

3203 38th Street, NW
Washington, DC 20016
November 19, 2014

Board of Zoning Adjustment
441 4th Street, NW
Room 220
Washington, DC 20001

Subject: 3203 38th Street exception 220.10 for accessory apartment, Request to waive architectural sign off of form 135

To whom it may concern:

In a discussion with Stephen Varga from the Board of Zoning Adjustment regarding my application for an exception for use of an accessory apartment (application 18870), I was made aware that my self-certification form 135 needed to be signed by an architect. I am herein requesting a waiver for the architect sign-off.

When I purchased my house at 3203 38th Street, NW, the accessory apartment was already in place, and I am not undertaking any alteration to the pre-existing lower-level apartment (other than updating the appliances and cabinets). As a result, I have not hired an architect who as part of the design plan would render architectural sketches. When I initiated my application for the accessory apartment exception and looked into getting an architect to undertake stand-alone renderings of the existing apartment and sign the form, the suggested cost for the task was around \$4,000 (I'm attaching the email correspondence with one architect from early September). I had subsequent phone conversations with the BZA (Rick Nero) about the issue where I was told that for the purpose of the BZA approval, I could sign the self-certification and submit the house plans from the original sale of the house to me in 2009.

I am currently out of the country for work and will have difficulty securing an architect to sign off on the form before my meeting before the Board of Zoning on December 2. If it is possible to waive the architectural sign-off on form 135 for the BZA, in the subsequent process of getting the apartment certified for occupancy, I will have whatever professional is needed available to ensure all the specifications can be verified to be up to code (through architectural renderings or otherwise).

Sincerely,

Jennifer Keller

Board of Zoning Adjustment
District of Columbia
CASE NO.18870
EXHIBIT NO.29



Thu 9/4/2014 6:14 PM

Anne B. Crowley <anne@studiocrowleyhall.com>

SCH Proposal - BZA Assistance

To: Jennifer L. Keller

Cc: Michael Wm. Hall

Attachments: SCH TERMS & CONDITIONS 030614.pdf (77 KB); ATT00001.htm (489 B)

You replied to this message on 9/5/2014 8:58 AM.

Hi Jennifer:

Thanks for contacting us yesterday—it was nice talking with you and we appreciate your interest in our firm.

Given your need to move quickly on this, it will be most efficient if we work hourly, per the terms in our attached Standard Terms & Conditions (which includes our hourly rate schedule).

For code consultation, measuring, and documenting the existing basement and 1st floor plans, we'd expect the total fee would be in the range of \$3,000 to \$5,000. We can have the plans ready for you within one week of when we measure. We require a retainer of \$1,000 to get started.

Please let us know if you have any questions. If you'd like to proceed, please respond accordingly via email and attach a signed copy of the Terms & Conditions. We can then determine a time to come measure, at which point we can also pick up the retainer check.

Thanks,
Anne

Anne B. Crowley, RA, NCARB
Studio: Crowley Hall, PLLC
Design. From the Inside Out.