

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



September 11, 2017

Matthew LeGrant, Zoning Administrator  
DCRA  
1100 4th Street, S.W. - Room 3100  
Washington, D.C. 20024

**Re: BZA Appeal No. 19573**

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC HEARING**

Dear Mr. LeGrant:

An individual, organization, or Advisory Neighborhood Commission (ANC) is 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). This appeal was filed on June 29, 2017 through the Interactive Zoning Information System (IZIS).

You are hereby notified to appear before the Board of Zoning Adjustment (Board) on **Wednesday, October 18, 2017 at 9:30 am**, at the Jerrily R. Kress Memorial Hearing Room, One Judiciary Square, at 441 4<sup>th</sup> Street N.W., Suite 220 South, Washington, D.C., 20001 for a public hearing concerning the following appeal:

**Appeal of Nefretiti Makenta**, pursuant to 11 DCMR Subtitle Y § 302, from the decision made on May 26, 2017 by the Zoning Administrator, Department of Consumer and Regulatory Affairs, to issue building permit B1707364, amending building permit B1603868, to alter the approved third floor addition in the RF-1 Zone at premises 3616 11th Street N.W. (Square 2829, Lot 169).

**HOW TO FAMILIARIZE YOURSELF WITH THE CASE**

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

- Visit the Office of Zoning (OZ) website at <http://dcoz.dc.gov>
- Under “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.

---

441 4<sup>th</sup> Street, N.W., Suite 200/210-S, Washington, D.C. 20001

Telephone: (202) 727-6311

Facsimile: (202) 727-6072

E-Mail: [dcoz@dc.gov](mailto:dcoz@dc.gov)

Web Site: [www.dcoz.dc.gov](http://www.dcoz.dc.gov)

Board of Zoning Adjustment  
District of Columbia  
CASE NO.19573  
EXHIBIT NO.12

**INTERACTIVE ZONING INFORMATION SYSTEM (IZIS)**

In order to access and file documents for this case, log-in to IZIS at <https://app.dcoz.dc.gov/Login.aspx>. All documents provided must be submitted through IZIS at least 21 days prior to the hearing. If you submit documents within 21 days of the hearing, you must file a Motion to Request Waiver of Time Requirements (Form 150) in addition to the documents for consideration by the Board.

Individuals and organizations who wish to participate in the appeal may do so as an intervener. This is a form of party status intended for individuals or organizations that have a significant interest in the outcome of an appeal. Review the file in the case frequently prior to the public hearing so that you are prepared to respond to any filings made by other parties.

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

**SINCERELY,**

A handwritten signature in black ink, appearing to read "Clifford W. Moy", written in a cursive style.

**CLIFFORD W. MOY**  
**Secretary, Board of Zoning Adjustment**  
**Office of Zoning**

cc: Maximilian L.S. Tondro, Assistant General Counsel  
DCRA  
1100 4<sup>th</sup> St. SW, 5<sup>th</sup> Fl.  
Washington, DC 20024