Zoning in the District of Columbia

Compliance Review Program (Part 2)

Form 300
How to File a Compliance Review

To begin a compliance review action at the Office of Zoning (OZ), you will need to fill out a Form 300 – Complaint of Non-Compliance with Condition(s) of a ZC/BZA Order, which can be found on OZ’s website at [www.dcoz.dc.gov](http://www.dcoz.dc.gov), under “Application Forms” in the sidebar.
Form 300

When filing a **Form 300 – Complaint of Non-Compliance with Condition(s) of a ZC/BZA Order**, the Complainant should completely fill out the front of the form, including information about the Address, Square, Lot, Order No., Order Expiration Date, etc.
Form 300

In addition, the Complainant must follow the directions on the back of the form and submit the following information:

A. Each and every alleged violation of non-compliance with condition(s) of a ZC/BZA order they have found. Details should state the allegations of violation for non-compliance with the condition per §3205 of Title 11 DCMR (Zoning Regulations) – “how was the condition not complied with” and reference the relevant condition(s) of the Order.
Form 300

For instance, if the condition states:

• The Applicant shall provide a bike rack to accommodate 10 bicycles and provide three wall-mounted lights to provide illumination to the alley and the parking lot...

And you believe the Applicant has not complied with this condition and has received their Certificate of Occupancy, you can file a Form 300.
Form 300

B. In the case of an alleged **area variance infraction**, a **plat is required drawn to scale** and certified by a D.C. licensed survey engineer or the D.C. Surveyor’s Office showing boundaries and dimensions of the primary building(s) and accessory building(s).
Form 300

It is important to accurately describe your complaint. Please provide architectural plans, and elevations in sufficient detail to clearly illustrate any building, landscaping/screens and building materials as they relate to the specifics of the violation of non-compliance of the condition.
Compliance Review Process

Once a Form 300 is filed, the Office of Zoning (OZ):

- Reviews the complaint and relevant documents including the order, plans, and drawings;
  - **Note:** DCOZ does NOT review hearing transcripts in the compliance review process.
Compliance Review Process

- Communicates with the Complainant to discuss the complaint, gather more information (if needed), and outline the steps OZ will take; and

- Communicates with the Applicant and requests information and/or documentation to verify that the Applicant is in compliance with the order and condition(s) in question.
Compliance Review Process

OZ will review and analyze all of the relevant information. After careful consideration, OZ will make a determination. If OZ finds that the Applicant is out of compliance, and the Applicant is willing to remedy the issue(s), OZ will work with the Applicant to achieve full compliance.

When OZ determines that the Applicant is in full compliance with the condition(s), then a report will be issued.
Compliance Review Process

If OZ is unable to assist the Applicant in achieving compliance, or the Applicant disagrees that it is out of compliance, then OZ will officially refer the matter to the Zoning Administrator (ZA) at the Department of Consumer and Regulatory Affairs (DCRA) for appropriate action pursuant to Chapter 32 of DCMR Titles 11 and 16.

“Appropriate action” may include fines and/or revocation of a certificate of occupancy.
REMEmBEr: This process is not intended as a substitute for the enforcement responsibility of the ZA at DCRA. Any person who believes that immediate enforcement action is required should contact DCRA.
For more information

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