available in the Office of Zoning.
4. A certified plat of survey of the subject property prepared by the D.C. Office of the Surveyor.
5. Twenty copies of a plat plan drawn at a scale of 80 feet to the inch. It shall be drawn to show all current lot lines for the square within which the subject property lies and drawn to show all boundary lines of each square for a one-square radius around the subject square. All street names and square and lot numbers shall be indicated. The source of reference shall be indicated and a bar scale must be drawn.
6. Non-refundable filing fee of \$125.00 (make check or money order payable to the D.C. Treasurer; no cash).

All applications that are accepted for filing will be processed in accordance with Chapter 30 of the District of Columbia Municipal Regulations (DCMR), Title 11, Zoning (Rules of Practice and Procedure before the Zoning Commission for the District of Columbia).



## INSTRUCTIONS

Any request for one-step (consolidated) approval of a planned unit development (PUD) that is not completed in accordance with the following instructions cannot be accepted. Applications shall be filed in the Office of Zoning, Suite 210, 441 Fourth Street, N.W., Washington, D.C. 20001. Applications will be received between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday. Applications will not be accepted until they have been reviewed by the Secretary to the Zoning Commission, to insure that they are complete. Applicants will be notified by mail when their applications are accepted.

A completed application shall consist of the following:

1. The original of Zoning Commission Form No. 5, properly completed and signed by the owners of all property involved in the application. (Where more than one ownership is involved, use a separate copy of Form #5 for each ownership). In addition to the original form, submit twenty (20) copies.
2. Twenty (20) copies of a statement clearly setting forth the reasons for the requested consolidated PUD. Additional information, exhibits, or photographs may be attached, if desired, provided they are no larger than this form.
3. Copies of a key map (photocopy of the Zoning Map on 8 1/2" x 11" paper), showing the subject property outlined in red and the zoning of the surrounding area. Appropriate maps are available in the Office of Zoning.
4. A certified plat of survey of the subject property prepared by the D.C. Office of the Surveyor.
5. Twenty copies of a plat plan drawn at a scale of 80 feet to the inch. It shall be drawn to show all current lot lines for the square within which the subject property lies and drawn to show all boundary lines of each square for a one-square radius around the subject square. All street names and square and lot numbers shall be indicated. The source of reference shall be indicated and a bar scale must be drawn.
6. Non-refundable filing fee of \$250.00 (make check or money order payable to the D.C. Treasurer; no cash).
7. Compliance with the requirements of Chapter 24 of the District of Columbia Municipal Regulations (DCMR), Title 11, Zoning. Architectural drawings should include one full-size set and twenty (20) reduced sets.

All applications that are accepted for filing will be processed in accordance with Chapter 30 of the District of Columbia Municipal Regulations (DCMR), Title 11, Zoning (Rules of Practice and Procedure before the Zoning Commission for the District of Columbia).