

Online Application Forms

Cancel Start

Form 120 - BZA for Variance and/or Special Exception

Below is a list of all the documents that must be submitted in PDF format at the time you file your application. Please have these documents ready for uploading before you start this application.

- ✓ • Either a memorandum from the Zoning Administrator at DCRA directing the applicant to the BZA or a Form 135 - Zoning Self-Certification, which requires certification by a licensed architect or attorney;
- If the owner will be represented by a third party, including the lessor or contract purchaser of the property, a Letter of Authorization signed by the owner authorizing the representative to act on the owner's behalf with respect to the application, and a Certification signed by the representative that they have read the Board's Rules of Practice and Procedure (11 DCMR, Chapter 31) and are able to competently represent the owner. (See [Letter of Agent Authorization/Competency Tutorial](#))
- ✓ • A statement that the Applicant will contact the local Advisory Neighborhood Commission (ANC), community/civic groups, the Office of Planning (OP), and adjacent property owners to discuss their application. The statement should include a pledge from the Applicant to submit a statement of the efforts made to contact these groups and the results of these efforts no less than fourteen (14) days before the scheduled public hearing/meeting. The contact with these entities should occur at the earliest time practical prior to the scheduled public hearing/meeting.
- ✓ • A plat, drawn to scale and certified by a DC licensed survey engineer or the D.C. Office of the Surveyor, showing boundaries and dimensions of the existing and proposed structures and accessory buildings and structures. (See [Required Specifications for Plats, Plans and Elevations Tutorial](#) - for the required information on these drawings.);
- Architectural plans and elevations in sufficient detail to clearly illustrate any proposed structure to be erected or altered, landscaping and screening, and building materials, and where applicable, parking and loading plans (See [Required Specifications for Plats, Plans and Elevations Tutorial](#) - for the required information on these drawings.);
- ✓ • A detailed statement of existing and intended use of the structure;
- ✓ • A detailed statement explaining how this application meets the specific tests identified in the Zoning Regulations for variance (area and/or use), special exception or other specific relief being sought. (See [Burden of Proof - Variance](#) or [Burden of Proof - Special Exception](#));
- ✓ • Three **color** images, not-to-exceed 8½" x 11", showing pertinent features of the structure and the property involved (front, rear, and sides, if possible and applicable).
- ✓ • The names and mailing addresses of the owners of all property within 200 feet, in all directions from all boundaries of the property involved in the application. Note: This information is most readily available from the D.C. Department of Tax and Revenue, Tax Assessors, 1101 4th Street, SW - West Building, Washington, D.C. 20024;
- ✓ • The name and mailing address of each person who has a lease with the owner for all or part of any structure located on the property involved in the application;
- ✓ • Documentation or a copy of the Certificate of Occupancy showing the current authorized use. In cases where a change from a conforming use to a non-conforming use is requested, provide a copy of the past authorized uses;
- A copy of the resume of any expert witness who will be testifying in the case; and
- ✓ • A statement of the efforts that have been made to apprise the affected Advisory Neighborhood Commission (ANC) and other individuals and community groups concerning the application, if any.

Please note, after you submit this electronic filing, you will be required to submit two paper copies of the application with supporting documents, including **two (2) sets of self-stick labels of the names and mailing addresses of the owners of the properties.**

Cancel Start

4 sticky labels

Board of Zoning Adjustment
District of Columbia
CASE NO. 19141
EXHIBIT NO. 9



Government of the District of Columbia
ADVISORY NEIGHBORHOOD COMMISSION 5A
www.anc5a.org

Board of Zoning and Adjustment,

This letter is on behalf of Advisory Neighborhood Commission 5A (ANC 5A) with regards to a Special Zoning Variance request for Ms. Janis Gross, residing at 4608 Sargent Road, NE Washington, DC 20017. This request is for the proper permitting of a carport located in the rear of Ms. Gross's property and is one of many such structures located within the community. In accordance with ANC 5A standard operating procedures as this request is located within the the boundaries of Single Member District 5A03, represented by Commissioner Adrian T. Jordan, it was referred to the community to give public input. As such, residents located within 200 feet of the property responded with positive emails and phone calls with no dissent being heard. With no dissent and agreeing with the Special Zoning Variance request, Commissioner Jordan requested this measure be placed on the December 18, 2014 agenda of ANC 5A.

On December 18, 2014, ANC 5A convened a community meeting for a full vote of the commission. Commissioners heard from the applicant and received documents from Commissioner Jordan in support of the applicant. ANC 5A held a vote where the resolution and letter of support was voted for favorably in support of Ms. Janice Gross's request. As such, ANC 5A fully supports the approval of a Special Zoning Variance for proper permitting of the carport located at 4608 Sargent Road, NE Washington, DC 20017.

Ronnie Edwards (5A05), Chairman

Adrian T. Jordan (5A03), Secretary

ANC 5A Commissioners (2013-2014)

5A01 Frank Wilds, Treasurer

5A03 Adrian T. Jordan, Recording Secretary

5A05 Ronnie Edwards, Chairperson

5A07 Sandi Washington,

5A02 Grace J. Lewis, Parliamentarian

5A04 Vacant

5A06 Jasmine White, Corresponding Secretary

5A08 Angel Alston, Vice Chairperson

***Catholic University *Ft. Totten * Lamond-Riggs * North Michigan Park *Park Place-Trinity Square *Pleasant Hills * Brookland**



Resolution in Support of Ms. Janis Gross Application for a Special Zoning Variance for the Carport Located at 4608 Sargent Rd, NE Washington, DC 20017

December 18, 2014

WHEAREAS, on December 18, 2014, Advisory Neighborhood Commission 5A held a special public meeting, at which notice was properly given and a quorum was present:

WHEAREAS, proper notice of the meeting was given in the form of email notice to those on the 5A email list, and posting of notices in all the individual single member districts (SMDs)

WHEAREAS, the Applicant met and worked with her Single Member District representative (Commissioner Adrian T Jordan) and residents located within 200 feet of the property to attain permission for a Special Zoning Variance for a pre-existing carport structure.

WHEAREAS, Residents located within 200 feet of the applicant have expressed support and consent of the applicants request for a special zoning variance with no dissent being communicated and the presiding commissioner fully supporting the applicant.

WHEAREAS, Advisory Neighborhood Commission 5A strongly supports this request for a Special Zoning Variance as there has been no community dissent and the structure fits the aesthetics of the surrounding community:

NOW, THEREFORE BE IT RESOLVED, that Advisory Neighborhood Commission 5A, at a special December 18, 2014 public meeting, at which a quorum was present, voted 5-0-0 to recommend that the Board of Zoning Adjustment approve a request for a Special Zoning Variance and to give ANC 5A's vote the "great weight" afforded by law as the Board decides on the disposition of the Application.


Ronnie Edwards (5A05), Chairman


Adrian T. Jordan (5A03), Secretary

ANC 5A Commissioners (2013-2014)

5A01 Frank Wilds, Treasurer

5A03 Adrian T. Jordan, Recording Secretary

5A05 Ronnie Edwards, Chairperson

5A07 Sandi Washington,

5A02 Grace J. Lewis, Parliamentarian

5A04 Vacant

5A06 Jasmine White, Corresponding Secretary

5A08 Angel Alston, Vice Chairperson

**DCRA Office of the Surveyor**

1100 4th St, SW
Washington, DC 20024
(202) 442-4400

OFFICIAL RECEIPT**Trans Number : 5025****Date Issued. : 11/03/2014****PAYMENT INFORMATION**

Method of Payment	Ref Doc	Amount Paid	Comment
-------------------	---------	-------------	---------

SR Request # / Fee / Description			
----------------------------------	--	--	--

Credit Card**SR15SO00716**

BUILDINGPLAT	Building Plat Lots	\$50.00	
SURVEYOR	Enhanced Service Fee - Surveyor Request	\$5.00	
		55.00	Sub-Total

SERVICE REQUEST INFO

Service Request #	Invoice #	Invoice Amt	Description
-------------------	-----------	-------------	-------------

SR15SO00716	1614103	\$55.00	
-------------	---------	---------	--

Total Amount Paid :	\$55.00
----------------------------	----------------

Logged in as: Janis Gross | [Collections \(0\)](#) | [Cart \(1\)](#) | [Account Management](#) | [Logout](#)[Home](#)[Permits](#)**Cart**

- 1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1 : Select item to pay

Click on the arrow in front of a row to [display](#) additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW**4608 Sargent RD****1 Application(s) | \$55.00**

▶ Surveyors Request
14TMP-004337

\$55.00

[Edit](#)[Save for later](#)[Remove](#)**Total amount to be paid: \$55.00**

Note: This does not include additional fees which may be assessed later.

[Checkout »](#)[Continue Shopping »](#)



Search

Search

311 Online

District Residents

Businesses

Visitors

Media

Online Services

DC Home > DCRA Home

Property Information Verification System

Property Information by **Exact Address**

Address: 4608 SARGENT RD NE
 Zip Code: [Zip Lookup](#)
 SSL: 3916 0008
 Cluster: Cluster 20
 Ward: Ward 5
 ANC: ANC 5A
 SMD: SMD 5A03
 Census Tract: 009504
 Zone: *

* Check the [Zoning map](#) for recent changes.
 * Check the [Zoning orders](#) for recent changes.

Find Property By: **Exact Address** **SSL**

St. No.* St. Name* St. Suffix Quad

 2448 18TH Street NW
 St. No. Suffix

 1/2



Printer-friendly Reports >>



Links >> [Google Street View](#) [Google Address Search](#) [Track Building Permit Status](#)
[Real Property Data](#) [Bing Aerial View](#) [Go to Maps](#)

Restrictions & Holds

Issued Permits

Maps

Photo

Owners

CAMA

Residential Cases

Commercial Inspections

Occupancy

BBL

Disclaimer:

This application was created for DCRA from a variety of agency and non-agency data sources. It is not a legal document. Data may need to be cross-referenced to the original source system. Information provided by other agencies should be verified with them where appropriate.

Error displaying results for Zone. Please try again.

Property Conditions : No. of Records = 0

No Property Condition Records.

District News

[Mayor's Public Schedule](#)
[Citywide News](#)
[Subscribe to Receive Emails](#)
[Subscribe to Text Alerts](#)
[Online Chats](#)
[DC.Gov Social Networks](#)
[Connect DC](#)
[Government Closures](#)

Information Centers

[72hours Emergency Planning](#)
[Business](#)
[Consumer Protection](#)
[Education](#)
[Health](#)
[Social Services](#)
[Residents](#)
[Visitors](#)

Community

[Citywide Calendar](#)
[Great Streets](#)
[DC Jobs](#)
[DC Procurement](#)
[Green DC](#)
[DC One Card](#)
[Age-Friendly DC](#)
[One City Youth](#)

About DC

[Mayor's Office](#)
[Agency Directory](#)
[Budget](#)
[Emancipation](#)
[Consumer Protection](#)
[Property Quest](#)
[Open DC](#)
[Sustainability DC](#)

Contact Us

[Call 311](#)
[Contact the Mayor](#)
[Contact Agency Directors](#)
[Send Feedback](#)
[Grade DC](#)
[Submit Service Requests](#)
[Make FOIA Requests](#)
[Report a Website Problem](#)

 Real Property

Street Address	Owner	Square Suffix Lot	Unit	Current Assessed Value	Last Sale Date	Last Sale Price	Extract Date
4608 SARGENT ROAD NE	JANIS C GROSS	3916 0008		\$282,470.00	12/31/1900	\$0.00	10/24/2014



Search

Search

311 Online

District Residents

Businesses

Visitors

Media

Online Services

Location Details

Address Information		 View Map
Address: 4608 SARGENT ROAD NE	Address Number: 4608	
Address ID: 19241	Number Suffix: -----	
Status: ACTIVE	Street Name: SARGENT	
Zip Code: 20017	Street Type: ROAD	
Unit: None. Submit Units(s)	Quadrant: NE	
SSL: View SSL(s)	Alias: None	 View Photo
Type: RESIDENTIAL		
MD State Plane, North American Datum (NAD) 1983 in meters: X = 400953.52 Y = 141974.55 United States National Grid (USNG): 18S UJ 27630 12628 Latitude and Longitude: LAT = 38° 56' 44.39" N (38.945665) LONG = 76° 59' 20.4" W (-76.989001)		
Boundary Information		
Ward: 5	Vote Precinct: 67	
Advisory Neighborhood Commission: 5A	Police District: Fourth	
Single Member District: 5A03	Police Service Area: 405	
Census Tract: 009504	Neighborhood Cluster: 20	

- [Select this link to download the current Location Details as XML](#)
- [Select this link to download current location as Google Earth KML](#)

District News

Mayor's Public Schedule
 Citywide News
 Subscribe to Receive Emails
 Subscribe to Text Alerts
 Online Chats
 DC.Gov Social Networks
 Connect DC
 Government Closures

Information Centers

72hours Emergency Planning
 Business
 Consumer Protection
 Education
 Health
 Social Services
 Residents
 Visitors

Community

Citywide Calendar
 Great Streets
 DC Jobs
 DC Procurement
 Green DC
 DC One Card
 Age-Friendly DC
 One City Youth

About DC

Mayor's Office
 Agency Directory
 Budget
 Emancipation
 Consumer Protection
 Property Quest
 Open DC
 Sustainability DC

Contact Us

Call 311
 Contact the Mayor
 Contact Agency Directors
 Send Feedback
 Grade DC
 Submit Service Requests
 Make FOIA Requests
 Report a Website Problem

[Accessibility](#) | [About DC.Gov](#) | [Terms and Conditions](#) | [Privacy and Security](#)



STOP WORK ORDER APPEAL FORM

LANGUAGE PREFERRED ☐ English ☐ Spanish ☐ Chinese ☐ Vietnamese ☐ Amharic ☐ Korean ☐ Other: _____

Under Title 12A, DC Municipal Regulations, § 114.11, you have the right to appeal the Stop Work Order on your property. To exercise this right, you must complete and file this form within 15 calendar days after posting of the Stop Work Order. You may email, or hand-deliver this appeal to the Reviewing Official.

Rabbiah A. Sabbakhan, Chief Building Official
Department of Consumer & Regulatory Affairs
Inspections Division
1100 4th Street, SW, 4th Floor
Washington DC 20024 202-442-7867
Email: Sarah.Thigpen@dc.gov

*Received on 11/10/14 at
11:59 AM By Mr. Crews*

Within ten (10) working days of the Reviewing Official's receipt of your Appeal Form, the Reviewing Official shall affirm, modify, or reverse the Stop Work Order.

Under Title 12A, DC Municipal Regulations, § 114.11.1 if the Code Official denies or takes no action on your appeal within ten (10) working days of receiving it, you may appeal to the DC Office of Administrative Hearings (OAH). You may deliver your written request for a hearing to: OAH, One Judiciary Square, 441 4th Street, NW Washington, DC 20001, or mail it to PO Box 77718, Washington, DC 20013-8713.

Please Note: Under Title 12A, DC Municipal Regulations § 114.11.2 The filing of an appeal does not stay the effect of a stop work order.

INFORMATION

Owner/Agent Name: JAMES C. GROSS
Owner/Agent Address: 4608 SARGENT RD NE
Owner/Agent Phone Number: 202-213-9328
Address of Stop Work Order: 4608 Sargent Rd NE

Date: 11/10/14
Zip Code: 20017
Email: liljan-66@hotmail.com
Order Date: _____

SIGNATURE

Under Title 12A, §114.11 DC Municipal Regulations, I appeal the above Stop Work Order.

Owner's or Agent's Signature: James C. Gross Date: 11/10/14

REASON FOR APPEAL

- ☐ DCRA has incorrectly interpreted the true intent of the Construction Code or rules.
☐ The Construction Code provisions do not fully apply.
☐ An equally good or better form of construction will meet the intent of the Construction Code.

EXPLANATION:

*Have obtained permit for fence.
Plan to appeal to BZA for an
exception for carport.*

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS



TO: Owner of: **4608 Sargent Rd. NE**

Washington, D.C. **20017-2719**

NOTICE OF INFRACTION MEETING REQUEST

On **10/8/14**, the Department of Consumer and Regulatory Affairs (DCRA), Inspections and Compliance Administration (ICA) observed that work was performed at **4608 Sargent Rd. NE** without the required permits and/or approvals. You are required to obtain all required permits and/or approvals for the following work:

Installation of a new carport and a section of new fencing.

Based on your failure to obtain all required permits and/or approvals before performing the work at the premises, DCRA issued Notice of Infraction Number **I705630** on **10/8/14**. You are required to immediately correct the above-listed violation(s).

Should you wish to discuss this Notice, you may schedule a meeting with the Illegal Construction Unit by calling (202) 442-7867.

Thank you for your prompt attention to this matter.



Inspector signature and badge number
Building Official, ICA

10/8/14
Date



[Print](#)[Close](#)

From: **Thigpen, Sarah (DCRA)** (sarah.thigpen@dc.gov)

Sent: Wed 11/12/14 5:15 PM

To: Whitescarver, Clarence (DCRA) (clarence.whitescarver@dc.gov); Simpkins, Robert (DCRA) (robert.simpkins@dc.gov); Pope, Darrell (DCRA) (darrell.pope@dc.gov); Crews, Ada (DCRA) (ada.crews@dc.gov); Cluff, Robert (DCRA) (robert.cluff@dc.gov); Bembry, Joseph (DCRA) (joseph.bembry@dc.gov); liljan_66@hotmail.com (liljan_66@hotmail.com)

When: Thursday, November 13, 2014 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: 1100 4th St SW, Washington D.C suite 401 E

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

Owner must be present or notarized power of Attorney letter must be given at the time of meeting .

ProjectDox is DCRA's new paperless, electronic plan submission/review program and is now required for 75,000+ square foot projects. Click here <http://dcra.dc.gov/page/dcra%E2%80%99s-electronic-plans-submittal-permit-processing-made-easier-projectdox> for more information.

Nominate an exemplary DC Government Employee for The 14th Annual Cafritz Awards. Each of this year's five winners will be recognized with a \$7,500 cash prize! The nomination deadline is Monday, November 24. Visit www.cafritzawards.org <<http://www.cafritzawards.org>> for more information.

Department of Consumer and Regulatory Affairs

Permit Operations Division

1100 4th Street SW

Washington DC 20024

Tel. (202) 442 - 4589

Fax (202) 442 - 4862



FENCE PERMIT

THIS PERMIT MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS OF WORK
UNTIL WORK IS COMPLETED AND APPROVED

PERMIT NO. F1500071

Date: 11/10/2014

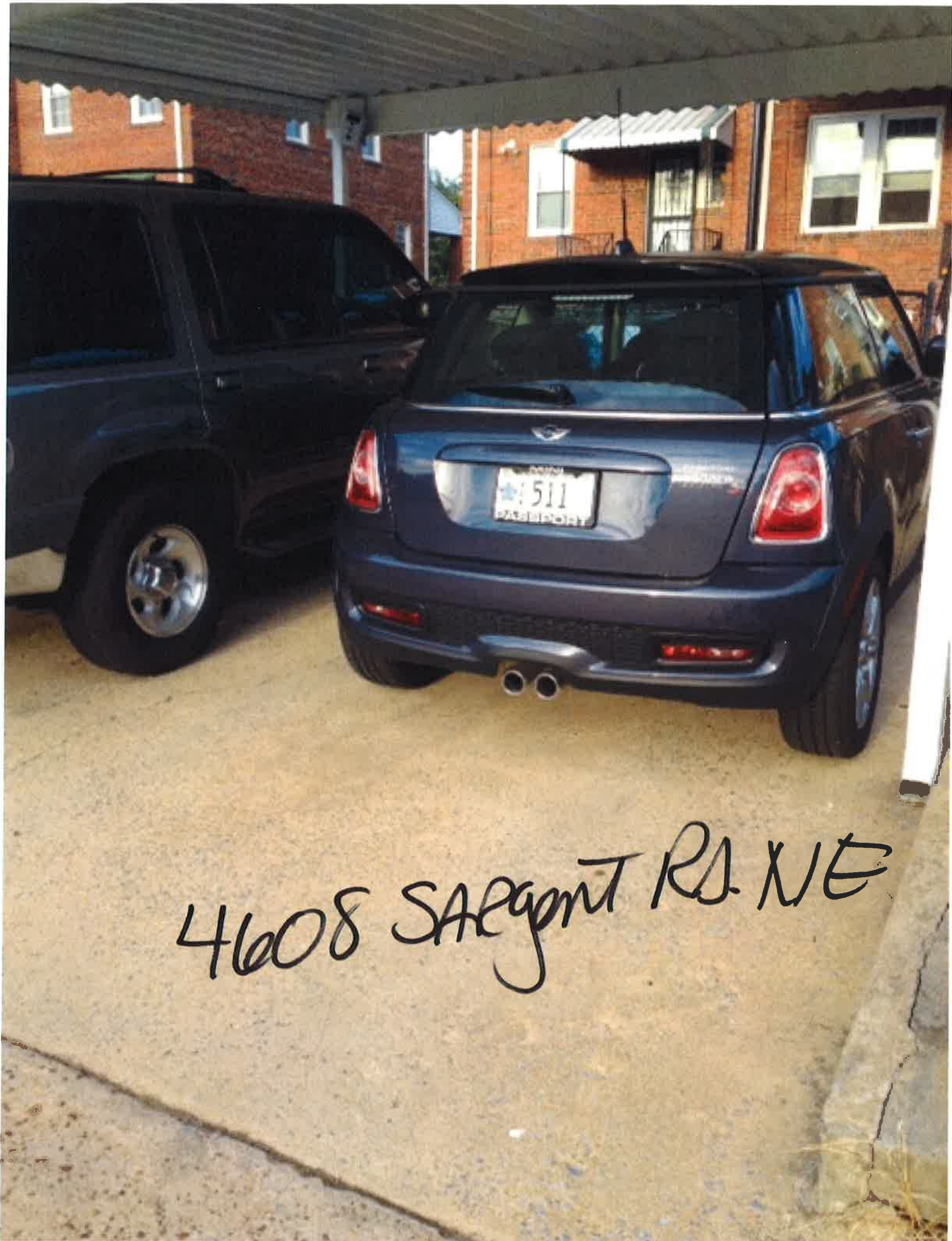
Address of Project: 4608 SARGENT RD NE		Suite No:	Zipcode: 20017	Zone:	Ward: 5	Square: 3916	Suffix:	Lot: 0008
Permission Is Hereby Granted To: Janis Gross		Owner Address: 4608 SARGEANT RD NE 20017						
Description of Work: 6 FEET TALL VINYL PRIVACY FENCE AT REAR OF EXISTING SINGLE FAMILY DWELLING								
Fence Type: Other	Exist Use of Bldg: Single Family	Fence Height: 6	Material:	Color: WHITE				
Type of Work:	Placement of Fence:	Entirely on Owners Property:			PERMIT FEE: \$36.30			
Contractors Name:		License Number:	Contractors Address:					
Conditions/ Restrictions: This permit is associated with the building permit number . This permit expires if no construction is started within 1 year or if the last inspection is over 1 All construction done according to the current construction codes and zoning regulations; As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein, and to perform the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1) year of the date appearing on this permit or the permit is automatically void. If work is started, any application for								
Director: Rabbiah A. Sabbakhan		Permit Clerk Rashad Jackson			Expiration Date: 11/10/2015			
TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639 FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557 TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 9557								

2300 PRIVATE GARAGES AND CARPORTS

- 2300.1 A building erected, altered, converted, or reconstructed for use as a private garage shall be subject to the provisions of this section.
- 2300.2 A private garage that is an accessory building in a Residence District:
- (a) May be located either within a rear yard or beside the main building; provided, if the garage is located beside the main building, it shall be removed from the side lot line a distance equal to the required side yard and from all building lines a distance of not less than ten feet (10 ft.); and
 - (b) Where abutting an alley, shall be set back at least twelve feet (12 ft.) from the center line of the alley upon which it opens.
- 2300.3 An artist studio shall be a permitted use in either a private garage that is an accessory building located in a Residence District or in a building located on an alley lot, subject to the provisions of this section and the following criteria:
- (a) Occupancy of the private garage shall be limited to one artist and one apprentice for each four hundred fifty square feet (450 ft.²) of gross floor area;
 - (b) All operations and storage of materials shall occur inside the building;
 - (c) Incidental sales of art work produced by the occupants of the studio shall be permitted within the studio;
 - (d) The artist may teach art to one or more apprentices; and
 - (e) In addition to any parking spaces that may be required by § 2101 or any other provision of this title, parking for the studio use shall be provided at the rate of one (1) parking space for each three (3) occupants of the studio.
- 2300.4 A private garage constructed on an alley lot shall be set back at least twelve feet (12 ft.) from the center line of the alley on which the lot abuts.
- 2300.5 A private garage constructed on an alley lot shall be exempt from the requirements for minimum lot dimensions, but shall be subject to the limitation on percentage of lot occupancy for the district in which it is located.
- 2300.6 A private garage permitted in a Residence District as a principal use on a lot other than an alley lot shall open directly onto an alley, and shall not be located within fifty feet (50 ft.) of any building line or within twelve feet (12 ft.) of the center line of the alley upon which it opens.
- 2300.7 The lot upon which a private garage permitted in a Residence District is located shall be exempt from the requirements for minimum lot dimensions, but shall be subject to the limitation on percentage of lot occupancy for the district in which it is located.
- 2300.8 A carport shall be attached to the main building and shall not be located along the side of the building that faces a building line except, if approved by the Board of Zoning Adjustment as a special exception under § 3104, a carport may be located subject to the conditions for accessory open parking spaces in §§ 2116.5 through 2116.9.

AUTHORITY: Unless otherwise noted, the authority for this chapter is the Zoning Act of 1938, approved June 20, 1938 (52 Stat. 797, as amended; D.C. Official Code §§ 6-641.01 to 6-641.15 (2001) (formerly codified at D.C. Code §§ 5-413 to 5-432 (1994 Repl. and 1999 Supp.))).

SOURCE: § 7401.1 of the Zoning Regulations, effective May 12, 1958; as amended by Final Rulemaking published at 35 DCR 465 (January 22, 1988); and Final Rulemaking published at 47 DCR 9741-43 (December 8, 2000), incorporating by reference the text of Proposed Rulemaking published at 47 DCR 8335, 8510 (October 20, 2000).



4608 SARGENT RD NE



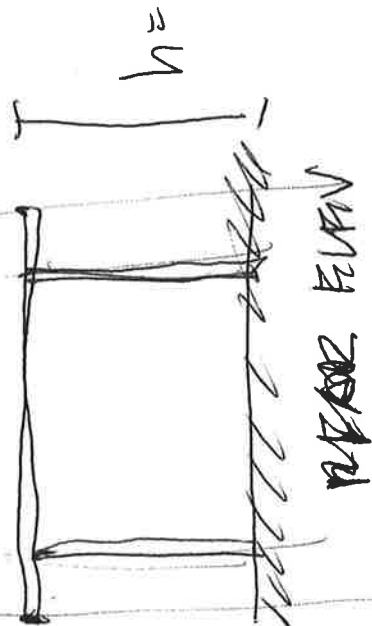
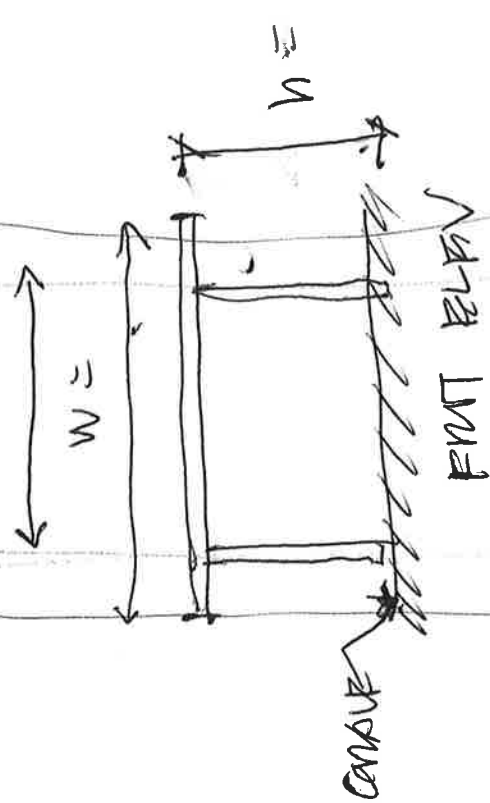
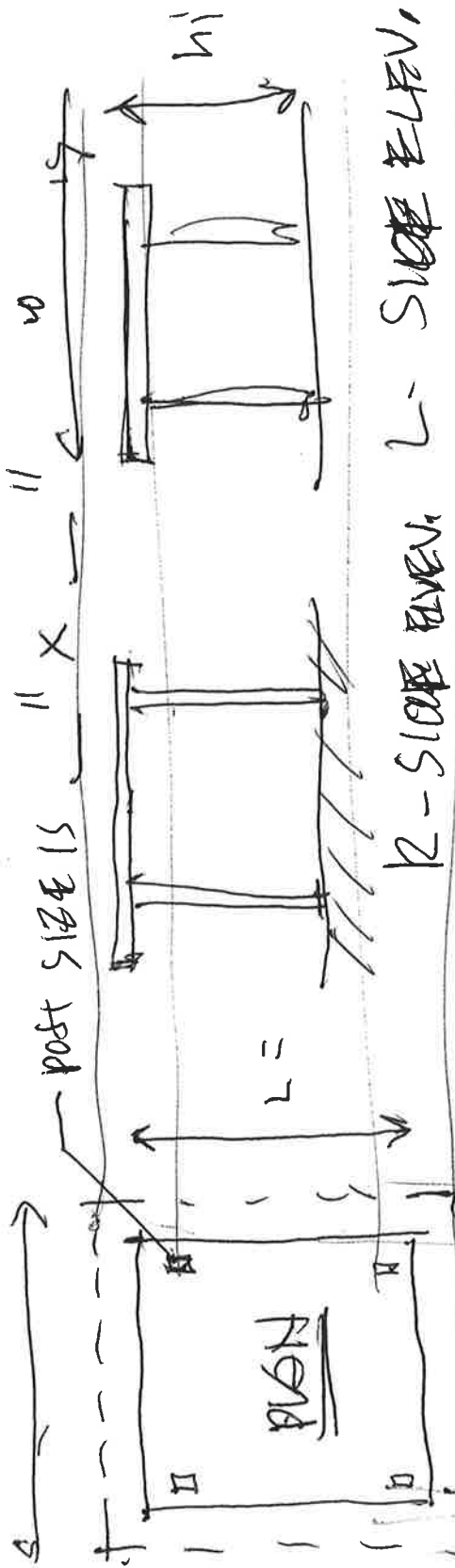
4608 SARGENT
RD NE

David Vollin Julie

4608 SARGENT ROAD NE G1500017 2-6-15

1. PURSUANT TO DCMR-11, SECTION 2300.8 THE PROPOSED FREESTANDING CARPORT SHALL REQUIRE A SPECIAL EXCEPTION IF APPROVED BY THE BOARD OF ZONING ADJUSTMENT.
2. PRIOR TO ACCEPTING THE COPY OF THE BUILDING PERMIT APPLICATION AND ASSIGNING A BZA MEMO YOU WILL NEED THE FOLLOWING;
 - a) COMPLETE PLANS AT A VERIFIABLE SCALE
 - b) FOUR ELEVATIONS ARE REQUIRED AT A VERIFIABLE SCALE.
 - c) AFTER YOU HAVE ADDED THE PLANS AND ELEVATIONS TO THE PERMIT PLEASE RETURN TO THE PUBLIC COUNTER TO SUBMIT THE BZA PACKAGE FOR YOUR MEMO.

david.vollin@dc.gov
202-442-4576





12 STEPS TO SHOWING IMPROVEMENTS ON A PLAT

When you apply for a building permit to do exterior work on your property (such as building an addition or adding a deck), you must include a building plat – a plat map that includes drawings of all existing and proposed property improvements such as the house, the driveway, the deck you want to build, etc.

The plat should also show all trees that measure at least 4.5 feet above ground and have circumferences of 12 inches or more. (See the Urban Forestry Administration website, <http://ufa.ddot.dc.gov/ufo/site/default.asp>, for information about Tree Removal Permits.)

You may order a plat map from the Office of the Surveyor, in the Department of Consumer & Regulatory Affairs.

Below are directions to help you draw building improvements on the plat map. The plat you receive from the Office of the Surveyor is a scaled drawing of the lot(s) your house sits on.

1. The scale of the drawing is shown on the plat at the top left of the page. For example, the scale may be shown as: "Scale: 1 inch = 10 feet". Typical scales are 1 inch = 10, 20, or 30 feet.

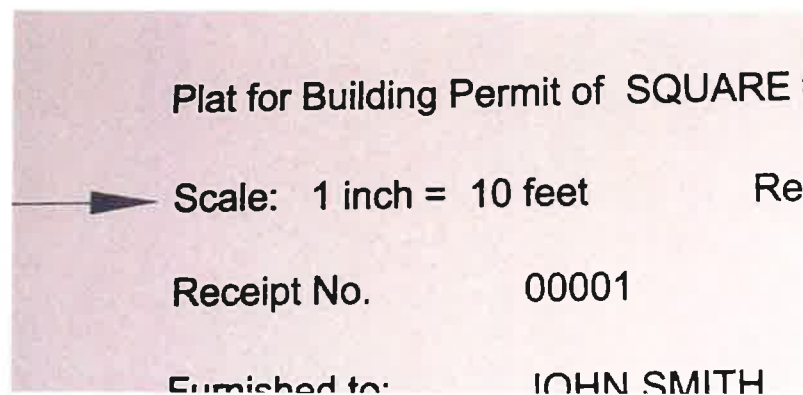


Fig. 1 Scale formula

2. You will need an engineer's scale to draw on your plat map. An engineer's scale is a ruler-like instrument used to measure distances. You can buy one purchased at most office supply stores for less than \$5.00. You may also borrow one from the Office of the Surveyor or the Homeowners Center.



Fig. 2 Engineer's scale

3. You may be able to get a copy of the dimensions of your existing property from:

- Your Mortgage Survey – Most homebuyers receive mortgage surveys of their properties showing the house and improvements such as decks, sheds, and fences. These scaled drawings show the dimensions of the structures and the distances they are from your property line.
- Office of the Surveyor – The Office of the Surveyor may have the dimensions of your house when it was built, in Survey Jackets or Wall Reports that the builder filed.

1 If the Office of the Surveyor doesn't have your house's dimensions and you have no survey of your property, you may want to hire a private DC licensed surveyor. The licensed surveyor can give you professional, scaled drawings of your house and its improvements.

2 Once you have the correct dimensions of the structures on your property and their distances from the property line, you can draw the house and improvements on the plat map.

3 To draw the house and improvements on the plat, first identify the scale of the drawing and rotate the engineer's scale to the same scale. Each mark or tic on the scale would be equal to 1 foot.

For example, if your survey shows that your house is 10 feet from the left property line, lay the engineer's scale with the 0 end on the front line of the plat and count 10 tics. Then place a small mark on the plat using a pencil.

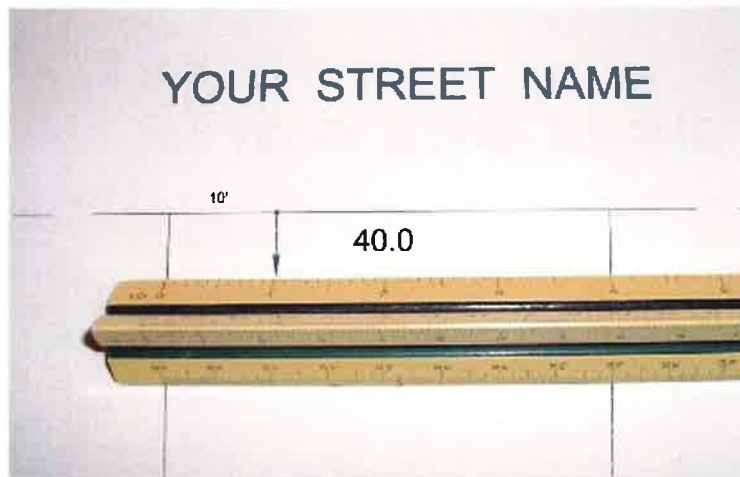


Fig. 3 Measuring 10 feet from property line

7. If the survey shows your house is 8 feet from the front property line, place the scale along the side property line and count back 8 tics.

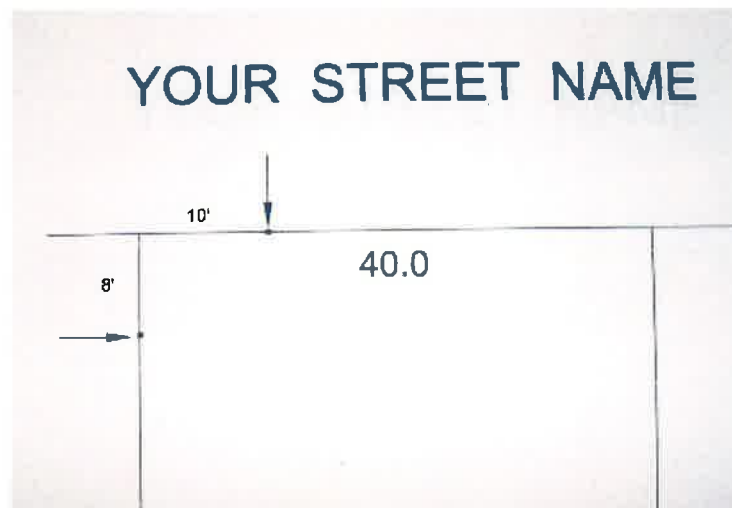


Fig. 4 Measuring 8 feet from property line

8. Using the scale as a straight edge, connect the dots with light pencil lines. This will show the left front corner of your house.

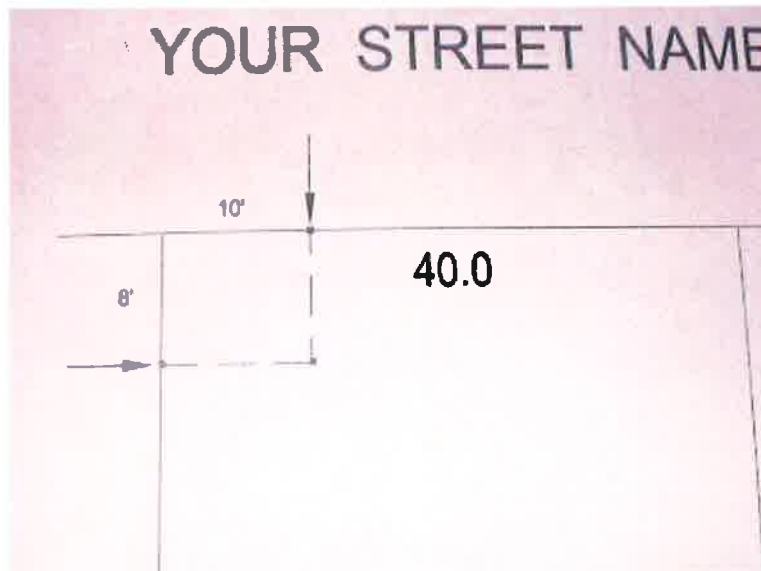


Fig. 5 Drawing the left front corner of your house

9. Based on the survey information, place the 0 end of the scale next to the mark you made. Measure along the pencil line the distance shown on the survey (for example, 20 feet). You now have the front line of your house.

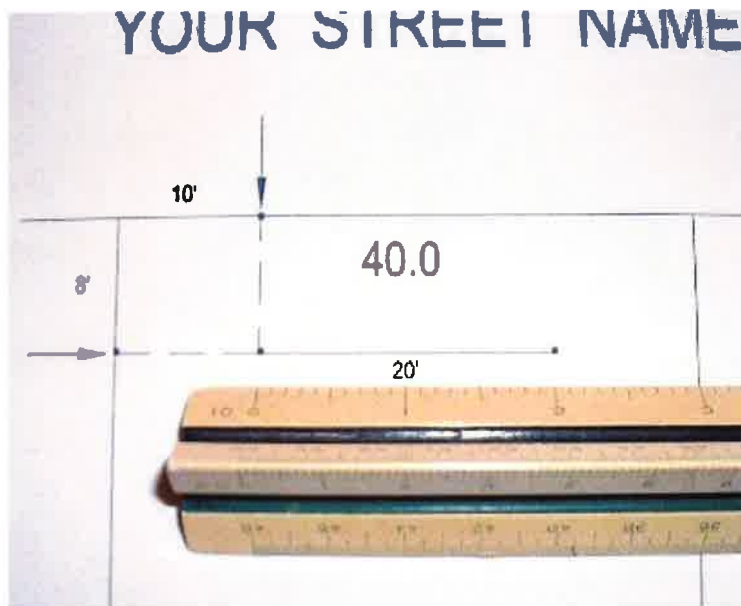


Fig. 6 Drawing the front of your house

10. From this line you can draw the rest of the house, using the distances shown on the survey.

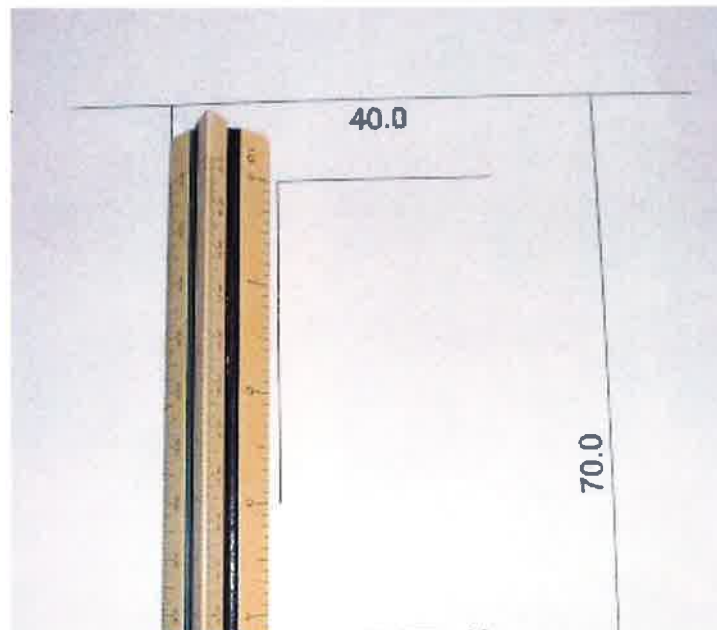


Fig. 7 Drawing the rest of your house

11. Pencil the lines lightly first so that any mistakes can be easily erased. Darken with a pen after you've finished the drawing. Show existing house lines as \\\\\\\; new construction as solid lines; and fences as ----X----X---. The example below shows a new back yard fence and a new deck.

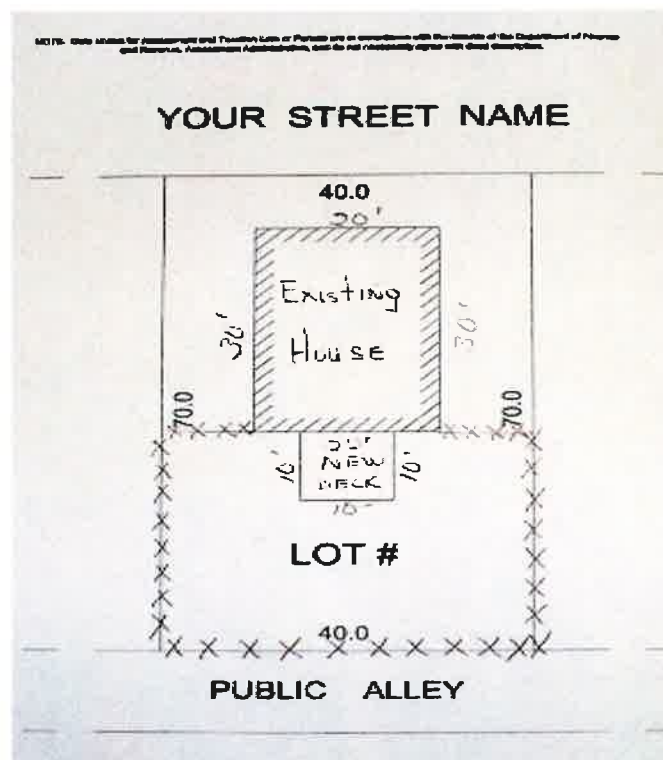


Fig. 8 Completed plat map

12. You need three copies of the completed plat map for most permits. You may want to draw on one plat and make copies. (A copy machine in the Office of the Surveyor prints paper sizes up to 11" X 17" for \$1.00 per copy.)



Department of Consumer and Regulatory Affairs

Permit Operations Division

1100 4th Street SW

Washington DC 20024

Tel. (202) 442 - 4589

Fax (202) 442 - 4862



Received:

Plans

Application

Date: 2/6/2015



Engineering

Tyrone Thomas

Applicant/Agent:

Janis C Gross

Phone

Job



Job No:

Address of Project:

4608 SARGENT RD NE

G1500017

Existing Use: Single Family

Existing No. of Stories: 2

Proposed Use: Single Family

Prop no of Stories: 2

Permit Type: Garage

SSL: 3916 0008

Description of Work:

construct a free-standing carport in rear of property

Required Reviews: (Checked boxes only)	Reviewer:	Completion Time:	Review Status:
☐ Fine Arts:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Historic:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Public Space/DDOT:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☒ Zoning:	2/6/15	☐ AM ☐ PM	☐ Approved ☒ HFC ☐ Conf. w/Applicant
☐ Soil Erosion/DDOE:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ DC Water:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Mechanical:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Plumbing:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Health/DOH:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Electrical:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Elevator:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Fire Protection:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☒ Structural:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Green Review:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
☐ Chinatown Review:		☐ AM ☐ PM	☐ Approved ☐ HFC ☐ Conf. w/Applicant
<u>New/ Addl Cost</u> \$0.00	<u>Alt/Rpr Cost</u> \$0.00	<u>Total Cost</u> \$0.00	<u>Volume of New Bldg, or Addl Cubic ft.</u>

<u>Alter/Repair FEE</u>	<u>New Const. FEE</u>	<u>Filing FEE</u>	<u>Enhancement FEE</u>	<u>Green FEE:</u>	<u>Total Permit FEE</u>
-------------------------	-----------------------	-------------------	------------------------	-------------------	-------------------------



Department of Consumer and Regulatory Affairs

Remittance Source Document

Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel. (202) 442 - 4589 Fax (202) 442 - 4862

OFFICE OF FINANCE AND TREASURY
Date: 2/6/2015 9:36 AM
Office: DCRA Term: WFE02-91K1
Batch: 32745 Batch Date: 2/6/2015
Cashier: TEMP15
Trans #: 10
DEPARTMENT OF CONSUMER & REG. 01660378
Comment/Document: 1674065 \$71.50
Payment Total:
Payment Distribution:
2015 CPU (3030) 10001
CA Tendered: \$80.00
CA Tendered: (\$8.50)

Date: February 06, 2015

INVOICE

Invoice Number: 1674065

Customer: JANIS C GROSS

Mailing Address: 4608 SARGENT RD NE
WASHINGTON, DC 20017-2719

Address of Work: 4608 SARGENT RD NE
Washington, DC 20017

Permit: G1500017

Type of Permit: Garage

Acct Code:	Fees:	Description:
3012-3030-1000-1906	\$3.25	Enhanced Service Fee - Filing Fee
3012-3030-1000-1906	\$3.25	Enhanced Service Fee - Garage
3012-3030-1000-1906	\$32.50	Garage Permit Fee
3012-3030-1000-1906	\$32.50	Garage Permit Filing Fee

Invoice Total: \$71.50

Tyrone Thomas



FJ-2563136
G1566017

Department of Consumer and Regulatory Affairs

Reasonable Accommodations and Modifications for Persons with Disabilities

The Department of Consumer and Regulatory Affairs (DCRA) is committed to fair housing practices for all residents of the District of Columbia. The Fair Housing Amendments Act of 1988 (FHA) allows qualified persons with disabilities and or their representatives to request reasonable accommodations and/or modifications so that they may fully use and enjoy their homes and related facilities. This law defines a qualified person with disability as:

Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

In general, a physical or mental impairment includes hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, and developmental disabilities that substantially limit one or more major life activities. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks, and caring for oneself.

The FHA requires DCRA to make reasonable accommodations for qualified persons with disabilities. A reasonable accommodation is a change in rules, policy, practices, or services so that a person with a disability will have an equal opportunity to use and enjoy a dwelling unit or common space. DCRA is required provide reasonable accommodations to qualified persons with disabilities, but it is not required to make changes that would fundamentally alter the program or create an undue financial and administrative burden.

The FHA of 1988 requires DCRA to allow qualified persons with disabilities to make reasonable modifications. A reasonable modification is a structural modification that is made to allow persons with disabilities the full enjoyment of the housing and related facilities. DCRA is required to provide reasonable modifications to qualified persons with disabilities, but It is not required to make changes that would fundamentally alter the program or create an undue financial and administrative burden.

Would you like to obtain more information from DCRA on FHA reasonable accommodation and/modification requests for qualified persons with disabilities (*circle one*)?

YES

NO

Janis Gross

Printed Name

Janis Gross

Signature

If you have questions or concerns related to requesting reasonable accommodations or modifications for qualified persons with disabilities from DCRA, please contact:

Mr. Jeffrey Mason
Department of Consumer & Regulatory Affairs
1100 4th Street, SW Suite 5311
Washington, DC 20024
Phone: (202)-442-4545
Fax: (202) 442-4884
jeffrey.mason@dc.gov

DISTRICT DEPARTMENT OF THE ENVIRONMENT
BUILDING PERMIT APPLICATION SUPPLEMENTAL FORM - ENVIRONMENTAL QUESTIONNAIRE

PROJECT ADDRESS: 4608 SARGENT RD NE LOT 8 SQUARE 3916

Note: please answer all 10 questions in this questionnaire, by checking either column Yes" or "No" for each question. If you answer "Yes" to any of the questions, you should contact the corresponding office(s) indicated in column 'contact person/office', as soon as possible. Until this application is reviewed and approved by the concerned office(s), the permit will not be issued.

SCOPE OF PROJECT	YES	NO	CONTACT PERSON/OFFICE	OFFICE USE
1. Does the total cost of the project exceed \$1 million? This does not apply if project is for internal (tenant space) renovation only and there will be no change in the use of the building.		X	(202) 535-2600, EIS Coordinator	
2. Will the work to be performed involve the installation, removal, abandonment, or repair of an underground storage tank (UST) system?		X	(202) 535-2600, Underground Storage Tank Division	
3. Will the work to be performed involve the assessment Or clean-up of soils associated with the release of materials from an underground storage tank (UST)?		X	(202) 535-2600, Underground Storage Tank Division (202) 535-2600, Air Quality Division	
4. Will the work to be performed involve the assessment or clean-up of groundwater associated with the release of materials from an underground storage tank (UST)?		X	(202) 535-2600, Underground Storage Tank Division (202) 535-2600, Air Quality Division (202) 535-2600, Water Quality Division	
5. Will the proposed project involve the installation or drilling of wells other than for the purposes stated in questions 3 and 4?		X	(202) 535-2600, Water Quality Division (202) 535-2600, Air Quality Division	
6. Will the proposed project involve the generation, treatment, storage, disposal or transportation of chemicals or other substances which may be considered hazardous?		X	(202) 535-2600, Hazardous Waste Division	
7. Will the proposed project involve construction which will disturb the sediment in rivers, streams or wetlands?		X	(202) 535-2600, Water Quality Division	
8. Will the proposed use involve the construction of a facility for the handling, transfer, storage, disposal or treatment of solid waste, medical waste, or recyclable materials?		X	(202) 535-2600, EIS Coordinator	
9. Will the proposed project result in the discharge into the air of gases, dust, or the creation of any objectionable odors?		X	(202) 535-2600, Air Quality Division	
10. Was the building built before 1978? (Lead paint may be present).		X	If you answer "YES" to this question, please answer the questions and follow the instructions on the "Lead Hazard Control Questionnaire" to determine if you need a permit to conduct a Lead Abatement Project.	

AFFIDAVIT

I hereby certify that I have the authority of the owner of the property to make this application. I declare that the answers to the above questions in this Questionnaire are complete and correct to the best of my knowledge.

Signature: [Signature] Name (print): JANIS C. GROSS
 Address: 4608 SARGENT RD NE Date: 2/6/15 Phone: 202-636-9308

OFFICE USE ONLY

DDOE APPROVAL BY _____ NAME (Print) _____
 CONTACT NUMBER : (202) _____ DATE: _____
 COMMENTS AND PERMIT RESTRICTIONS _____



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

CONTRACT AGREEMENT

Name of Contractor/Owner

JANIS C. GROSS

Print Name

Date:

2/6/15

Address of Contractor / Owner

4608 SARGENT RD NE

Date:

2/6/15

ADDRESS OF PROPOSED WORK

4608 SARGENT RD NE

LOT:

8

SQUARE:

3916

OWNER OF BUILDING OR BUSINESS

JANIS C. GROSS

PHONE No:

2/636-9308

DESCRIPTION OF PROPOSED WORK:

CONSTRUCTION OF DETACHED CARPORT

COST ESTIMATE

CONSTRUCTION e.g., drywall, ceilings, framing, carpentry etc

\$

5,000 -

ELECTRICAL

\$

MECHANICAL

\$

PLUMBING

\$

FIRE PROTECTION e.g., sprinkler system, fire alarm system, generator etc.

\$

DEMOLITION

\$

MISC / OTHER (please specify)

\$

TOTAL

\$

5200 -

The foregoing terms, specifications and conditions are satisfactory and hereby agreed to. You are authorized to work as specified and payment will be made in the amount as outlined. Upon signing this agreement, the owner represents and warrants that he or she is the owner or the authorized agent of the owner of the aforesaid premises and that he or she has read this agreement.

CONTRACTOR

Print Name

Signature

Date:

OWNER OF

BUILDING/BUSINESS

Print Name

Signature

Date:

Upon signing this document, the owner and contractor declare that the cost of construction as specified above for the referenced project is true and correct to the best of their knowledge.



Environmental Intake Form

Owner & Contact Information

Complete address of proposed work

Square 3916	Suffix (if any)	Lot 8	Application date (4 numbers for year) 262015
----------------	-----------------	----------	---

Number 4608	Ext	Official street name SARGENT RD NE	Quadrant	Unit/Suite
----------------	-----	---------------------------------------	----------	------------

Project name	Application number (if applicable) FV-2563136	Project Description DETACHED CARPORT
--------------	--	---

6. Owner JANIS GROSS	7. Complete mailing address (include zip) 4608 SARGENT RD NE	8. Phone 2/636-9308	9. Email, if you prefer e-notice
-------------------------	---	------------------------	----------------------------------

10. Agent for owner, if applicable	11. Complete mailing address (include zip)	12. Phone	13. Email, if you prefer e-notice
------------------------------------	--	-----------	-----------------------------------

Project Scope

Scope (Check all that this project involves.)	No	Yes	If You Answer "Yes"
1. Is this project a residential structure within R-1 through R-5-A zoning districts?			
2. Is this project a single-family structure not built in conjunction with 2 or more units?			
3. Is this project an accessory structure, such as a garage, patio, pool, or fence?			
4. Is this project only an interior renovation with no building use or capacity change?			
5. Is this project in an Economic Development Zone, as defined in DC Official Code § 6-1501 et seq (DC Law 7-177)?			Skip to the signature line.
6. Is this project in the Central Employment Area, defined in DC Zoning Regulations?			
7. Does the project involve only operation, repair, maintenance, or minor alteration of public structures, facilities, mechanical equipment, or topographical features, with negligible or no expansion of use beyond its current use?			
8. Does the owner of this site own adjacent or abutting property?			
9. Do you plan to develop adjacent/abutting property in next 3 years?			Attach a site plan. If there is no plan, attach a written explanation.
10. Do you plan more development that requires permit(s) on any site in this square in next 3 years?			
11. Is this project a solid waste facility?			See EIS Coordinator.
12. Have you prepared an Environmental Impact Statement (EIS) or a functional equivalent, as required by the National Environmental Policy Act of 1969 (NEPA)?			Attach the EIS or equivalent.
13. Are you claiming an exemption, other than those listed in this form, from the requirement to submit an Environmental Screening Form, under Title 20 § 7202.			Attach an explanation; cite relevant section of regulations.
14. Is the total project cost more than \$1.51 million, including site preparation and construction?			If you're not claiming an exemption, attach an EISF.
15. For projects with a total cost of \$1.51 million or less, check all that apply: ③ Contains threatened or endangered plant or animal species. ③ Is within 100 feet of a pond, stream, lake, spring, or wetland. ③ Project will produce emission of odorous or other air pollutants (from any source, including VOCs). ③ Project produce, use, or dispose of hazardous substances, as defined in 20 DCMR 7299. ③ Will be built on land where the water table depth is less than 3 feet. ③ Will require blasting. ③ Will generate medical, infectious, radioactive, or hazardous waste.			If you check any item, attach EISF or equivalent.

I certify that all statements on this application are true and complete to the best of my knowledge and belief. I agree to comply with all applicable DC laws and regulations. The making of false statements on this application is punishable by criminal penalties. (DC Code Sec. 22-2514)

Signature of Owner/Authorized Agent

Date 2/6/15

OFFICIAL USE ONLY

Environmental Impact Screening Form Required

③ Yes. Referred to EIS Coordinator

③ No

DCRA Reviewer

Date

NOTE: Building permit approval is not the same as approval of an action or entire project under the Environmental Policy Act of 1989. If you build on the same, adjacent, or abutting property, or expand on work covered by this Environmental Intake Form within 3 years, you may be required to file an EISF for the whole project, including the part covered by this application and permit approval. If the action violates any federal or DC environmental laws, an EISF can be required.

To report waste, fraud, or abuse by any DC government office or official, call the Inspector General: 1-800-521-1639



LEAD PERMIT SCREENING FORM

- 1) Is the work you will be conducting going to disturb paint on the interior or exterior of a property built prior to 1978? This includes residential and commercial properties, as well as child-occupied facilities such as daycares, pre-schools, libraries, etc...
☐ Yes (continue to next question)
☒ No (there is no lead abatement permit requirement; you can skip the rest of this form)
- 2) Do you have a lead inspector's written report stating that the paint you'll be disturbing is NOT lead-based paint?
☐ Yes (there is no lead abatement permit requirement and you can skip the rest of this form; BUT you must submit a copy of the inspector's report to DDOE's Lead and Healthy Housing Division)
☒ No (continue to next question)
- 3) Will you be doing work that involves the enclosure/encapsulation of painted components, the use of chemical stripping, the replacement of painted surfaces or fixtures, or the removal or covering of lead-contaminated soil?
☐ Yes (this abatement work requires a DDOE lead abatement permit)
☒ No (there is no lead abatement permit requirement; you can skip the rest of this form)

Lead Abatement Permit Requirements

If you are required to obtain a lead abatement permit, you must:

- 1) Apply for a lead abatement permit from DDOE's Lead and Healthy Housing Division (call 535-1934 for details)
- 2) Use a DDOE certified lead abatement worker/supervisor to conduct the abatement activity
- 3) Produce an independent "clearance report" at the end of the work, confirming that the abatement activities were conducted in such a manner that no lead-based paint hazards remain in the work area(s).

To obtain a DDOE lead abatement permit application, please visit:

www.ddoe.dc.gov and click on Lead and Healthy Housing Division.

NOTICE: Lead Abatement Permit Exemptions

- 1) Are you a property owner who is performing lead-based paint activities or renovations in a residence that you own and live in, which is occupied solely by you or your immediate family, AND where neither children under 6 years of age NOR a pregnant woman lives? ☐ Yes
- 2) Will the work that you will perform disturb 2 square feet or less of paint per room? ☐ Yes

If you answered "yes" to either one of these questions, NO DDOE lead abatement permit is required.



Zoning Data Summary

General Instructions: Pursuant to 12 DCMR, § 106.1.11.6, submit this completed form with Building Permit and Certificate of Occupancy applications for:

- proposed new construction of buildings
- additions to existing buildings
- changes in use or occupant load.

Print clearly in ink. Do not write in gray areas. Write N/A (non-applicable) for items that do not apply. If you erase, cross out, white out, or otherwise change any information on this application, the application will be void.

For more information, call the Office of Zoning Administrator at 202-442-4576. If you need more forms, you can download them at dcra.dc.gov (go to Permits/Zoning/Certificates of Occupancy and Zoning) or pick them up at the Permit Center, 1100 4th St SW, 2nd Floor

A. Site Address

Give complete and legal District address. If you need to apply for a new address, complete a New Address Application, before you complete this form. Do not abbreviate street names. Write the correct quadrant (NW, NE, SW, SE), suite or office number. Enter the correct Square, Suffix, and Lot number (SSL) or parcel ID.

Street Number 4608	Street Name SARGENT RD NW	Quadrant NE	Unit / Suite	Application Date 2/6/15
Square 39116	Suffix	Lot 8	Proposed use DETACHED CARPORT	

B. Owner & Contact Information

Agent must be an individual -- not company.

Owner of Building or Property JANIS GROSS	Complete mailing address (include zip) 4608 SARGENT RD NW	Phone Number(s) 2/636-9308	Email jlgross@comcast.net
Agent for owner, if applicable	Complete mailing address (include zip)	Phone Number(s)	Email norman

C. Zoning District & Special Development Restrictions

Give the correct zoning and overlay zoning district(s). Check with Zoning staff if you are unsure. If your proposed construction was subject to Board of Zoning Adjustments (BZA) or Zoning Commission review, write the order number. Attach copies of BZA order and Office of Zoning stamped plan exhibits (site plan, elevations, and floor plans).

District	Overlay(s), if any
----------	--------------------

Number of Board of Zoning Adjustment (BZA) or Zoning Commission (ZC) Order, if applicable.

D. Zoning Data

For items with asterisks (*) refer to the Definitions Section of the Zoning Regulations, 11 DCMR, § 199.1, available online at dcoz.dc.gov/info/reg.shtm.

Data	Existing	Proposed	Official Use Only (code requirement)
Fill in both columns: numbers must match those on attached applications, plats, and plans.			
Units & Parking Spaces			
Number of dwelling units	Units	Units	
Number of parking spaces (9' x 19')	Units	Units	
Setbacks & Building Heights			
Side Yard* Setback (left when you face property)	Linear feet	Linear feet	
Side Yard* Setback (right when you face property)	Linear feet	Linear feet	
Rear Yard* Setback	Linear feet	Linear feet	
Building Height*	Stories	Stories	
	Feet	Feet	
Areas			
Lot Area	Square feet	Square feet	
Gross Floor Area* (GFA) of entire building (sum of all floors)	Square feet	Square feet	
Floor Area Ratio*	GFA / Lot Area	GFA / Lot Area	
Building Area* (sum of footprints of all buildings)	Square feet	Square feet	
Lot Occupancy* (Bldg Area / Lot Area)	%	%	

Form Completed by (sign and print name): _____ Date: _____