

INSTRUCTIONS

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

1. All Campus Plan/Further Processing of a Campus Plan applications shall be made pursuant to this form. 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. Present this form and supporting documents, in person, to the Office of Zoning at 441 4th Street, N.W., Suite 200-S, Washington, D.C. 20001.
3. At the time of filing this application before the Zoning Commission, the Applicant shall complete and submit a Form 116 – Zoning Commission Fee Calculator – and pay a filing fee in accordance with 11 DCMR § 3180. **(Check or money order is payable to the "DC Treasurer"; cash and credit/debit card payments will not be accepted.)**
4. ***At the time of filing this application, all Applicants are REQUIRED to submit the following information (including one (1) original and twenty (20) collated copies):***
 - A. A plat, drawn to scale and certified by the D.C. Office of the Surveyor, showing boundaries and dimensions of the existing and proposed structures and accessory buildings and structures.
 - B. Architectural plans and elevations in sufficient detail to clearly illustrate any proposed structure to be erected or altered, proposed landscaping/screens, and building materials. Submittal of plat and plans shall not exceed 11" x 17" in size. (See Form 130 – Required Specifications for Plats, Plans and Elevations – for the required information on these drawings.)
 - C. A detailed statement of existing and intended use of the structure.
 - D. The names and mailing addresses of the owners of all property within 200 feet, in all directions from all boundaries of the property involved in the application, **and two (2) sets of self-stick labels of the names and mailing addresses of the owners of the properties.** (Note: This information is most readily available from the D.C. Department of Tax and Revenue, Tax Assessors, 1101 4th Street, S.W. – West Building, Washington, D.C. 20024.)

Note: All applications are referred for review and recommendation to the Office of Planning (OP) and the Advisory Neighborhood Commission (ANC) within which the affected property is located. Their reports are given "great weight" in the ZC decision-making process. Applicants are strongly encouraged to contact these agencies to discuss the merits of their application. OP can be reached at (202) 442-7600. ANC information can be ascertained by contacting the Office of Advisory Neighborhood Commissions at (202) 727-9945.



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
OF THE DISTRICT OF COLUMBIA**



FORM 109 - APPLICATION FOR CAMPUS PLAN / FURTHER PROCESSING OF CAMPUS PLAN

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.

Pursuant to 11 DCMR § 3104.1 Campus Plan Amendment of Approved Campus Plan Further Processing of Campus Plan

an application is hereby made, the details of which are as follows:

Present use(s) of Property:			
Proposed use(s) of Property:			
Organization Name:			
Owner of Property:			
Address of Owner:			
Phone No.(s):		E-Mail:	
Single-Member Advisory Neighborhood Commission District(s):			

Address(es)	Square	Lot No(s).	Zone District(s)

Brief description of proposal:	

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)

Date:		Signature*:	
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To be notified of hearing and decision (Owner or Authorized Agent*):

Name:		E-Mail:	
Address:			
Phone No.(s):		Fax No.:	

** To be signed by the Owner of the Property for which this application is filed or his/her authorized agent. In the event an authorized agent files this application on behalf of the Owner, a letter signed by the Owner authorizing the agent to act on his/her behalf shall accompany this application.*

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