

# Zoning in the District of Columbia

Filing an Advisory Neighborhood  
Commission (ANC) Report



# The ANC Written Report

Pursuant to **11 DCMR §§ 3012.6 and 3115.2**, the Zoning Commission (ZC) and Board of Zoning Adjustment (BZA) shall give ***“great weight”*** to the written report of the affected Advisory Neighborhood Commission (ANC), as required by the Comprehensive Advisory Neighborhood Commissions Reform Amendment Act of 2000.



# Form 129 - ANC Report

To ensure the submission of a complete ANC Report, the Office of Zoning (OZ) created **Form 129 - ANC Report** form, to assist Commissioners in writing their reports. Although the use of this form is not required, it is encouraged. The next few slides will detail the pertinent information that the ZC and BZA require from the ANC written report.

The image shows a digital representation of Form 129 - ANC Report. The form is titled "Form 129 - ANC Report" and is issued by the "Office of Zoning, Department of Planning and Economic Development, City of Chicago". It contains several sections with headings such as "GENERAL INFORMATION", "PROPOSAL INFORMATION", "PROPOSAL DESCRIPTION", "PROPOSAL LOCATION", "PROPOSAL TYPE", "PROPOSAL STATUS", "PROPOSAL HISTORY", "PROPOSAL CONTACT INFORMATION", "PROPOSAL COMMENTS", "PROPOSAL REVIEW", "PROPOSAL DECISION", "PROPOSAL APPEAL", "PROPOSAL REVISION", "PROPOSAL CLOSURE", and "PROPOSAL ARCHIVE". Each section contains various fields for data entry, including text boxes, checkboxes, and dropdown menus. The form is presented at a slight angle, giving it a three-dimensional appearance.

# Identification of Appeal, Petition, or Application

The written report of the ANC must contain the following information:

- (a) An identification of the appeal, petition, or application;

IDENTIFICATION OF APPEAL, PETITION, OR APPLICATION:			
Case No.:	18775	Case Name:	Application of John Smith
Address or Square/Lot(s) of Property:		Square 7754 Lot 0050	
Relief Requested:	Special Exception		



# ANC Meeting Information

- (b) When the public meeting of the ANC was held to consider the appeal, petition, or application;
- (c) Whether proper notice of that meeting was given by the ANC;
- (d) The number of members of the ANC that constitutes a quorum and the number of members present at the meeting;

ANC MEETING INFORMATION													
Date of ANC Public Meeting:	1	3	/	0	3	/	1	3	Was proper notice given?:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Description of how notice was given:	The meeting was properly noticed by using <u>listservs</u> , website, Twitter, etc.												
Number of members that constitutes a quorum:	3			Number of members present at the meeting:	4								



# Material Substance

- (e) The issues and concerns of the ANC about the appeal, petition, or application as related to the standards of the Zoning Regulations against which the appeal, petition, or application must be judged;

## MATERIAL SUBSTANCE

The issues and concerns of the ANC about the appeal, petition, or application as related to the standards of the Zoning Regulations against which the appeal, petition, or application must be judged (*a separate sheet of paper may be used*):

**This is where you would list any comments, issues, or concerns you may have about the project that are legally relevant to zoning matters. You may choose to use a separate piece of paper.**





# Material Substance

- (f) The recommendation, if any, of the ANC as to the disposition of the appeal, petition, or application;


The recommendation, if any, of the ANC as to the disposition of the appeal, petition, or application (*a separate sheet of paper may be used*):

**This is where you would list your recommendations. This may include any proposed conditions or mitigation measures to reduce/eliminate identified adverse impacts relevant to the standards of the Zoning Regulations. You may choose to use a separate piece of paper.**



# Authorization

- (g) The vote on the motion to adopt the report to the BZA or ZC;
- (h) The name of the person(s) authorized by the ANC to present the report; and
- (i) The signature of the ANC chairperson or vice-chairperson.

AUTHORIZATION			
ANC	1	E	Recorded vote on the motion to adopt the report [i.e. 4-1-1]: 3-1-0
Name of the person authorized by the ANC to present the report:		Jane Doe	
Name of the Chairperson or Vice-Chairperson authorized to sign the report:		Jack Jones	
Signature of Chairperson/ Vice-Chairperson:			Date: 03/15/13





## Report Due Date - ZC

For the ZC, in contested cases filed under § 3022, if the ANC intends to participate at the hearing, the written report must be submitted to the ZC at least seven (7) days in advance of a hearing. If the ANC does not intend on participating at the hearing, there is no filing deadline as long as the record in that case is open.



In a rulemaking filed under § 3021, there is no filing deadline as long as the record in that case is open.



## Report Due Date - BZA

For the BZA, the written report must be submitted to the BZA at least seven (7) days in advance of a hearing.



# Filing an ANC Report

Submit this form and accompanying documents to the OZ by using:



The Interactive Zoning Information System at [www.dcoz.dc.gov](http://www.dcoz.dc.gov) if the case was filed electronically;



By email to [zcsubmissions@dc.gov](mailto:zcsubmissions@dc.gov) for the Zoning Commission or [bzasubmission@dc.gov](mailto:bzasubmission@dc.gov) for the Board of Zoning Adjustment; or



In person or by US mail at 441 4<sup>th</sup> Street, N.W. Suite 200-S, Washington, D.C. 20001.



# For more information



[www.dcoz.dc.gov](http://www.dcoz.dc.gov)



[dcoz@dc.gov](mailto:dcoz@dc.gov)



(202) 727-6311



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