



# OANC QUICK TIPS

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## *Navigating the Interactive Zoning Information System (IZIS) For Zoning Case Records & Finding and Filing the Form 129/130*

Advisory Neighborhood Commissions are automatic parties to Zoning Cases – from Special Exceptions & Zoning Variances to larger cases such as rezoning and Planned Unit Developments (PUDs). Whether the case is large or small, Commissions automatically receive notice as do neighbors who live within 200 feet of the subject property. This means that zoning issues are closely watched in your neighborhood and you need to know where to go to read up on the case before your Commission votes on the matter.

This quick reference will go over the following topics:

- Navigating the Interactive Zoning Information System (IZIS); and,
- Finding and Submitting Form 129/130 to maintain party status and ANC 'Great Weight.'

### **No. 1 – Overview**

When you receive notice of either a Board of Zoning Adjustment (BZA) or Zoning Case (ZC), the notice will have a case number. Using the case number is the easiest and fastest way to locate a case in IZIS and find all relevant documents related to the case.<sup>1</sup>

Case numbers are formatted in two different ways:

- BZA Cases are a series of five digits. For example: Application No. 20884 of [address].
- Zoning Cases are formatted as xx-xx. For example: Case No. 22-39 [additional description].

IZIS supports both formats for search.

### **No. 2 – Navigation IZIS**

- 1) To look up cases in IZIS, start by going to the DC Office of Zoning Website, located at:  
<https://dcoz.dc.gov>

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<sup>1</sup> **NOTE:** While you can also look up a case by SMD jurisdiction, this method is clunky and a bit muddled in light of redistricting. Still, it is an option if you want to find an old case and you don't have a case number.

- 2) From the Office of Zoning Website, navigate to the IZIS portal by:
  - a. Going to the “Services” dropdown menu; and,
  - b. Clicking on the Interactive Zoning Information System hyperlink (see image below).

https://dcoz.dc.gov

The screenshot shows the DC Office of Zoning website. At the top, there is a navigation bar with links for 311 Online, Agency Directory, Online Services, and Accessibility. The DC.gov logo is on the left, and a search bar is on the right. Below the logo, the text 'DC Office of Zoning' is displayed. A red box highlights a link 'Find a COVID Center Near You'. The main navigation menu includes Home, Services, Zoning Commission, Board of Zoning Adjustment, Regulations, Resources, Search, and About DCOZ. The 'Services' dropdown menu is open, showing options like 'View Past Hearings/Meetings', 'Interactive Zoning Information System' (highlighted with a red box), 'Zoning Maps of the District of Columbia', 'Zoning Handbook', and 'Live Virtual Hearings/Meetings'. Other visible links include 'ZC Racial Equity Analysis Tool', 'Virtual Public Hearing Information', and a 'SIGN-UP TO RECEIVE EMAIL NOTIFICATIONS' banner.

- 3) Once you are on the IZIS page, scroll down to the Review Case Records section and click on the “Go to Case Records” button (see below).

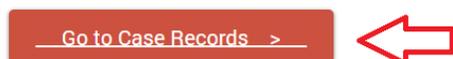
The Interactive Zoning Information System (IZIS) is a web-based system that allows online case filing, viewing, processing, and management of Zoning Commission (ZC) and Board of Zoning Adjustment (BZA) cases. All case types must now be filed using this system.

### Review Case Records



Use the case search page to access case information, including case exhibits, orders, transcripts, etc.

A Username and Password are not required to use this system.



- 4) This opens up the Zoning Case Search Tool window. Type in your case number and click “Search.”
- 5) Executing the search will bring up a Zoning or BZA case. The information will include the case number, the type of case, the case name, a case summary, the ANC/SMD where the property is located, the application date, and most importantly a link to view the case records (see below).

## Zoning Case Search Tool

Search for Zoning Cases by using the form below

20884	Search
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Search Results

Show 10 entries

Search:

Case No.	ZC/BZA	Case Name	Case Summary	ANC/SMD	Application Date	View
20884	BZA	Euclid 1722, LLC	To construct upper floor, penthouse, and rear additions, and convert to a 22-unit apartment house, two existing three-story with basements, principal dwelling units in the RA-2 zone.	1C07	1/4/2023	

Showing 1 to 1 of 1 entries

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- 6) To view the records for a Zoning or BZA case, click on the hyperlinked “eye” symbol under the heading “View.”
- 7) Once you have clicked into the case, you have access to an overview of the data. The two areas you want to pay close attention to are:
  - a. **Case Information** in the upper left-hand side of the screen. **Most importantly, this tile includes the Future Hearing Date.** This date is when the case will be heard; and,
  - b. **Case Documents** half way down the screen on the right. This tile includes hyperlinks to all the documents filed in the case. You’ll want to review these documents periodically as it updates when new documents are filed.
- 8) To view ALL documents related to your case, click on the “View Full Log” button at the bottom of the Case Documents tile.
- 9) Congratulations. You have successfully navigated to the full case file for your zoning case.

### No. 3– Finding and Submitting Forms 129/130

Once you have reviewed the records of a zoning case and the ANC has voted to support or oppose the case, the Commission needs to file its position in order to maintain standing and be granted “Great Weight.” The easiest way to do this is to fill out and submit either the Form 129 (BZA and Zoning cases) or Form 130 (Zoning set down cases).

To find the Form 129 or 130, follow these steps:

- 1) Navigate to the Interactive Zoning Information System page by following the steps above.
- 2) Scroll to the bottom of the page and look for the heading “User Guides and Helpful Tips.” Under this heading, click on the “Forms” hyperlink.
- 3) Clicking on the “Forms” hyperlink opens a new page with a number of available documents. ANCs will be concerned with two, the Form 129 - Advisory Neighborhood Commission Report and the Form 130 – Advisory Neighborhood Commission Setdown Form (see below).

The screenshot shows a navigation menu with links: Home, Services, Zoning Commission, Board of Zoning Adjustment, Regulations, Resources, Search, and About DCOZ. Below the menu, there is contact information for the Office of Advisory Neighborhood Commissions, including address, phone, fax, TTY, and email. There are also social media icons for Facebook, Twitter, and YouTube. A list of forms is displayed, with Form 129 and Form 130 highlighted by a red box. The forms listed are:

- Form 100 - Zoning Commission Applicant Signature Form - 167.0 KB (pdf)
- Form 110 - Zoning Commission Hearing Fee Calculator - 107.8 KB (pdf)
- Form 129 - Advisory Neighborhood Commission Report - 141.2 KB (pdf)
- Form 130 - Advisory Neighborhood Commission Setdown Form - 115.6 KB (pdf)
- Form 135 - Zoning Self-Certification - 116.0 KB (pdf)
- Form 140 - Party Status Request - 205.1 KB (pdf)
- Form 141 - Intervenor Request - 225.4 KB (pdf)
- Form 150 - Motion Form - 117.2 KB (pdf)
- Form 153 - Request to Accept an Untimely Filing or to Reopen the Record - 118.2 KB (pdf)
- Form 145 - Affidavit of Posting - 809.8 KB (pdf)
- Form 155 - Request for Reasonable Accommodation Form - 294.5 KB (pdf)
- Form 151 - Application for Minor Modification - 174.3 KB (pdf)
- Affidavit of Intent to Occupy Dwelling - 83.3 KB (pdf)

- 4) Click on the appropriate form and it will open up in a new window. The Form is PDF fillable, so remember to save a copy locally before you close the form. Keep in mind the following:
  - a) Fill in all the boxes, even if the response is brief. **The Office of Zoning needs the ANC responses and the information requested in this form to ensure that the ANC is afforded “Great Weight.”**
  - b) It is ok to attach documents to this form. If the ANC has a related resolution, report, or letter going into more detail than can fit on the form, it is okay to type in “See attached report” and append it to the Form.
- 5) Once you have completed the Form, it is time to submit the Form. The completed and signed Form can be submitted in the following ways:
  - a) By email to [zcsubmissions@dc.gov](mailto:zcsubmissions@dc.gov) for the ZC or [bzsubmissions@dc.gov](mailto:bzsubmissions@dc.gov) for the BZA;
  - b) In person or by U.S. mail addressed to 441 4th Street, NW, Suite 200-S, Washington, DC 20001; or,
  - c) Creating an account in IZIS and filing it electronically. To create an account, click on the “Go to File & Manage Cases” button at the bottom of the Forms list. A new page will pop up. Click the “Create an IZIS Account” hyperlink and follow the instructions to create an account for filing.