



**THE DEPARTMENT OF BUILDINGS
OFFICE ZONING ADMINISTRATION**

Declaration of Covenants Template – Instructions

Please refer to the instructions below as you complete and submit the requested Declaration of Covenants Prohibiting Use of a Space as a Separate Dwelling Unit. This will ensure that the document is complete and accurate and will minimize common errors.

Template

Please use the [current Declaration of Covenant template](#).

Important Tips for Filling out the Covenant Document

- **Document size:** Should not include sheets larger than 8.5" x 11" because the document eventually will be recorded by the Office of Tax and Revenue (OTR).
- **Digital completion:** Everything (except for the notary on page 6 and/or 7) should be completed digitally.
- **Signatures page:** Should be scanned in at 8.5" x 11" so that DOB receives a clean copy that can be signed by the DOB appropriate parties.
- **Multiple owners (if applicable):** All owners should be listed and sign the appropriate spaces on pages 1, and 6 and 7 before having the Declaration of Covenants notarized.
- **Page 2, Section V. "Description of Space":** Check/tick all three sections (Independent Design and/or Utilities, Full Bathroom, Cooking/eating facilities only serving the space), which triggered the Declaration of Covenants HFC comment during the initial project review.
- **Page 9, "Exhibit A":** Include the legal property description. This is an abstract found on the Deed delineating the property. Please copy this text onto this space VERBATIM.
- **Page 10, "Exhibit B":**
 - Include a portion of the plan showing the "potential dwelling unit" and label the items that are checked in Section V: "Description of the Space" that triggered the Declaration of Covenants HFC comment.
 - Ensure that this portion of the plan fits on the 8.5" x 11" document for recordation purposes.

Submitting the Covenant

- After completing the technical corrections, send an email to dob@dc.gov with the subject line: **Zoning Covenant – [B2000000] – [Reviewer's Name]**.
- List your reviewer's name and your permit number in the example above. This will route the Covenant directly to the appropriate parties and will allow DOB to process the Covenant as efficiently as possible.

What Happens After Email Submission

- **The document will be assigned to:**
 - the Zoning Administrator (OZA) for technical review; and
 - the Office of General Counsel (OGC) for legal review.
- **Only after OZA and OGC approval for technical and legal sufficiency**, record the fully executed Covenant with [OTR's Recorder of Deeds](#); OTR's number is (202) 727-5374.
- **After the Covenant is recorded with OTR**, upload the recorded copy (with the OTR receipt) to [ProjectDox](#) in the supporting documents folder.

Avoid These Commonly Made Mistakes

Please see the list below to address commonly made mistakes before submitting your Declaration of Covenant for DOB review.

- **If the property is held by a corporation:**
 - provide corporation information for any out-of-state Limited Liability Company (LCC).
 - If you are signing the Declaration of Covenant in your name as opposed to the corporation name, please provide corporation information.
- **Complete the notary paragraph** as follows "... has acknowledged said Declaration of Covenants to be the act and deed of [declarant's name] in its capacity as the owner ..." or, in the case of a corporation, "the act and deed of [corporation's name]."
- **Confirm that the property Square and Lot** have been entered correctly and are not transposed.