



Institute Servants of the Lord and the Virgin of Matará

Juniorate House

1326 Quincy st. NE Washington, D.C. 20017

Telephone: 202-543-1179

E-mail: sec.jun.ihm@servidoras.org **Website:** www.ssvmusa.org



July 18, 2015

BY HAND DELIVERY

Stephen Varga, AICP, LEED Green Assoc.
Senior Zoning Specialist
DC Office of Zoning
441 4th St. NW
Suite 200 South
Washington, DC 20001

Re: Servants of the Lord and the Virgin of Matará C of O Permit #C01100930

Dr. Mr. Varga:

In connection with the property located at 1326 Quincy St., NE (Square 3968, Lot 0017), owned by the Servants of the Lord and the Virgin of Matará, accompanying this cover letter, please find one (1) original and two (2) copies of the formal application for renewal of our certificate of occupancy for the above-mentioned property.

The application package consists of:

- (1) Filing Fee check in the amount of \$1,885.00
- (2) Statement of Support for the application for renewal. The items covered in the statement include:
 - Statement of current and future use
 - Request to remove time limit
 - Burden of Proof
 - Clarifies number of residents in property
- (3) Color photos of property
- (4) Letters of support of SSVN/Application from ANC Commissioner and neighbors in surrounding 200 Ft. radius of property
- (5) Copy of original certificate of occupancy

Mr. Stephen Varga
July 18, 2015
Page 2

- (6) Copy of Order Denying Reconsideration of Order 18095 (Grant of Special Exception)
- (7) Mailing address labels for property neighbors located within a radius of 200ft. (List provided by Office of Tax and Revenue – Maps and Title Unit)

We trust the items provided are sufficient to ultimately secure the renewal of SSVM's special exception/certificate of occupancy without any accompanying conditions.

Should you have any questions regarding the application, please feel free to contact me at (202) 543-1179 or sec.jun.ihm@servidoras.org. We look forward to hearing from you in the very near future.

Sincerely,

Kathryn Ambrogio, SSVM

Kathryn Ambrogio, SSVM
Provincial Treasurer
Servants of the Lord and the Virgin of Matará

cc: James R. O'Neill, Esq.
Terence P. Hastick, Senior Paralegal