

Zoning in the District of Columbia

Required Specifications for Plats,
Plans, and Elevations for
Special Exceptions and Variances



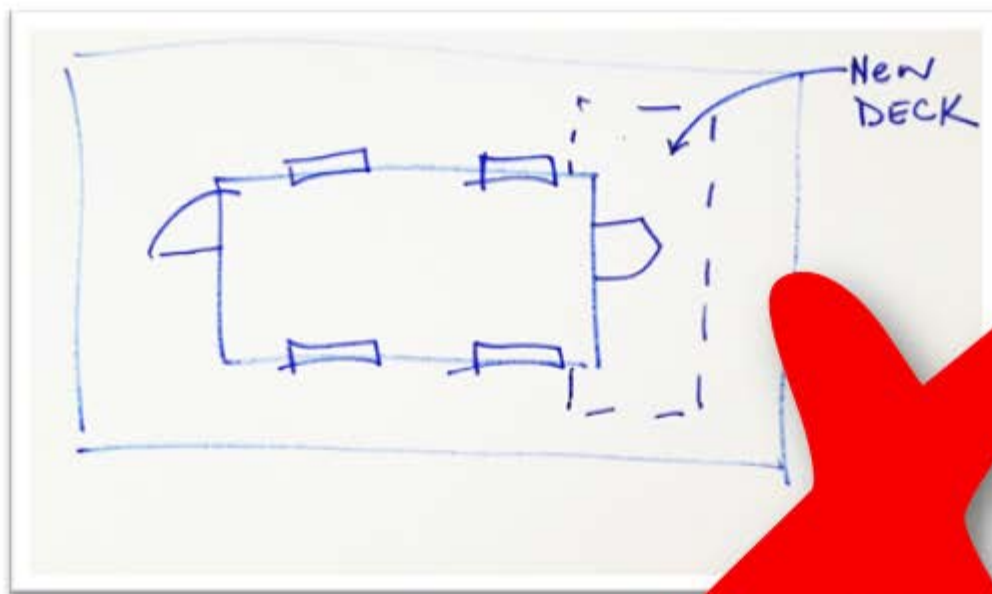
Submitting Your Plat and Plan Drawings

An applicant must file a **plat and plan drawings** with an application where exterior construction is proposed. The plans are referred to in the written decision order as the approved plan(s). The Zoning Administrator within the Department of Consumer and Regulatory Affairs (DCRA) relies on these plans for permit processing.



Why is it important to submit accurate plat, plans and elevation drawings with my application?

If the plan drawings submitted by an Applicant do not correspond to the zoning relief being requested or are not precise enough for the BZA to review, approval of the application may be delayed or denied.



The Plat

The Applicant should provide a **plat** (not to exceed 11" x 17" in size) drawn to scale and certified by a DC licensed survey engineer or by the DC Office of the Surveyor.

DISTRICT OF COLUMBIA GOVERNMENT
OFFICE OF THE SURVEYOR

Washington, D.C., April 30, 2012

Plat for Building Permit of: SQUARE 5740 LOT 244

Scale: 1 inch = 20 feet Recorded in Book 100 Page 74

Receipt No.: 12-0454

Submitted to:

By: A.E. [Signature]

Date: [Signature]

Subscribed to (Owner or his authorized agent):

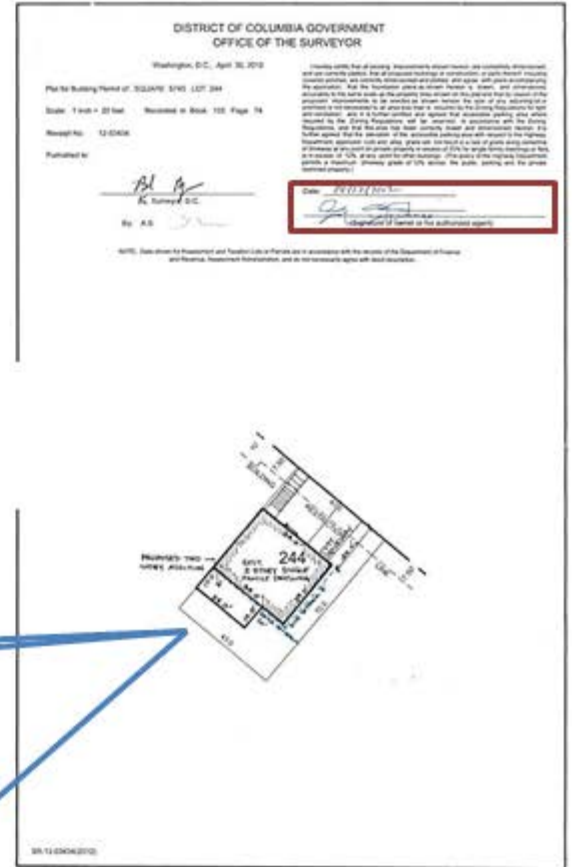
NOTE: This plat is for Permit and Transfer Use in Parcel and is submitted with the records of the Department of Finance and Revenue Assessment Information, and do not necessarily agree with said records.

244
2 1/2 STORY SHED
REAR PORCH

Plat No. 12-0454

The Plat

The plat should show completely dimensioned and drawn in ink to the same scale as the plat, the outline of all buildings, additions, or other structures existing and to be constructed. The accuracy of the representation of the location of the structures on the plat shall be **self-certified by the owner or authorized agent** for the owner of the lot of record or parcel of land.



The Plat

The plat must include the following as applicable to the scope of work:

- ✓ **All existing structures.**
- ✓ All proposed buildings or structures.
- ✓ Permanent construction higher than 4 feet (1.22 m) above grade, outside the footprint of existing buildings.
- ✓ Construction or alteration of projections into public space.
- ✓ Construction of retaining walls higher than 36 inches (0.914m).
- ✓ Establishment of a new parking lot, regardless of the amount of work involved.
- ✓ The number, size, shape, and location of all open parking spaces, open loading berths, and approaches to all parking and loading facilities.



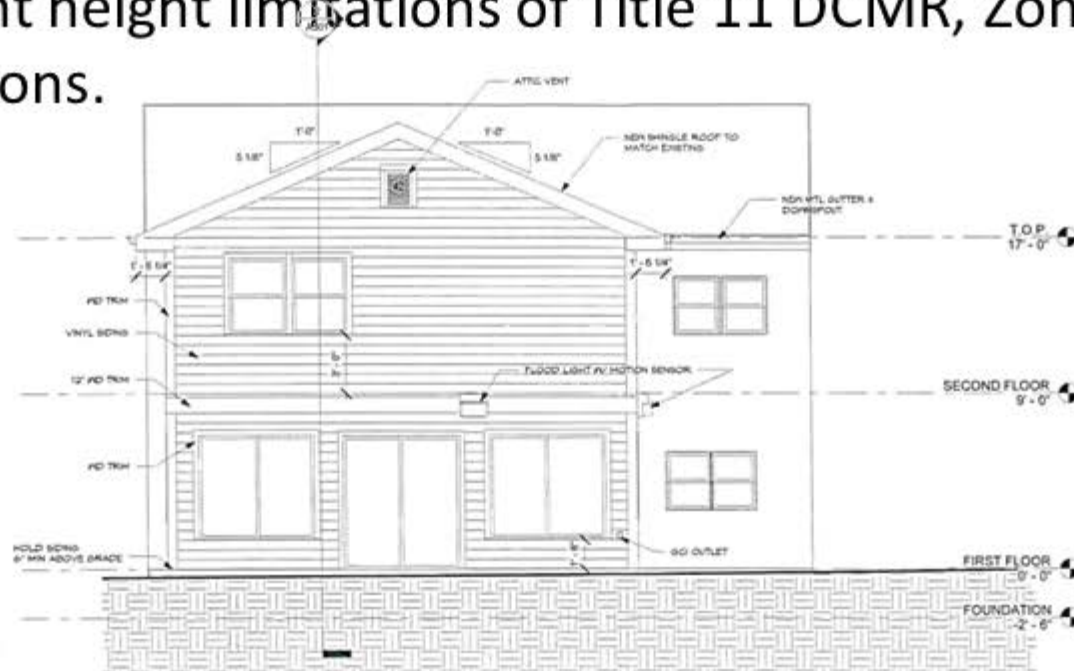
Plans and Elevations



The Applicant should also provide **copies of plans and elevations** (not to exceed 11" x 17" in size) drawn to scale and indexed numerically, as well as depicted graphically, showing orientation of the property as to true North, and the following:

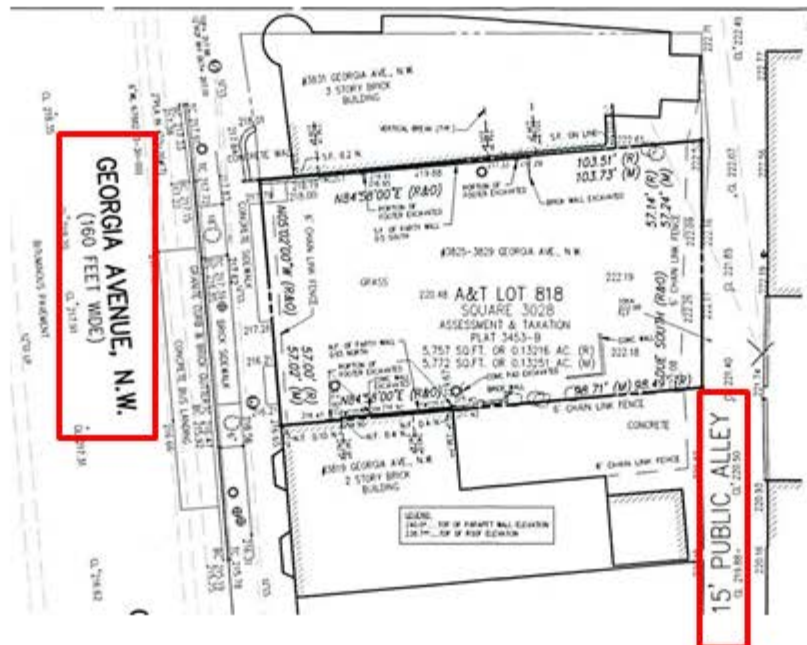
Plans and Elevations

1. The shape, dimensions and topography of the lot to be built upon, in sufficient detail to allow determination of heights above existing and proposed finished grade of all proposed structures, so as to allow determination of compliance with pertinent height limitations of Title 11 DCMR, Zoning Regulations.



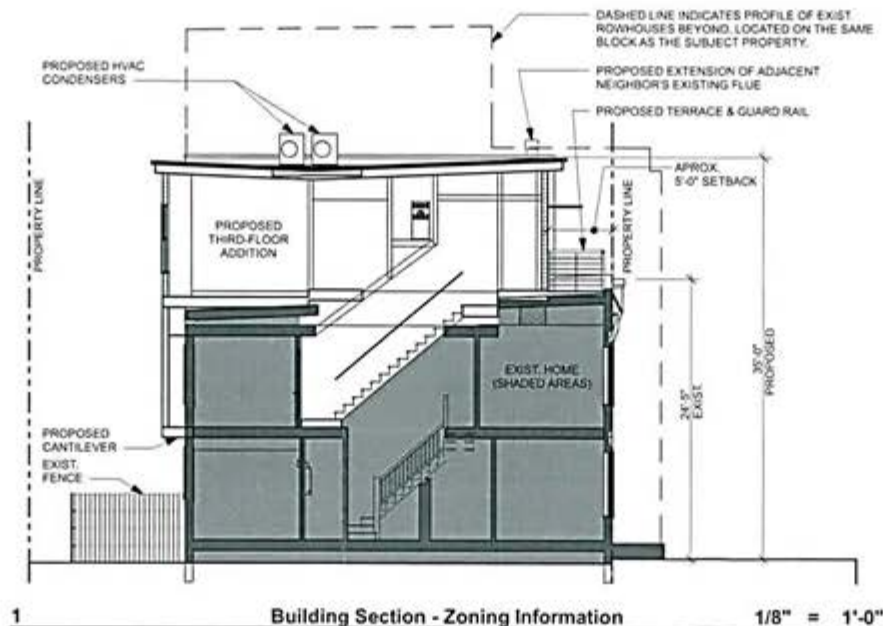
Plans and Elevations

2. The width of all public streets and public rights-of-way next to the lot, with elevations at measuring points along them sufficient to determine compliance with the Height Act of 1910, as amended.



Plans and Elevations

3. The shape and location in the plan of all existing and proposed structures, fully dimensioned, including orientation and distances to lot lines so as to define without ambiguity the dimensions and location of these structures.



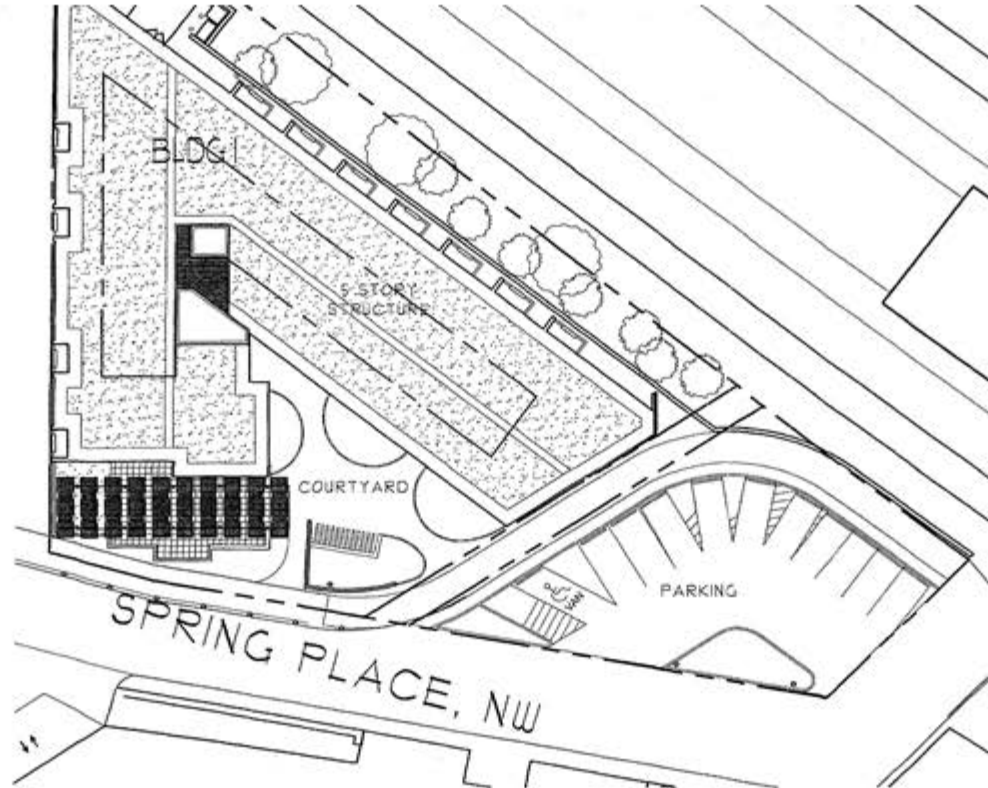
Plans and Elevations

4. The floor plans and elevations of all existing and proposed structures, fully dimensioned, so as to define without ambiguity the dimensions of these structures.



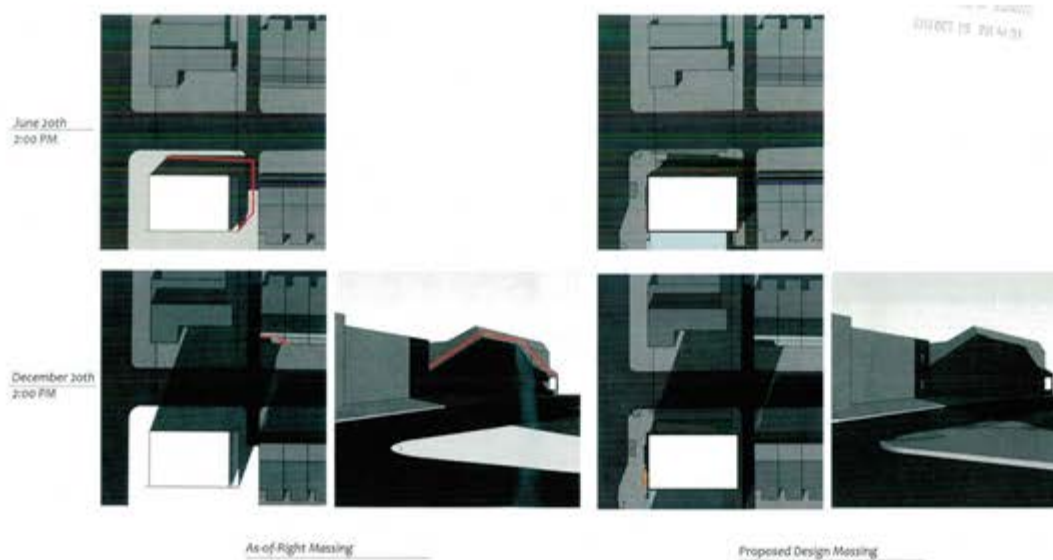
Plans and Elevations

5. The parking and loading plans and the basis for computation of the facilities shown on those plans.



Plans and Elevations

Although it is not required, the Applicant may also submit a Sun/Shadow or Massing Study.



Where do I begin?

Prepare drawings of planned construction to scale, by:



Hiring an architect or other competent professional to draw the plans;



If not hiring an architect, you could use graph paper and draw plans by hand to scale; or



Use Computer Automated Design (CAD); or



SketchUp or other similar computer programs.



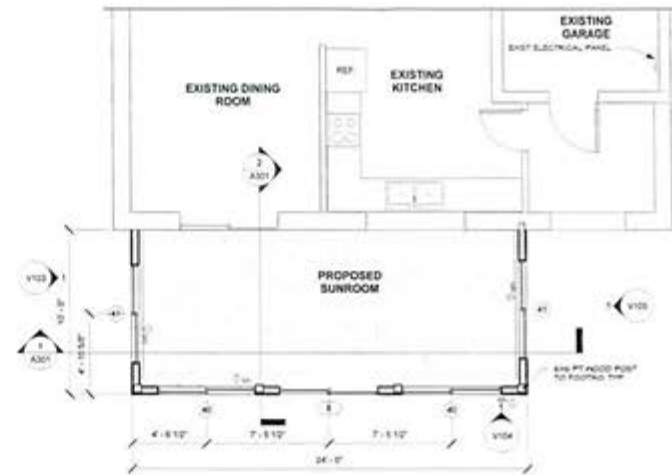
Drawing a Plan on Graph Paper

- 👉 Orient the paper to correspond to the shape of the property.
- 👉 Take measurements.
- 👉 Develop a scale. Indicate the scale on the plans.
- 👉 Draw a footprint of the property and any structures on it, to scale.
- 👉 Make sure you accurately depict all openings (doors, windows, etc.) and indentations in the façade (courts, bays, etc.).

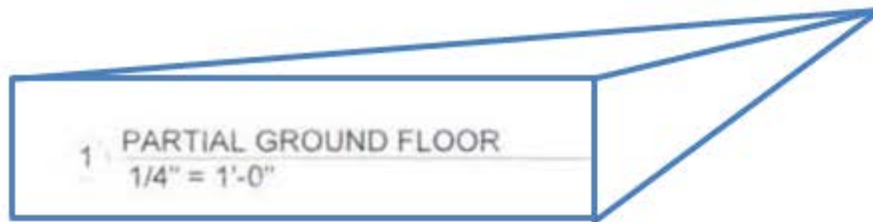


What is a “scaled” representation?

Each foot of the property is represented by a much smaller, but exactly proportional, dimension in the drawing; for instance, $\frac{1}{4}'' = 1'-0''$.



1. PARTIAL GROUND FLOOR
 $\frac{1}{4}'' = 1'-0''$



How do I get the dimensions right?

- 👉 You may also need to measure inside the structure. You will need the real dimensions of each structure on the lot and where each is placed on it.
- 👉 Decide on the scale you are going to use. If you use the D.C. Surveyor's plat for a starting outline for your drawings, you should keep to the scale used by the D.C. Surveyor.



For more information



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