

## INSTRUCTIONS

Note: The applicant shall post notice at each street frontage on the property involved and on the front of each building located on the subject property. Each notice shall be in plan view of the public.

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

1. Attach photograph showing the Zoning Sign as seen from the public street in the space provided on the face of the affidavit. If more than one photograph is required, they should be mounted on a separate sheet of paper the same size as this form. The paper holding the photographs is to be firmly attached to this form.
2. All photographs must be at least three inches by three inches (3" x 3") and numbered to correspond to the street frontages listed on the face of the affidavit.
3. Please refer to §§ 3113.14 through 3113.20 of Title 11 DCMR – Zoning (Rules of Practice and Procedure before the Board of Zoning Adjustment of the District of Columbia) for the requirements regarding posting of the property.
4. Please ensure that this form is notarized and presented to the Office of Zoning at 441 4<sup>th</sup> Street, N.W., Suite 200-S, Washington, D.C. 20001. **Note:** The **Form 145 - Affidavit of Posting** and photos can be uploaded into the Interactive Zoning Information System (IZIS) as an exhibit.
5. At the conclusion of the hearing, all Zoning Signs should promptly be removed from the property.



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)

