

# DC Department of Buildings

Office of Zoning Administration

## **BOARD OF ZONING ADJUSTMENT AND ZONING COMMISSION APPROVED PLANS MODIFICATION FORM**

The District of Columbia's Zoning Regulations, DCMR Title 11, require that applicants for building permits, for a development that has been approved by a Board of Zoning Adjustment [BZA] or a Zoning Commission [ZC] Order (including PUDs, Design Review, and Campus Plans), verify that the approved plans are consistent with each approving body's plans, which are referred to as Exhibits [see the DC Office of Zoning Website: [app.dcoz.dc.gov/Search/SearchOrders.aspx](http://app.dcoz.dc.gov/Search/SearchOrders.aspx)]

Specifically, the purpose of this **Plans Modification Form** is to allow applicants for a building permit to verify the following:

All building permit plans conform with the approved BZA or ZC Order conceptual plans, by either:

1. Document that no modifications are proposed to the approved BZA or ZC plans, **Or**;
2. When minor modifications to the building permit plans are made, that the changes are within the Department of Buildings (DOB)'s authority to allow such deviations administratively.

This form may not be waived as the applicant must verify compliance, and all required supplemental information must be completed and uploaded as part of a building permit application submittal.

Property Address: \_\_\_\_\_ Building Permit # \_\_\_\_\_

BZA or ZC Order# \_\_\_\_\_ [e.g. BZA #212345; or ZC #21-01] SSL: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner or Agent E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **SECTION A: No Changes**

\_\_\_\_\_ If there are NO CHANGES to the plans shown in the approved BZA or ZC exhibits [the plat, floor plans, elevations, and/or sections that depict the building envelope, footprint, height, or façade, then check this box and sign and date the form.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **SECTION B: Administrative Approval of Minor Changes**

If there are ANY CHANGES TO THE PLANS shown in the approved BZA or ZC exhibits [the plat or site plan, floor plans, elevations, and/or sections that depict exterior changes to the building envelope, footprint, height, or façade, or interior changes to the use or floor plan layout, [Examples include: *floor plan mirrored, parapet added, windows(s) removed or added*] Please provide the following:

- A written summary of all changes.
- Include the Exhibit and the plan sheet numbers that are being changed for the applicable BZA or ZC Order: (e.g. Exhibit No. 15, page A-100).
- A side-by-side graphic presentation of the applicable BZA or ZC Approved Exhibit with the Exhibit and page number; and the building permit plan sheet(s), including the page or sheet number, with all changes denoted by bubbling.
- Convert all of the above responses, including this form with applicable signatures, into PDFs to upload into ProjectDox.

\_\_\_ Check here, if all of the changes are limited to interior floorplan or other changes not subject to any standards listed in Section A-304.10(a)-(h) for BZA approvals or Section A-304.5(a)-(d) for ZC approvals

\_\_\_ Check here, if all of the changes are covered by flexibility specifically granted by Condition(s) of the BZA or ZC Order. List the Order #, Condition #, and text of the Condition(s) below: [e.g. Order 201234, Condition A.1.C; Applicant shall have flexibility to change the materials depicted for the exterior of the building that has a similar appearance] \_\_\_\_\_

**SECTION C: Changes Subject to Party or Commission Notification**

\_\_\_ Check here, if you are requesting Zoning Administrator flexibility under A-304.10 for BZA approvals or Section A-304.5 for ZC approvals. If so, please fill Section D for BZA approved projects and Section E for ZC approved projects.

**SECTION D: Changes Subject to BZA Party Notification**

In cases where a written request for ZA minor flexibility is submitted, all parties (including the affected ANC (s)) to the applicable BZA case listed in response to # 1 must be served with a copy of the request for minor flexibility. Such a copy must include any supporting plan documents, as required by Section A-304.11. Enter the following information, including the e-mail addresses (or mailing address if necessary) that the written request was sent to:

Date of service by Applicant: \_\_\_\_\_ (attach a certificate of service)

ANC \_\_\_\_\_: \_\_\_\_\_

ANC (SMD) \_\_\_\_\_: \_\_\_\_\_

Parties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For DOB internal use only (execute as appropriate)

- The Zoning Administrator (ZA) has received a written request for minor modifications to approved plans related to the Order above which the Applicant attests was served on all necessary parties. The ZA has determined that the proposed modifications are consistent with Section A-304.10. Therefore, the ZA is hereby providing written notice of APPROVAL.

Pursuant to A-304.12, the ZA shall send written notification of any modifications approved pursuant to A-304.10 to all parties to the applicable case no later than 7 days after the date of approval.

\_\_\_\_\_

\_\_\_\_\_

Zoning Administrator Signature

Date of approval

Date of Service: \_\_\_\_\_

cc: All parties identified above

Attachments: Applicant's written request for ZA minor flexibility and supporting documents

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- The ZA DENIES the request for minor modifications to approved plans as inconsistent with Section A-304.10.

\_\_\_\_\_

\_\_\_\_\_

OZA Signature

Date of denial

**SECTION E: Changes Subject to Zoning Commission Notification**

In cases where a written request for ZA minor flexibility is submitted, all parties (including the affected ANC (s)) to the applicable ZC case listed in response to #1 must be served with a copy of the request for minor flexibility. Such a copy must include any supporting plan documents, as required by Section A-304.6. Enter the following information, including the e-mail addresses (or mailing address if necessary) that the written request was sent to:

Date of service by Applicant: \_\_\_\_\_ (attach a certificate of service)

ANC \_\_\_\_: \_\_\_\_\_

ANC (SMD) \_\_\_\_: \_\_\_\_\_

Parties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*For DCRA internal use only (execute as appropriate)*

- The Zoning Administrator (ZA) has received a written request for minor modifications to approved plans related to the Order above which the Applicant attests was served on all necessary parties. The ZA has determined that the proposed modifications are consistent with Section A-304.5. Therefore, the ZA is hereby providing written noticed of APPROVAL.

Pursuant to A-304.5, no modified building permit may be issued during a 45 day period that begins on the date this report was sent to the Zoning Commission ("Commission") unless the Commission advises the ZA that is concurs that the modification is permitted by A-304.5.

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date of approval

Date of Service: \_\_\_\_\_

Forty-five day hold date: \_\_\_\_\_

cc: Zoning Commission and all parties identified above

Attachments: Applicant's written request for ZA minor flexibility and supporting documents

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- No written request for ZA minor flexibility is required.

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date of approval

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- The ZA DENIES the request for minor modifications to approved plans as inconsistent with Section A-304.5.

\_\_\_\_\_  
OZA Signature

\_\_\_\_\_  
Date of denial