GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Zoning Adjustment

November 5, 2015

Goulston & Storrs
Christine A. Roddy
1999 K St. NW, 5th fl.
Washington, DC 20006

Re: BZA Application No. 19171

Dear Applicant,

Your application has been accepted as complete. You are hereby notified to appear before the Board of Zoning Adjustment (Board) on **Tuesday, February 2, 2016 at 9:30 am**, at the Jerrily R. Kress Memorial Hearing Room, One Judiciary Square, at 441 4th Street N.W., Suite 220 South, Washington, D.C., 20001 for a public hearing concerning the following application:

> **Application of Matcap LLC**, pursuant to 11 DCMR § 3103.2, for variances from the lot occupancy requirements under § 403.2, the rear yard requirements under § 404.1, the alley lot garage setback requirements under § 2300.4, and the record lot requirements under § 3202.3, to construct a two-story carriage house with ground-floor private garage and upper-floor accessory storage in the R-5-B District at premises (rear) 12 Logan Circle N.W. (Square 241, Lot 837).

REFERRAL TO GOVERNMENT AGENCIES

Your case has been referred to **Advisory Neighborhood Commission (ANC) 2F**.

Your case has also been referred to the Office of Planning (OP). OP has assigned a development review specialist to review your case and prepare a report for the record. OP will contact you about your case and it is recommended that you consult with them prior to the hearing. Other agencies, including the District Department of Transportation (DDOT), may contact you as well.

NEXT STEPS PRIOR TO HEARING

- **ANC**: Contact the ANC to ensure that your case has been scheduled for review well in advance of the public hearing. Visit http://anc.dc.gov to find contact information for your ANC.
- **Notice of the hearing**: A large orange placard sign featuring the case description must be posted and maintained on the subject property for at least 15 days prior to the public hearing. Obtain this sign at the Office of Zoning (OZ). Please call OZ at 202-727-6311 in advance to ensure that the sign is ready when you come in to pick it up.
- **Affidavit of Posting**: An Affidavit of Posting (Form 145) must be filed at least 5 days prior to the hearing.

Board of Zoning Adjustment
District of Columbia
CASE NO.19171
EXHIBIT NO.20

- **Agent authorization**: If not already filed, a signed letter of authorization must be submitted by the Applicant if represented by an agent, including a licensed architect or attorney. Visit http://dcoz.dc.gov/resources/Letter_of_Agent_Authorization/index.shtm if you wish to be represented by a third party.
- **Changes to application**: In the event that the zoning relief requested changes prior to the hearing, a revised Self-Certification (Form 135) or a revised Zoning Deficiency Letter from the Zoning Administrator must be filed, as well as any additional filing fees that may apply.

Failure to submit required documents and additional fees could delay the hearing of your case.

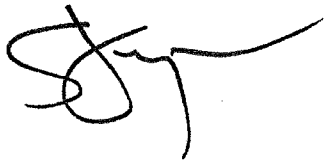
INTERACTIVE ZONING INFORMATION SYSTEM (IZIS)

In order to access and file documents for this case, log-in to IZIS at http://app.dcoz.dc.gov. All documents provided must be submitted through IZIS at least 14 days prior to the hearing (except for the Affidavit of Posting which must be submitted at least five days prior to the hearing). If you submit documents less than 14 days before the public hearing (or within five days in the case of the Affidavit of Posting), you must file a Motion to Request Waiver of Time Requirements (Form 150) in addition to the documents for consideration by the Board.

Letters and other documents may be filed by individuals and organizations in support of or in opposition to your application. Review the file in your application frequently so that you are prepared to respond to any issues that may be raised regarding your case. Note that the Board expects Applicants to make a good faith effort to reach out to those in opposition to resolve conflicts prior to the public hearing date.

If you have any questions or require any additional information, please call OZ at 202-727-6311.

SINCERELY,



STEPHEN VARGA, AICP, LEED Green Assoc.
Senior Zoning Specialist
Office of Zoning