

## INSTRUCTIONS

**Any application/petition that is not completed in accordance with the following instructions shall not be accepted.**

1. All applications/petitions 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. Present this form and supporting documents to the Office of Zoning at 441 4<sup>th</sup> Street, N.W., Suite 200-S, Washington, D.C. 20001.
3. At the time of filing this application/petition before the Zoning Commission, the Applicant/Petitioner shall pay a filing fee in accordance with the Zoning Commission Schedule of Fees - 11 DCMR §3040. (Check or money is payable to the "D.C. Treasurer"; cash and credit/debit card payments will not be accepted.)
4. Applications/Petitions to the Zoning Commission will not be accepted until they have been reviewed by the Secretary to the Zoning Commission to ensure they are complete. Applicants/Petitioners will be notified when their applications/petitions are accepted.
5. If a larger collection of properties is the subject of this application/petition, making the collection of all owners' signatures impracticable, please explain on a separate sheet of 8½" x 11" paper the reason that obtaining all signatures could not be accomplished.
6. ***At the time of filing this application/petition, all Applicants/Petitioners are REQUIRED to submit the following information (including one (1) original and twenty (20) collated copies, except for labels, of which one (1) copy is required):***
  - A. 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 11" x 17".
  - B. A key map (photocopy of the Zoning Map on 8½" x 11" paper) showing the subject property outlined in red and the zoning of the surrounding area.
  - C. A certified surveyor's plat of the subject property prepared by the D.C. Office of the Surveyor.

**Please note:** All applications/petitions are referred to the D.C. Office of Planning (OP). OP, pursuant to 11 DCMR §3011, reviews applications/petitions and submits written recommendations to the Zoning Commission, advising whether the matter should be processed further. For this reason, you are encouraged to contact OP to discuss your application/petition. OP can be reached at (202) 442-7600.

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



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](http://www.dcoz.dc.gov) \* [dcoz@dc.gov](mailto:dcoz@dc.gov)



**BEFORE THE ZONING COMMISSION  
OF THE DISTRICT OF COLUMBIA**



**FORM 101 - APPLICATION/PETITION\* TO AMEND THE ZONING MAP**

\* The Zoning Commission (ZC) will determine at the time of set down whether this is a contested (Application) or rulemaking (Petition) case.

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

In accordance with the provisions of §102 of Title 11 DCMR – Zoning Regulations, request is hereby made for an amendment to the Zoning Map, details of which are as follows:

Square No.	Lot No.	Square Feet	Existing Zoning	Requested Zoning

Previous zoning (ZC and/or BZA) actions, including Order No(s)., affecting the above properties:

Address or boundary description of the premises:

Total Area of the Site in Square Feet:      Total Area of the Site in Acres:

Single-Member Advisory Neighborhood Commission District(s):

If applicable, Historic District(s) in which site is located:

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 application/petition 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)

Signature:      Date:

Name: *Please Print*      Owner:       Applicant/Petitioner:

**Person(s) to be notified of all actions:**

Name:

Address:

Zip Code:      Phone No(s):      E-Mail:

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