

ZONING IN THE DISTRICT OF COLUMBIA

MOTIONS



WHAT IS A MOTION?

A *motion* is a procedural device requested by a party to the case to bring a limited, contested issue before the Zoning Commission (ZC) or the Board of Zoning Adjustment (BZA) for decision.

A party may submit a motion at any point. However, it is recommended that motions be submitted prior to the date of the hearing for consideration by the ZC or BZA.



HOW DOES A MOTION DIFFER FROM A REQUEST?

A **request** is functionally similar to a motion, however the difference is that requests are filed by those who are **not parties**. For instance, a Request for Party Status, is submitted by a non-party requesting to be a party.

Form 150 – **Motion** Form

Form 140 – **Request** for Party Status

Form 153 – **Request** to Accept an Untimely Filing or to Reopen the Record

Form 153

ZC/BZA Shared Forms

Please use the tabs below to complete this application. Your application is saved automatically when you navigate between tabs. When your application is submitted, an application form will be generated based on the information provided.

[Back to Dashboard](#) [Save](#) [Submit](#)

Case Information | Contact Information | Upload Documents

Case Number

I, hereby request the following relief:

Accept an untimely filing To reopen the record to accept

Further information:

[Next >](#)

ZC/BZA Shared Forms

Form 150

Please use the tabs below to complete this application. Your application is saved automatically when you navigate between tabs. When your application is submitted, an application form will be generated based on the information provided.

[Back to Dashboard](#) [Save](#) [Submit](#)

Case Information | Consent | Certificate of Service | Upload Documents

Case Number

Motion of:

Applicant Petitioner Appellant Party Intervenor

Please take notice, that the undersigned will bring a motion to:

Please state each and every reason why the Zoning Commission (ZC) or Board of Zoning Adjustment (BZA) should grant your motion, including relevant references to the Zoning Regulations or Map and where appropriate a concise statement of material facts. If you are requesting the record be reopened, the document(s) that you are requesting the record to be reopened for must be submitted separately from this form. No substantive information should be included on this form.

[Next >](#)



HOW DO YOU FILE A MOTION?

IZIS -

- IZIS Home
- ZDocs
- Manage Profile
- File New BZA Case
- File New ZC Case
- File a Form**
- File Documents in an Existing Case
- File Agency Report
- Submit Comments in a Case
- Submit an Expert Witness
- Request Certification of Zoning
- Sign-up for Notifications
- Logout

ZC/BZA Common Forms
Select a form below:

- FORM 140**
Request for Party Status
- FORM 141**
Request for Intervenor Status
- FORM 150**
Motion Form - This form is for PARTIES ONLY.
- FORM 153**
Request to Accept an Untimely Filing or to Reopen the Record

Start Cancel

Use a **Form 150 – Motion Form** to file a motion. A Form 150 can be submitted electronically through the Interactive Zoning Information System on the Office of Zoning’s (OZ’s) [website](#), by clicking “**File a Form**” in the sidebar.

HOW DO YOU FILE A MOTION?

- Case Number;
- Name of Movant;
- The relief you are requesting;
- Each and every reason you believe you are entitled to relief and why the ZC or BZA should grant your motion, including relevant references to the Zoning Regulations or Map;

ZC/BZA Shared Forms

Form 150

Please use the tabs below to complete this application. Your application is saved automatically when you navigate between tabs. When your application is submitted, an application form will be generated based on the information provided.

[Back to Dashboard](#) [Save](#) [Submit](#)

Case Information Consent Certificate of Service Upload Documents

Case Number

Motion of:

Applicant Petitioner Appellant Party Intervenor

Please take notice, that the undersigned will bring a motion to:

Please state each and every reason why the Zoning Commission (ZC) or Board of Zoning Adjustment (BZA) should grant your motion, including relevant references to the Zoning Regulations or Map and where appropriate a concise statement of material facts. If you are requesting the record be reopened, the document(s) that you are requesting the record to be reopened for must be submitted separately from this form. No substantive information should be included on this form.

[Next >](#)

HOW DO YOU FILE A MOTION?

- Whether consent was obtained by other parties;
- Certificate of Service;
- Signature and Date; and
- Contact Information.

Case Information **Consent** Certificate of Service Upload Documents

Did movant obtain consent for the motion for all the affected parties?

Yes, consent was obtained by all parties Consent was obtained by some, but not all parties

No attempt was made Despite diligent efforts consent could not be obtained

Further Explanation:

Case Information Consent **Certificate of Service** Upload Documents

I hereby certify that on this day of ,

I served a copy of the foregoing Motion to each Applicant, Petitioner, Appellant, Party, and/or Intervenor, and the Office of Planning in the above-referenced ZC or BZA case via:

Mailed Letter Hand Delivery Other:

Name:

Address:

Phone No.(s): E-Mail:



HOW DO YOU FILE A MOTION?



The preferred method of submission for a Form 150 is the **Interactive Zoning Information System (IZIS)** at www.dcoz.dc.gov for electronically filed cases. However, the following methods are also available by printing the [Form 150 – Motion Form](#) and submitting it using the following methods:

- In person or by **US mail** at 441 4th Street, N.W., Suite 200-S, Washington, D.C. 20001, by printing a copy of the ; or
- By **email** to zcsubmissions@dc.gov for the ZC or bzasubmissions@dc.gov for the BZA.



HOW DO YOU FILE A MOTION?

At the time of filing, makers of motions are required to serve all **Applicants, Petitioners, Appellants, Parties, and/or Intervenors, and the Office of Planning** via either mailed letter, hand-delivery, or electronic mail and submit a Certificate of Service to OZ.



TYPES OF MOTIONS

MOTION TO WAIVE A TIME DEADLINE

If the Zoning Regulations and/or the ZC/BZA require a filing within a certain time limit or deadline, and you are late, you may be able to file a motion to waive the time requirement. First check to make sure the Zoning Regulations allow a waiver of the rule (See, 11 DCMR Subtitle Y § 101.9 and Subtitle Z § 101.9.) If a waiver is permitted, you should make a motion to ask permission to file a late document into the record. You must give the reasons why you are late in filing and why the late submission should be allowed into the record.



The Zoning Regulations require that the property be posted with notice of the public hearing and that an affidavit of posting be submitted for the record. If these requirements are not met, the Applicant may file a Motion to Waive these requirements. Often, the Applicant will be asked to demonstrate that sufficient notice was in fact provided despite the lack of posting.

PUBLIC NOTICE
OF
BOARD OF ZONING ADJUSTMENT
EXPEDITED REVIEW

APPLICATION NO.
□ □ □ □ □ □
OF

THIS APPLICATION HAS TENTATIVELY* BEEN PLACED ON THE BZA'S EXPEDITED REVIEW CALENDAR FOR DECISION. THE PUBLIC MEETING WILL BE HELD ON □□/□□/□□ IN SUITE 220-S, ONE JUDICIARY SQUARE, 441 4TH STREET, N.W. AT □□:□□ TO CONSIDER A PROPOSAL FOR

* A REQUEST THAT AN APPLICATION BE REMOVED FROM THE EXPEDITED REVIEW CALENDAR AND RESCHEDULED FOR PUBLIC HEARING MUST BE IN WRITING AND MADE AT LEAST 14 CALENDAR DAYS IN ADVANCE OF THE SCHEDULED PUBLIC HEARING. THE REQUEST MUST INCLUDE A STATEMENT OF WHY TO APPEAR AS A MOTION AT THE PUBLIC HEARING AND A SUMMARY REPORT OF THE TREATMENT TO BE GIVEN. IF THE CASE IS RESCHEDULED FOR PUBLIC HEARING, THIS POWER SHALL WAIVE AS THE PUBLIC NOTICE OF HEARING. THE DATE OF THE PUBLIC HEARING CAN BE FOUND ON THE OFFICE OF ZONING WEBSITE www.dca.dc.gov

FOR MORE INFORMATION PLEASE CONTACT THE OFFICE OF ZONING AT:
441 4TH STREET, NW, SUITE 220-S • WASHINGTON, DC 20001 • (202) 727-6311 • (202) 727-6072 - fax
website: www.dca.dc.gov • email: dzon@dc.gov

THIS SIGN SHALL NOT BE REMOVED, DEFACED, OR DESTROYED UNDER PENALTY OF THE LAW.

ZONING COMMISSION FOR THE DISTRICT OF COLUMBIA

PUBLIC HEARING NOTICE
OF A
ZONING PROPOSAL

CASE NO.
□ □ - □ □ □ □
OF

THE ZONING COMMISSION OF THE DISTRICT OF COLUMBIA WILL HOLD A PUBLIC HEARING IN SUITE 220-S, ONE JUDICIARY SQUARE, 441 4TH STREET, N.W. ON □□/□□/□□ AT □□:□□ TO CONSIDER A PROPOSAL FOR

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PUBLIC NOTICE
OF
BOARD OF ZONING ADJUSTMENT
HEARING

APPLICATION NO.
□ □ □ □ □ □
OF

THE BOARD OF ZONING ADJUSTMENT OF THE DISTRICT OF COLUMBIA WILL HOLD A PUBLIC HEARING IN SUITE 220-S, ONE JUDICIARY SQUARE, 441 4TH STREET, N.W. ON □□/□□/□□ AT □□:□□ TO CONSIDER A PROPOSAL FOR

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TYPES OF MOTIONS

MOTION TO WAIVE POSTING REQUIREMENTS



At the end of the public hearing, the ZC and the BZA will close the record, which means that no more filings will be accepted unless specifically asked for by the ZC or BZA. If a party wants to submit anything else, it must ask to have the record reopened and give good reason(s) for the ZC/BZA to do so.



TYPES OF MOTIONS

MOTION TO REOPEN THE RECORD



TYPES OF MOTIONS ADDITIONAL TYPES

Additional types of motions include, but are not limited to:

- Amend the Relief Sought
- Accept a Proffered Expert Witness
- Allow Non-Authorized Representative to Perform Cross-Examination
- Dismiss a Case
- Summary Judgment
- Postpone a Public Hearing or Meeting
- Continue a Public Hearing or Meeting
- Correct a Transcript



FOR MORE INFORMATION



www.dcoz.dc.gov



dcoz@dc.gov



(202) 727-6311



441 4th Street, NW, Suite 200-S, WDC, 20001



Judiciary Square Metro



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