


**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Board of Zoning Adjustment**



**MEMORANDUM**

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To: Eric Shaw  
Director, Office of Planning

From: Stephen Varga, AICP, LEED Green Assoc.   
Senior Zoning Specialist

Date: October 4, 2016

Re: BZA Appeal No. 19374

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An appeal alleging an error in the determination or decision made by an administrative officer in the administration or enforcement of the Zoning Regulations of the District of Columbia (Regulations) has been filed with the Board of Zoning Adjustment (Board). This appeal was filed on **October 4, 2016** through the Interactive Zoning Information System (IZIS).

In order to review exhibits in the case, follow these steps:

- Visit the Office of Zoning (OZ) website at [www.dcoz.dc.gov](http://www.dcoz.dc.gov)
- Under "Online Services", click on "Interactive Zoning Information System".
- Click on "Go to Case Records".
- Enter the BZA application number indicated above and click the search button.
- The search results should produce the case on the right. Click "View Details".
- Click "View Full Log".
- This list comprises the full record in the case. Simply click "View" on any document you wish to see, and it will open a PDF document in a separate window.

As described in the Zoning Regulations of the District of Columbia (Regulations), the Board gives "great weight" to the Office of Planning (OP) written report. Visit [http://dcoz.dc.gov/resources/Filing\\_IZIS/index.shtm](http://dcoz.dc.gov/resources/Filing_IZIS/index.shtm) for instructions on how to file the OP report through IZIS. OP reports must be submitted at least 10 days prior to the public hearing date so that the Board has ample time to consider OP's position. If you submit documents less than 10 days before the public hearing, you must file a Motion to Request Waiver of Time Requirements (Form 150) in addition to the documents for consideration by the Board.

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

**PROJECTED MONTH OF HEARING: December, 2016**