

INFORMATION

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.

Use this form if you are not a party to a case and you would like to request that the Zoning Commission or Board of Zoning Adjustment accept an untimely filing or to request the record to be reopened. For example:

- a). A party status request filed within 13 days of hearing; or
- b). A request to reopen a closed record to accept a document.

A request to accept an untimely filing will be entertained by the Commission or Board at a meeting or as a preliminary matter at a hearing. At that time a decision will be rendered. Please note, in the case of a request to reopen the record, pursuant to 11 DCMR §§3024.1 and 3121.9, the request will be presented to the Chair for consideration. The request must demonstrate good cause and the lack of prejudice to any party. If granted, the materials shall be entered into the record.

INSTRUCTIONS

Any 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 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 this sheet and/or on a separate sheet of 8 ½" x 11" paper, state:
 - o Case Number;
 - o Name;
 - o The relief you are requesting;
 - o Each and every reason you believe you are entitled to relief and why the ZC or BZA should grant your Motion or Request, including relevant references to the Zoning Regulations or Map;
 - o Signature and Date; and
 - o Contact Information.
3. Submit the required forms and accompanying documents to the Office of Zoning using:
 - o The Interactive Zoning Information System at www.dcoz.dc.gov for electronically filed cases;
 - o In person or by US mail at 441 4th Street, N.W., Suite 200-S, Washington, D.C. 20001; or
 - o By email to zsubmissions@dc.gov for the Zoning Commission or bzasubmissions@dc.gov for the Board of Zoning Adjustment.



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.

