Zoning in the District of Columbia

Filing a Document/Submitting a Comment in the Zoning Regulations Review (ZRR)

Zoning Commission Case No. 08-06A
Welcome to the IZIS!

The **Interactive Zoning Information System (IZIS)** is a web-based system that allows online case filing, processing, and management of Zoning Commission (ZC) and Board of Zoning Adjustment (BZA) cases. This is the initial implementation of IZIS, so not all case types can be filed using this online system.
Accessing IZIS

To access IZIS, go through the DCOZ website homepage at www.dcoz.dc.gov. Click on the “File and Manage Cases Online” in the side bar if you wish to create an account and file a new case or to submit a document into ZC Case No. 08-06A.

If you simply wish to find information related to ZC Case No. 08-06A, click on “Zoning Case Search” in the sidebar.
Creating an Account

To log into IZIS you must first create an account. If you have not already done so, please view the IZIS Account Management tutorial for detailed information on creating an account.
Logging into IZIS

If you have already registered your E-Mail and Password, log into IZIS.
Filing a Document/Submitting a Comment in the ZRR Case

When you log in, the application will take you to the dashboard page. To file a letter in ZC Case No. 08-06A, click on the “File Documents in an Existing Case” icon, or “Submit Comments in a Case”. Choose “Submit Comments in a Case” if you are unable to create a PDF document to upload.
Filing a Document in the ZRR Case

If you choose “File Documents in an Existing Case” link, you will be directed to search for a case number.

Type in “08-06A” and click “Go”.

![IZIS Interactive Zoning Information System](image-url)
Filing a Document in the ZRR Case

The search will return the applicable case. Click on “Select Case” next to the “08-06A” and “Office of Planning”.

![IZIS screenshot showing case search results for 08-06A and Office of Planning]
Filing a Document in the ZRR Case

You will be directed to a page where you can upload your document. Please note that:

- File size may not exceed 5 MB.
- DCOZ reserves the right to modify the “Document Type” selected.
- DCOZ will be reviewing/titling the document for placement on the Exhibit Log.
- Each document filed must be in PDF format.
Filing a Document in the ZRR Case

Click “Browse...” to find the document you wish to submit in the case, then select the down arrow next to “Document Type” and pick the appropriate Subtitle you wish document type and click “Upload”.

![Image of Document Filing Interface]
Filing a Document in the ZRR Case

After you have uploaded the document, click “Submit”.

[Image of the ZRR case filing page]
Submitting a Comment in the ZRR Case

If you choose “Submit Comments in a Case” link, you will be directed to search for a case number.

Type in “08-06A” and click “Go”.

![IZIS: The Interactive Zoning Information System](image-url)
Submitting a Comment in the ZRR Case

The search will return a page that you can type your comments directly into the IZIS. The system will PDF your comments and add them to the case file.
Filing a Document/Submitting a Comment in the ZRR Case

Once your document(s) or comment is submitted, you will see a confirmation page similar to the one shown below and an acknowledgment e-mail will be sent to your email address.

![Confirmation Page](image)

![Acknowledgment Email](image)

Case No.08-06A

IZIS <system@dcoz.dc.gov>

to me

Thank you for filing Comments on Subtitle A in Case No.08-06A.
For more information

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