

## **INSTRUCTIONS FOR FORM 145 – AFFIDAVIT OF POSTING**

**Any form that is not completed in accordance with the following instructions shall not be accepted.**

1. Attach photograph showing the Zoning Sign as seen from the public street in the space provided on the face of the affidavit. If more than one photograph is required, they should be mounted on a separate sheet of paper the same size as this form. The paper holding the photographs is to be firmly attached to this form.
2. All photographs must be at least three inches by three inches (3" x 3") and numbered to correspond to the street frontages listed on the face of the affidavit.
3. Please refer to Subtitle Y §§ 402.3 – 402.4 and 402.9 of Title 11 DCMR for the Board of Zoning Adjustment (BZA) or Z §§ 402.3 – 402.4 and 402.8 – 402.9 for the Zoning Commission (ZC) for the requirements regarding posting of the property.
4. Please note pursuant to Y § 402.10 and Z § 402.10, the applicant must maintain the posting by checking the signs at least once every five (5) days for the BZA and once a week for the ZC and reposting as necessary. The applicant must file an affidavit of maintenance of the posting between two (2) and six (6) days prior to the public hearing.
5. Pursuant to Subtitle Y § 402.5 and Z § 402.5, at the conclusion of the hearing, all Zoning Signs should promptly be removed from the property.

**If You See Something, Say Something Report Fraud, Waste, Abuse, and Mismanagement in  
the  
Government of the District of Columbia to the Office of the Inspector General  
717 14th Street, N.W., Suite 500 | Washington, D.C. 20005**

**CALLS ARE CONFIDENTIAL**

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1-800-521-1639 | 202-724-TIPS (8477) | Email: [hotline.oig.dc.gov](mailto:hotline.oig.dc.gov) | Web Page:  
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