

An Application for Minor Modification is a procedural device requested by a party to the case to bring a matter of “little or no importance or consequence” before the Zoning Commission (ZC) pursuant to 11 DCMR §3030.2. Typically, minor modifications relate to technical corrections or inadvertent mistakes to approved final orders. Applications for Minor Modifications are placed on the Consent Calendar pursuant to § 3030.

INSTRUCTIONS

Any Application for Minor Modification 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. At the time of filing this application before the ZC, the Applicant shall pay a filing fee in accordance with the ZC Schedule of Fees (11 DCMR § 3041), if applicable. (Check or money order is payable to the “D.C. Treasurer”; cash and credit/debit card payments will not be accepted.)
2. Forms must be completely filled out and must be typewritten or printed. All information shall be furnished by the Applicant for the Minor Modification. 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”).
3. On a separate sheet of 8 ½” x 11” paper, state each reason why the Zoning Commission (ZC) should grant your Application for Minor Modification.
4. Submit a copy of all Commission final orders proposed to be modified.
5. Submit one (1) original and fifteen (15) copies of all required forms and accompanying documents in person to the Office of Zoning at 441 4th Street, NW Suite 200-S, Washington, DC 20001.
6. At the time of filing, the Applicant for the Minor Modification is required to serve all Applicants, Appellants, Parties, and the Office of Planning on the above-referenced ZC case.



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 151 – APPLICATION FOR MINOR MODIFICATION

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.

CASE NO.:

Motion for Minor Modification to:

Final Order

Approved Plan

Amount of Relief

Other _____

Address or boundary description of the premises:

Square No.(s)

Lot No. (s)

ANC

Points and Authorities:

Below and/or on a separate sheet of 8 ½" x 11" paper, state each and every reason why the Zoning Commission (ZC) should grant your motion, including relevant references to the Zoning Regulations or Map.

CERTIFICATE OF SERVICE

I hereby certify that on this

day of

,

I served a copy of the forgoing motion or request to each Applicant, Petitioner, Appellant, Party, and the Office of Planning on

the above referenced ZC case via:

Mailed letter

Hand delivery

E-Mail

Other _____

Signature:

Print Name:

Firm/Organization:

Address:

Phone No.:

E-Mail:

To be notified of hearing and decision: (Applicant or Authorized Agent)

In the event an authorized agent files an application on behalf of the Applicant for the Minor Modification, a letter signed by the Applicant for the Minor Modification authorizing the agent to act on his/her behalf shall accompany the notice of application, petition, or appeal.

Print Name:

Address:

Phone No.:

E-Mail: