

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
OFFICE OF THE ZONING ADMINISTRATOR**



September 23, 2015

MEMORANDUM

TO: Board of Zoning Adjustment

FROM: Matthew Le Grant 
Zoning Administrator

SUBJECT: Proposed conversion to two-family flat.
The structure is located at
5523 13th Street NW
Lot: 0024 in Square: 2933
Zoned R-3
DCRA File Job #B1510781
DCRA BZA Case #FY-15-98-Z

Review of the plans for the subject property referenced above indicates that Board of Zoning Adjustment approval is required as follows:

1. Variance pursuant to § 320.3 to convert a one- family dwelling into a two-family flat in R-3. (§ 3103.2)

Note: All applicants must provide the Office of the Zoning Administrator with submission verification, in the form of a formal receipt from the BZA, within 30 days of the date of this memo.

1100 4th Street, SW 3rd Floor Washington, D.C. 20024
Phone: (202) 442-4576 Fax: (202) 442-4871

Board of Zoning Adjustment
District of Columbia
CASE NO.19189
EXHIBIT NO.3

FY-15/98-Z

PRE-FILE NUMBERS		ZONING DISTRICT	FILE NUMBER	PERMIT NUMBER	
N.C.P.C. No:	O.G. No:			B1510781	By:
H.P.A. No:	S.S.L. No: 2933 0024	Ward No: 4	Receipt No:	Date: Project Doc	Receipt No:



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUILDING AND LAND REGULATION ADMINISTRATION PERMIT SERVICE CENTER
dcra.dc.gov



FJ-814201

BLRA-33
(Rev.10/2011)

APPLICATION FOR CONSTRUCTION PERMITS ON PRIVATE PROPERTY
(PRINT IN INK OR TYPE, DO NOT WRITE IN SHADED AREAS)

CLEARANCE TO FILE By _____ Date _____		ERASING, CROSSING OUT, WHITING OUT, OR OTHERWISE ALTERING ANY ENTERED INFORMATION WILL VOID THIS APPLICATION			
(A) ALL APPLICANTS MUST COMPLETE ITEMS 1 THRU 35					
1 Address of Proposed Work: 5523 13TH STREET NW		Suite No.	2. Lot 0024	3. Square 2933	4. Application Date 7/28/2015
5 Owner of Building or Property christopher leary		6 Address (include Zip Code) 5523 13th st nw 20011		7 Phone 240-832-6464	
8 Agent for Owner: (if applicable)		9. Address (include Zip Code)		10. Phone	
11. Type of Proposed Work (Select only one) ALL APPLICANTS MUST COMPLETE SECTIONS AF AND AI					
☐ New Building(B) ☐ Awning(G) ☐ Fire Retardant Paint(O) ☐ Sheeting and Shoring(X) ☐ Addition(B) ☐ Sign(H) ☐ Flag Pole(P) ☐ Tenant Layout(Y) ☐ Addition Alteration Repair(B) ☐ After Hours(I) ☐ Observation Stand(Q) ☐ Swimming Pool(Z) ☒ Alteration and Repair(B) ☐ Demolition(J) ☐ Scaffolding Information (R) ☐ Special Sign(AA) ☐ Raze Building(C) ☐ Blasting Operations(K) ☐ Soil Boring(S) ☐ Projection(AB) ☐ Retaining Wall(D) ☐ Christmas Tree Stand(L) ☐ Tower Crane(T) ☐ Excavation only (AC) ☐ Fence(E) ☐ Fireworks Stand(L) ☐ Foundation Only(U) ☐ Tent(AD) ☐ Shed(F) ☐ Exterior Cleaning Information(M) ☐ Underground Storage Tank(V) ☐ Antenna (AE) ☐ Garage(F) ☐ Capacity Placard(N) ☐ Water And Damp Proofing(W) ☐ Civil Site Work Only (AH) ☐ Solar System					
12. Description of Proposed Work convert basement into a 2 bedroom 1 bath apartment					
13 Existing Use(s) of Building or Property Single Family		14 Ex. No of Stories of Bldg 2	15 Ex. No of Dwelling Units 1	Official Use Only Miscellaneous FEE \$	
16 Proposed Use(s) of Building or Property Multifamily (> 2 units)		17 Prop. No of Stories of Bldg 2	18 Prop. No of Dwelling Units 0	By:	Date:
19 Starting Date	20 Completion Date of work	21 Method of Removing Construction Debris ☐ Pick-up Truck ☒ Dumpster ☐ Other (specify)		22 Does the proposed work involve disturbing the earth or razing a building? ☐ Yes, answer q. 23 ☒ No, SKIP q. 23-27	
23. Is the area of disturbed earth more than 50 sq. ft? ☐ Yes, answer q. 25-26 ☐ No, SKIP q. 25-26	25. Soil Erosion Control Methods		26. Area of Offsite Drainage sq. ft	27. No of Footings or Columns	28. Size of Footings or Columns
24. Is the area disturbed earth more than 5000 sq.ft? ☐ Yes ☒ No	29. Existing Stories Plus Basement	31. Existing Stories ☐ Yes Penthouse ☒ No	OFFICIAL USE ONLY		
	30. Proposed Stories Plus Basement	32. Proposed Stories ☐ Yes Penthouse ☒ No	M	R	P
			P	H	A
			E		
			F		
			S		
33. 3rd Party Review ? ☐ Yes ☒ No	34. 1st time Tenant Build ☐ Yes Outs ☐ No	35. Floors Involved in Proposed Construction 1st		W ☐ Yes ☐ No PLANS ☐ No ☐ Sm ☐ Lg	