
Office of Zoning

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Table BJ0-1

Description	FY 2022	FY 2023	FY 2024	FY 2025	% Change
	Actual	Actual	Approved	Proposed	from FY 2024
OPERATING BUDGET	\$3,897,766	\$4,034,671	\$4,084,726	\$4,160,704	1.9
FTEs	24.0	24.0	24.0	24.0	0.0
CAPITAL BUDGET	\$181,387	\$176,058	\$198,161	\$204,106	3.0
FTEs	0.0	0.0	0.0	0.0	N/A

The mission of the District of Columbia Office of Zoning (OZ) is to provide administrative, professional, and technical assistance to the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) in support of their oversight and adjudication of zoning matters in the District of Columbia.

Summary of Services

OZ administers the zoning application processes for the ZC and BZA. The agency reviews and accepts applications, schedules hearings to determine whether cases meet specified zoning criteria, schedules meetings to make determinations with respect to pending applications, and issues legal orders. Technology plays a critical role in support of this process by enhancing effectiveness and transparency. OZ also spearheads outreach to citizens of the District of Columbia to ensure a robust understanding of the zoning application process.

The agency's FY 2025 proposed budget is presented in the following tables:

FY 2025 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table BJ0-2 contains the proposed FY 2025 budget by revenue type compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual data.

Table BJ0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change		Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change	
					from FY 2024	% Change*					from FY 2024	% Change
GENERAL FUND												
Local Funds	3,891	4,035	4,085	4,161	76	1.9	24.0	24.0	24.0	24.0	0.0	0.0
TOTAL FOR GENERAL FUND	3,891	4,035	4,085	4,161	76	1.9	24.0	24.0	24.0	24.0	0.0	0.0
INTRA-DISTRICT FUNDS												
Intra District	7	0	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	7	0	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	3,898	4,035	4,085	4,161	76	1.9	24.0	24.0	24.0	24.0	0.0	0.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private) and Special Purpose Revenue type, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2025 Operating Appendices** located on the Office of the Chief Financial Officer's website.

In FY 2023, the Intra-District process that required duplicated budget in the agencies providing services (seller agencies) was eliminated and replaced by interagency projects. For more detailed information regarding the approved funding for interagency projects funded within this agency, please see **Appendix J, FY 2025 Interagency Budgets**, in the Executive Summary, Volume I.

FY 2025 Proposed Operating Budget, by Account Group

Table BJ0-3 contains the proposed FY 2025 budget at the Account Group level compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual expenditures.

Table BJ0-3

(dollars in thousands)

Account Group	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change	
					from FY 2024	Percentage Change*
701100C - Continuing Full Time	2,733	2,758	2,902	2,985	83	2.9
701200C - Continuing Full Time - Others	27	59	0	0	0	N/A
701300C - Additional Gross Pay	140	1	0	0	0	N/A
701400C - Fringe Benefits - Current Personnel	512	594	617	609	-8	-1.3
SUBTOTAL PERSONNEL SERVICES (PS)	3,411	3,412	3,518	3,594	75	2.1

Table BJ0-3

(dollars in thousands)

Account Group	Actual	Actual	Approved	Proposed	Change	
	FY 2022	FY 2023	FY 2024	FY 2025	from FY 2024	Percentage Change*
711100C - Supplies and Materials	19	20	20	20	0	0.0
712100C - Energy, Communications and Building Rentals	0	0	1	1	0	0.0
713100C - Other Services and Charges	136	304	170	170	1	0.4
713200C - Contractual Services - Other	315	255	352	352	0	0.0
715100C - Other Expenses	0	5	0	0	0	N/A
717100C - Purchases Equipment and Machinery	17	38	24	24	0	0.0
SUBTOTAL NONPERSONNEL SERVICES (NPS)	487	623	566	567	1	0.1
GROSS FUNDS	3,898	4,035	4,085	4,161	76	1.9

*Percent change is based on whole dollars.

FY 2025 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table BJ0-4 contains the proposed FY 2025 budget by division/program and activity compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table BJ0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
(AFO000) AGENCY										
FINANCIAL OPERATIONS										
(AFO003) Agency Budgeting and Financial Management Services	93	92	94	94	-1	0.7	0.5	0.5	0.5	0.0
SUBTOTAL (AFO000) AGENCY	93	92	94	94	-1	0.7	0.5	0.5	0.5	0.0
(AMP000) AGENCY										
MANAGEMENT PROGRAM										
(AMP005) Contracting and Procurement	33	32	35	35	0	0.2	0.2	0.2	0.2	0.0
(AMP011) Human Resource Services	33	39	47	48	0	0.2	0.2	0.2	0.2	0.0
(AMP012) Information Technology Services	315	277	277	287	9	2.2	3.5	2.5	2.5	0.0
(AMP030) Executive Administration	93	92	94	94	-1	0.7	0.5	0.5	0.5	0.0
SUBTOTAL (AMP000) AGENCY	473	440	455	464	9	3.4	4.5	3.5	3.5	0.0

Table BJ0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
(EC0005) ZONING SERVICES										
(R00501) Zoning Certifications	36	17	52	20	-32	0.3	0.5	0.5	0.2	-0.2
(R00502) Zoning Services Administration	3,295	3,485	3,484	3,583	100	19.7	18.5	19.5	19.8	0.2
SUBTOTAL (EC0005) ZONING SERVICES	3,331	3,502	3,536	3,603	68	20.0	19.0	20.0	20.0	0.0
TOTAL PROPOSED OPERATING BUDGET	3,898	4,035	4,085	4,161	76	24.0	24.0	24.0	24.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency’s programs, please see **Schedule 30-PBB Program Summary by Activity**. For detailed information on this agency’s Cost Center structure as reflected in the District’s Chart of Accounts, please see **Schedule 30-CC FY 2025 Proposed Operating Budget and FTEs, by Division/Office**. Additional information on this agency’s interagency agreements can be found in **Appendix H**. All schedules can be found in the FY 2025 Operating Appendices, Volume 6 located on the Office of the Chief Financial Officer’s website.

Program Description

The Office of Zoning operates through the following 3 programs:

Zoning Services – provides assistance, information, and services to the ZC, BZA, other government agencies, applicants, businesses, and the general public regarding the District’s zoning processes.

This program contains the following 2 activities:

- **Zoning Certifications** – provides authentication of zoning classifications of property to the public, including developers, architects, lawyers, realtors, tax assessors, landowners, and others in the land use business, and provides certified copies of ZC and BZA case files so that courts can have full case documents required for decision-making; and
- **Zoning Services Administration**– provides administrative, professional, and technical assistance to the ZC and BZA in support of their oversight and adjudication of zoning matters in the District, and provides public outreach to ensure that the District's zoning processes are easily understandable and accessible to the public.

Agency Financial Operations - provides comprehensive and efficient financial management services to, and on behalf of, District agencies, so that the financial integrity of the District of Columbia is maintained. This program/division is standard for all agencies using performance-based budgeting.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Zoning has no program structure changes in the FY 2025 proposed budget.

FY 2024 Approved Budget to FY 2025 Proposed Budget, by Revenue Type

Table BJ0-5 itemizes the changes by revenue type between the FY 2024 approved budget and the FY 2025 proposed budget. For a more comprehensive explanation of changes, please see the FY 2025 Proposed Budget Changes section, which follows the table.

Table BJ0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2024 Approved Budget and FTE		4,085	24.0
No Change		0	0.0
LOCAL FUNDS: FY 2025 Recurring Budget		4,085	24.0
Increase: To align personnel services and Fringe Benefits with projected costs	Multiple Programs	75	0.0
Increase: To adjust the Contractual Services budget	Multiple Programs	1	0.0
LOCAL FUNDS: FY 2025 Mayor's Proposed Budget		4,161	24.0
GROSS FOR BJ0 - OFFICE OF ZONING		4,161	24.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for interagency projects funded within this agency, please see Appendix J, FY 2025 Interagency Budgets, in the Executive Summary budget volume.

FY 2025 Proposed Operating Budget Changes

Table BJ0-6 contains the proposed FY 2025 budget by fund compared to the FY 2024 approved budget.

Table BJ0-6

Appropriated Fund	FY 2024 Approved	FY 2025 Proposed	% Change from FY 2024
Local Funds	\$4,084,726	\$4,160,704	1.9
GROSS FUNDS	\$4,084,726	\$4,160,704	1.9

Mayor's Proposed Budget

Increase: OZ's Local funds budget proposal includes a net increase of \$75,278 across multiple programs to support projected salary and Fringe Benefits costs. Additionally, the proposed Local budget is increased by \$700 across multiple programs, primarily in the Agency Management program, which will support Contractual Services.

