

# 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



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](http://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.

The screenshot shows the DCOZ website homepage. At the top, there is a navigation bar with links for 311 Online, District Residents, Businesses, Visitors, Online Services, and Agency Directory. Below this is the DCOZ logo and a search bar. The main header reads "Office of Zoning" and includes a secondary navigation menu with links for DCOZ Home, Online Services, ZC, BZA, ZRR, Resources, Search, and About DCOZ. A large banner for "ZRR" (Zoning Regulations Review) is prominent, with a "SUBMIT" button and a "Learn More" link. Below the banner is a "Featured Services" section with icons and descriptions for "File and Manage Cases Online", "Live Webcast", "Zoning Regulations", "Case Records", "Search Orders", and "Zoning Map". At the bottom, there is a "Featured Content" section with a "ZRR" banner and a "View proposed text" link.



# 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.

**IZIS** The Interactive Zoning Information System

**WELCOME TO THE INTERACTIVE ZONING INFORMATION SYSTEM**

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. Please follow the links below to find out which case types can be filed using this system.

**INITIATING, MANAGING, OR PARTICIPATING IN A CASE**

This is a simplified process for initiating a case before either the ZC or the BZA, managing your existing case, or participating in an existing case that you did not file.

For the initial implementation of IZIS, certain case types that come before the ZC or the BZA must be filed electronically. Therefore, you will be prompted to log into the secure section of IZIS in order to proceed. Other types of relief, which eventually will be handled electronically, must be sought by visiting the Office of Zoning (DCOZ) in person. For those cases, you will find an expandable list of relevant forms with associated explanations in the links below.

- Initiating / Managing a Zoning Commission (ZC) Case
- Initiating / Managing a Board of Zoning Adjustment (BZA) Case
- Participating in an Existing (ZC or BZA) Case

**LOGIN**

If you already have an account please log in below or click on "Create an IZIS account" below to register.

E-Mail:  
alalakonda@ostglobal.com

Password:  
\*\*\*\*\*

Submit

[Click here to reset your password.](#)

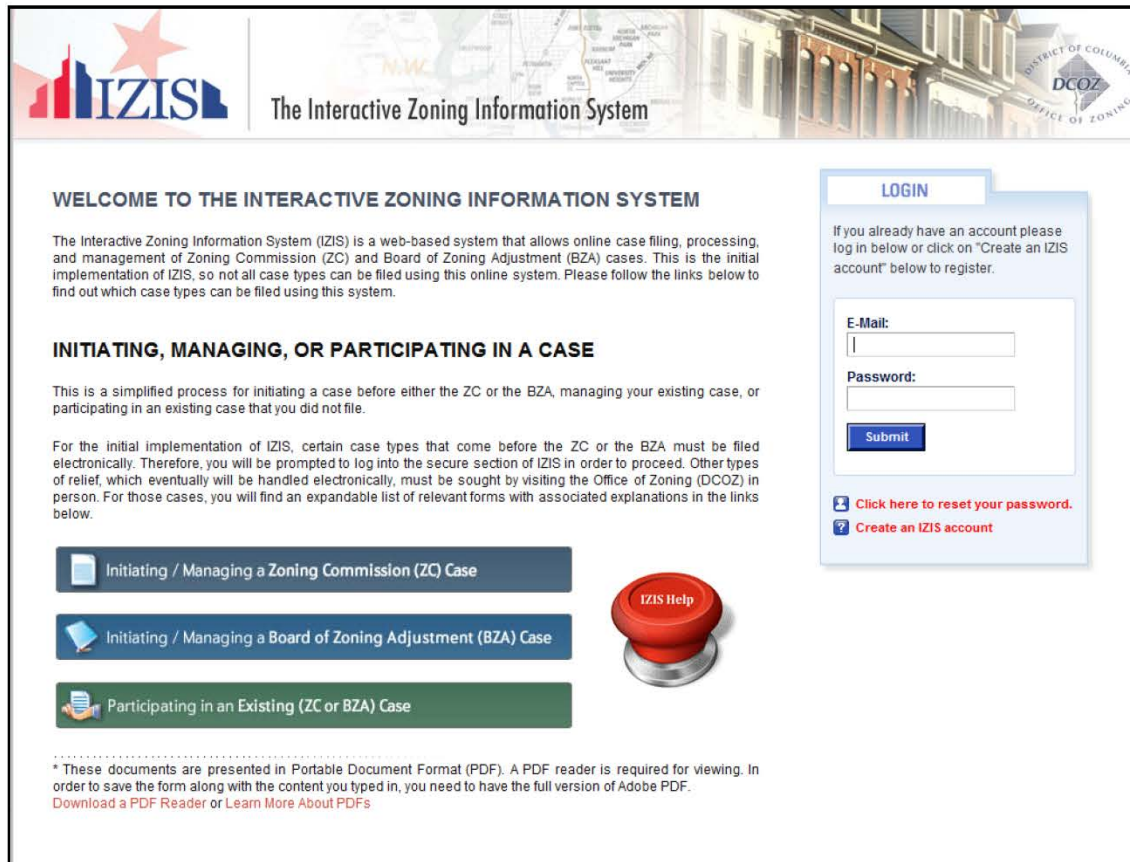
[Create an IZIS account](#)

\* These documents are presented in Portable Document Format (PDF). A PDF reader is required for viewing order to save the form along with the content you typed in, you need to have the full version of Adobe PDF. [Download a PDF Reader or Learn More About PDFs](#)



# Logging into IZIS

If you have already registered your E-Mail and Password, log into IZIS.



**IZIS** The Interactive Zoning Information System

**WELCOME TO THE INTERACTIVE ZONING INFORMATION SYSTEM**

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[Initiating / Managing a Zoning Commission \(ZC\) Case](#)

[Initiating / Managing a Board of Zoning Adjustment \(BZA\) Case](#)

[Participating in an Existing \(ZC or BZA\) Case](#)

[IZIS Help](#)

**LOGIN**

If you already have an account please log in below or click on "Create an IZIS account" below to register.

E-Mail:

Password:

[Submit](#)

[Click here to reset your password.](#)

[Create an IZIS account](#)

\* These documents are presented in Portable Document Format (PDF). A PDF reader is required for viewing. In order to save the form along with the content you typed in, you need to have the full version of Adobe PDF. [Download a PDF Reader](#) or [Learn More About PDFs](#)





# 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.



The District of Columbia Office of Zoning (DCOZ) welcomes you to IZIS, an electronic case filing / management system that allows users to file Zoning Commission (ZC) and Board of Zoning Adjustment (BZA) cases, file documents in existing cases, and access the case status.



File New Case



File Request for Party Status / Intervenor Status



File Documents in an Existing Case



File Agency Report



File ANC Report



File NCPC Report



Submit Comments in a Case



Add Favorite cases



# 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.



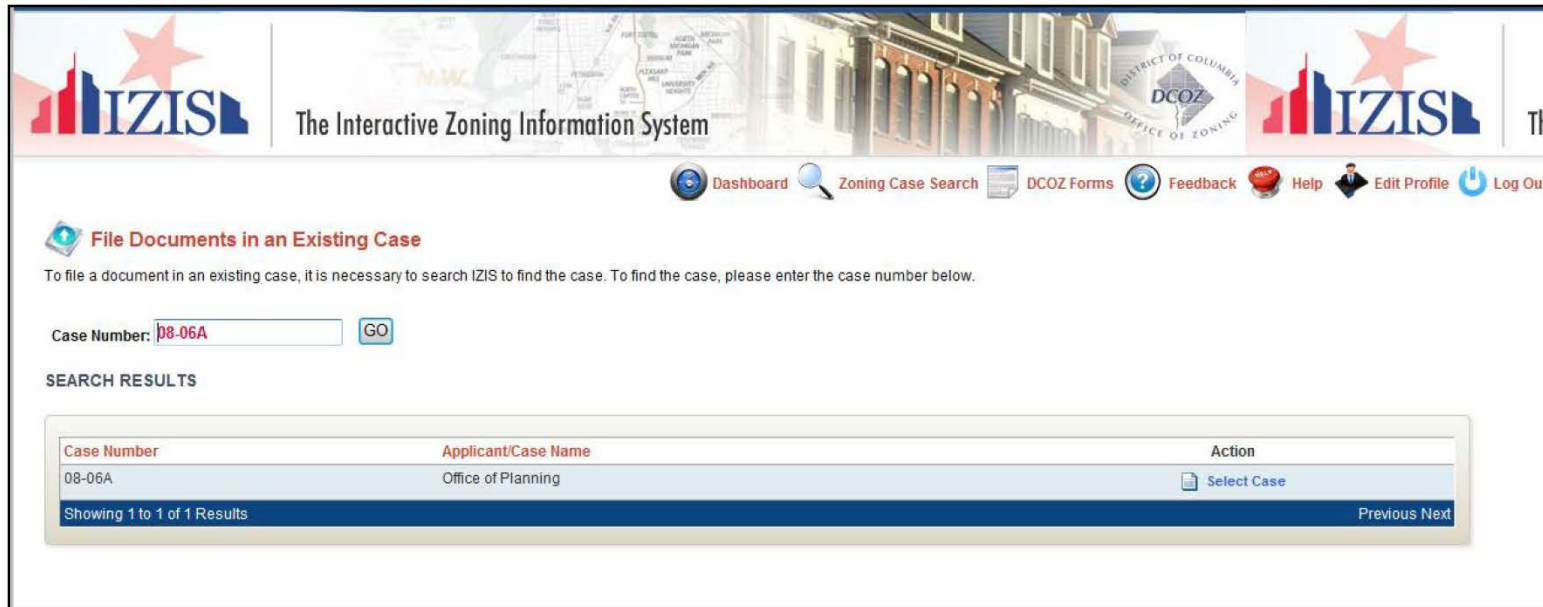
The screenshot shows the IZIS (Interactive Zoning Information System) web application interface. The header includes the IZIS logo, a map of the District of Columbia, and the text "The Interactive Zoning Information System". The navigation menu contains links for Dashboard, Zoning Case Search, DCOZ Forms, Feedback, Help, Edit Profile, and Log Out. The main content area is titled "File Documents in an Existing Case" and contains the following text: "To file a document in an existing case, it is necessary to search IZIS to find the case. To find the case, please enter the case number below." Below this text is a text input field with the value "08-06A" and a "GO" button.

Type in “**08-06A**” and click “**Go**”.



# 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”.



The screenshot displays the IZIS (The Interactive Zoning Information System) web application. The header includes the IZIS logo and the District of Columbia DCOZ Office of Zoning. A navigation bar contains links for Dashboard, Zoning Case Search, DCOZ Forms, Feedback, Help, Edit Profile, and Log Out. The main content area is titled "File Documents in an Existing Case" and provides instructions on how to search for a case. A search form is present with the case number "08-06A" entered and a "GO" button. Below the search form, the "SEARCH RESULTS" section shows a single result in a table:

Case Number	Applicant/Case Name	Action
08-06A	Office of Planning	Select Case

At the bottom of the results table, it indicates "Showing 1 to 1 of 1 Results" and includes "Previous" and "Next" navigation links.

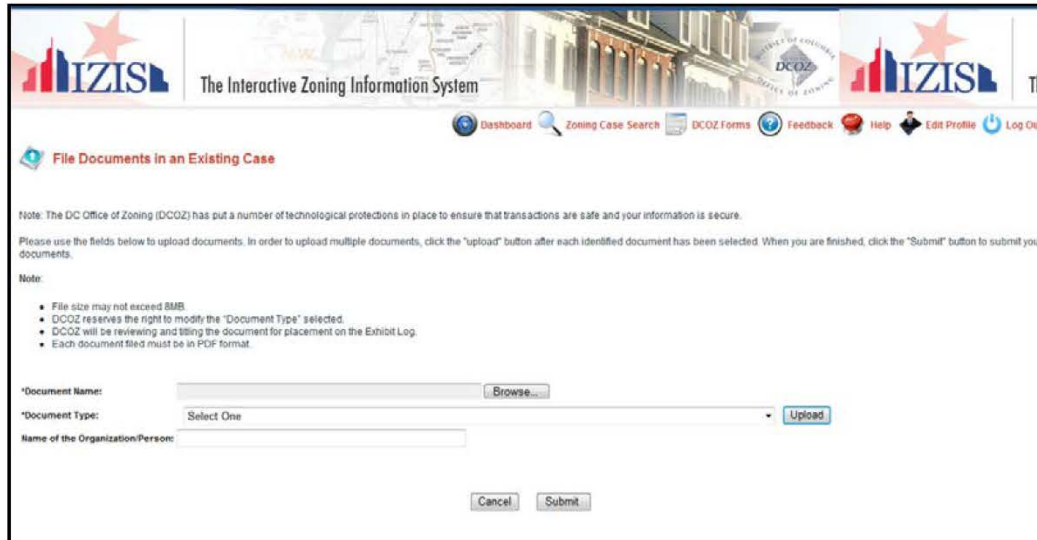




# Filing a Document in the ZRR Case

You will be directed to a page where you can up load 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.



The screenshot shows the 'File Documents in an Existing Case' page of the Interactive Zoning Information System (IZIS). The page header includes the IZIS logo and navigation links for Dashboard, Zoning Case Search, DCOZ Forms, Feedback, Help, Edit Profile, and Log Out. A note at the top states: 'Note: The DC Office of Zoning (DCOZ) has put a number of technological protections in place to ensure that transactions are safe and your information is secure.' Below this, instructions read: 'Please use the fields below to upload documents. In order to upload multiple documents, click the "upload" button after each identified document has been selected. When you are finished, click the "Submit" button to submit your documents.' A second note lists requirements: 'File size may not exceed 5MB', 'DCOZ reserves the right to modify the "Document Type" selected', 'DCOZ will be reviewing and titling the document for placement on the Exhibit Log', and 'Each document filed must be in PDF format.' The form fields include: '\*Document Name:' with a text input and a 'Browse...' button; '\*Document Type:' with a dropdown menu set to 'Select One' and an 'Upload' button; and 'Name of the Organization/Person:' with a text input. At the bottom are 'Cancel' and 'Submit' buttons.



# 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**”.

The screenshot shows the IZIS (Interactive Zoning Information System) web application. The header includes the IZIS logo and the text "The Interactive Zoning Information System". Below the header is a navigation bar with links for Dashboard, Zoning Case Search, DCOZ Forms, Feedback, Help, Edit Profile, and Log Out. The main content area is titled "File Documents in an Existing Case".

Note: The DC Office of Zoning (DCOZ) has put a number of technological protectors in place to ensure that transactions are safe and your information is secure.

Please use the fields below to upload documents. In order to upload multiple documents, click the "upload" button after each identified document has been selected. When you are finished, click the "Submit" button to submit your documents.

Note:

- File size may not exceed 8MB.
- DCOZ reserves the right to modify the "Document Type" selected.
- DCOZ will be reviewing and titling the document for placement on the Exhibit Log.
- Each document filed must be in PDF format.

\*Document Name:

\*Document Type:

Name of the Organization/Person:

Comments on Subtitle A – Authority  
Comments on Subtitle B – Definitions and Uses  
Comments on Subtitle C – General Rules (incl. parking, bike parking, loading)  
Comments on Subtitle U – Residential House (incl. AUs and corner stores for R-3 zones)  
Comments on Subtitle E – Residential Flat (incl. corner stores for R-4 zones)  
Comments on Subtitle F – Apartment  
Comments on Subtitle G – Mixed Use  
Comments on Subtitle I – Neighborhood Mixed Use (incl. new zones created from Neighborhood Commercial Overlays)  
Comments on Subtitle J – Downtown  
Comments on Subtitle J – Production, Distribution and Repair  
Comments on Subtitle K – Special Purpose  
Comments on Subtitle W – Mapping  
Comments on Subtitle X – General Processes (incl. PUDs and campus plan procedures)  
Comments on Subtitle Y – Board of Zoning Adjustment  
Comments on Subtitle Z – Zoning Commission



# Filing a Document in the ZRR Case

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

The screenshot shows the IZIS (Interactive Zoning Information System) web application. The header includes the IZIS logo and the text 'The Interactive Zoning Information System'. A navigation bar contains links for Dashboard, Zoning Case Search, DCOZ Forms, Feedback, Help, Edit Profile, and Log Out. The main content area is titled 'File Documents in an Existing Case'. It includes a note about security, instructions for uploading multiple documents, and a list of requirements: file size must not exceed 8MB, DCOZ reserves the right to modify the document type, DCOZ will review and title documents for the Exhibit Log, and each document must be in PDF format. The form fields are: Document Name (with a 'Browse...' button), Document Type (set to 'Comments on Subtitle A – Authority' with an 'Upload' button), and Name of the Organization/Person (set to 'Ms. Jenny Jones'). Below the form is a table of uploaded documents with columns for 'Uploaded Documents', 'Document Type', and 'Action'. The table shows one document: 'Comments on Subtitle A Case 08-06A.pdf' with type 'Comments on Subtitle A – Authority' and a 'Remove' button. At the bottom of the form are 'Cancel' and 'Submit' buttons.

**File Documents in an Existing Case**

Note: The DC Office of Zoning (DCOZ) has put a number of technological protections in place to ensure that transactions are safe and your information is secure.

Please use the fields below to upload documents. In order to upload multiple documents, click the "upload" button after each identified document has been selected. When you are finished, click the "Submit" button to submit your documents.

Note:

- File size may not exceed 8MB.
- DCOZ reserves the right to modify the "Document Type" selected.
- DCOZ will be reviewing and titling the document for placement on the Exhibit Log.
- Each document filed must be in PDF format.

\*Document Name:

\*Document Type:

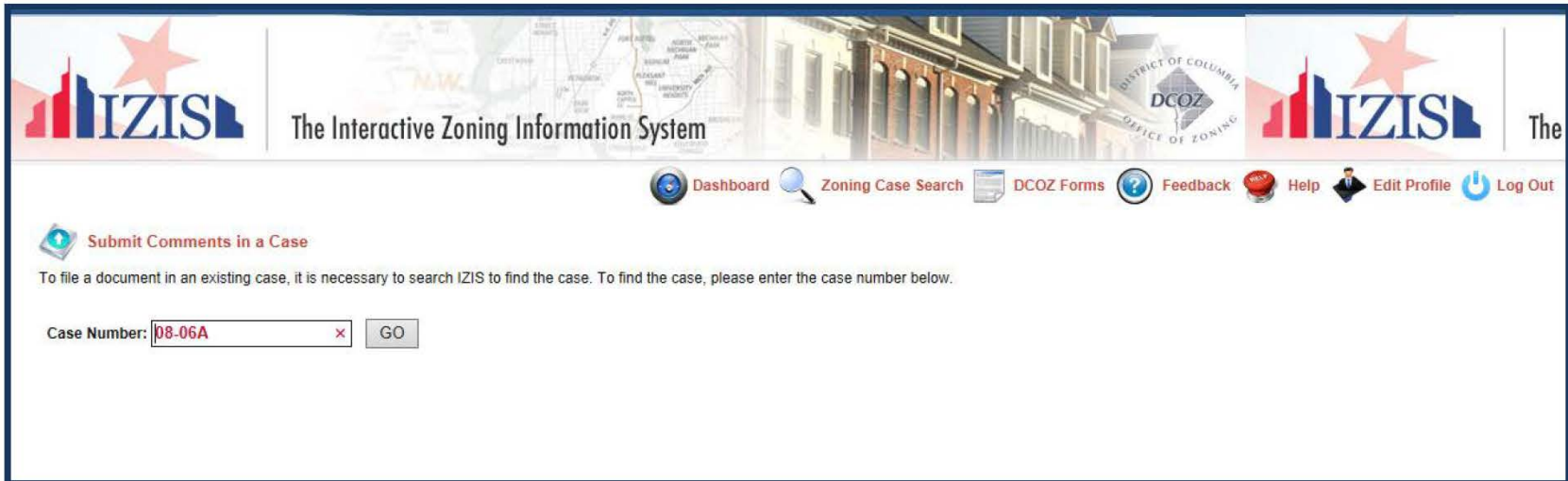
Name of the Organization/Person:

Uploaded Documents	Document Type	Action
Comments on Subtitle A Case 08-06A.pdf	Comments on Subtitle A – Authority	Remove



# 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.



The screenshot shows the IZIS (Interactive Zoning Information System) web application. The header includes the IZIS logo, a map of the District of Columbia, and the DCOZ (District of Columbia Office of Zoning) logo. The main navigation bar contains links for Dashboard, Zoning Case Search, DCOZ Forms, Feedback, Help, Edit Profile, and Log Out. The 'Submit Comments in a Case' section is highlighted, with a sub-header and a text instruction: 'To file a document in an existing case, it is necessary to search IZIS to find the case. To find the case, please enter the case number below.' Below this instruction is a search form with a text input field containing '08-06A', a clear button (x), and a 'GO' button.

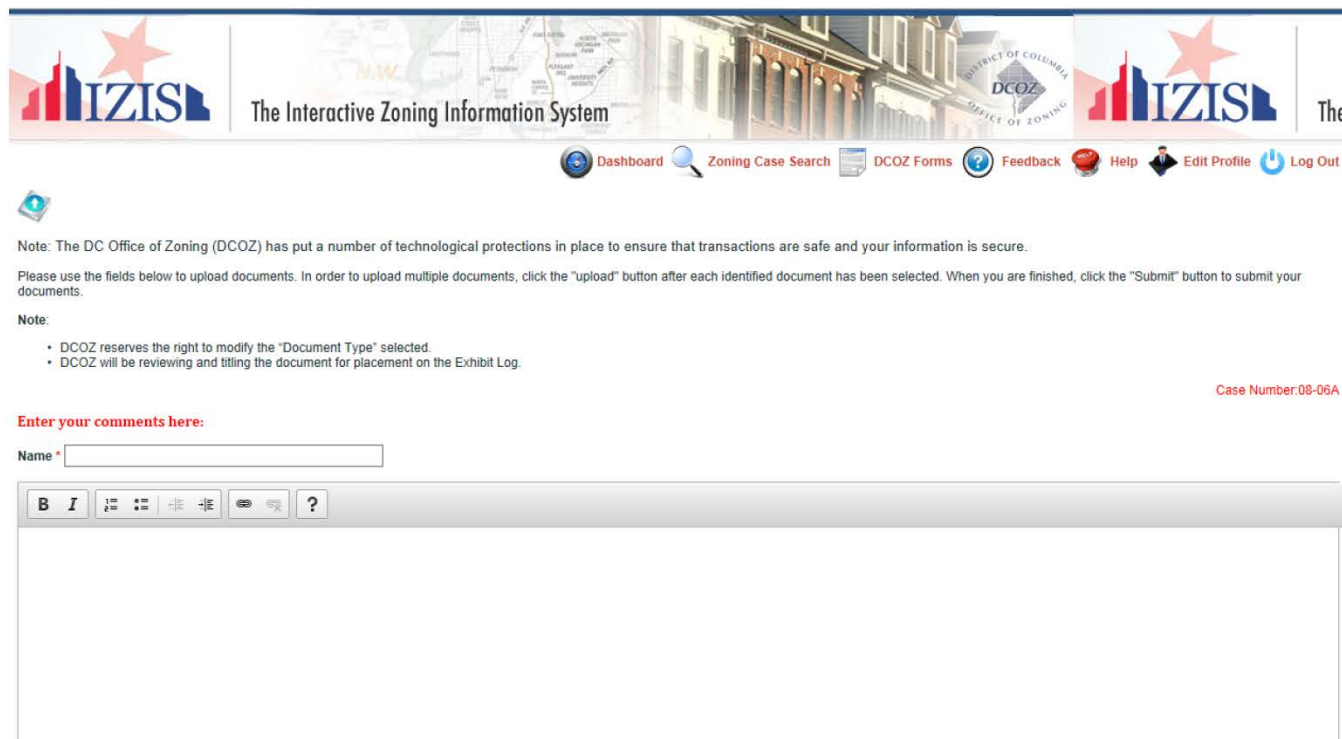
Type in “**08-06A**” and click “**Go**”.





# 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.



The screenshot shows the IZIS (Interactive Zoning Information System) web application interface. The header features the IZIS logo on the left and right, with the text "The Interactive Zoning Information System" in the center. Below the header is a navigation menu with icons and labels for "Dashboard", "Zoning Case Search", "DCOZ Forms", "Feedback", "Help", "Edit Profile", and "Log Out".

Below the navigation menu, there is a note: "Note: The DC Office of Zoning (DCOZ) has put a number of technological protections in place to ensure that transactions are safe and your information is secure. Please use the fields below to upload documents. In order to upload multiple documents, click the 'upload' button after each identified document has been selected. When you are finished, click the 'Submit' button to submit your documents."

Below the note, there is a "Note:" section with two bullet points:

- DCOZ reserves the right to modify the "Document Type" selected.
- DCOZ will be reviewing and titling the document for placement on the Exhibit Log.

On the right side of the page, the text "Case Number:08-06A" is displayed.

Below the note, there is a red prompt: "Enter your comments here:" followed by a "Name" input field.

Below the input field is a rich text editor toolbar with icons for Bold (B), Italic (I), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Help (?).

The main content area of the rich text editor is currently empty.



# 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.



The screenshot shows the IZIS (Interactive Zoning Information System) confirmation page. The header includes the IZIS logo, a map of the District of Columbia, and the text "The Interactive Zoning Information System". Below the header is a navigation bar with links for Dashboard, Zoning Case Search, DCOZ Forms, Feedback, Help, Edit Profile, and Log Out. The main content area contains a "Print" button, a "Thank you!" message, the date "Date: 9/9/2013", and the text: "Uploaded document(s) have been received by DCOZ. A confirmation e-mail has been sent to the e-mail address you provided."



The screenshot shows an email confirmation from IZIS. The subject is "Case No.08-06A" and it is in the "Inbox". The sender is "IZIS <system@dcoz.dc.gov>" and the recipient is "me". The time is "3:52 PM (19 minutes ago)". The email body contains the text: "Thank you for filing Comments on Subtitle A in Case No.08-06A."



# For more information



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



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



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