Government of the District of Columbia
BOARD OF ZONING ADJUSTMENT

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D.C. OFFICE OF ZONING
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Consideration of your Application No. 16711, filed on 2-26-01, will be governed by the Board of Zoning Adjustment Rules of Practice and Procedure, effective on October 1, 1999. Under these Rules, your application will be set for public hearing on the first available date. The Board holds at least **TWO HEARINGS** per month, but typically **FOUR HEARINGS**. Cases are set for hearing on a first come, first serve basis. You will be notified of the date of the hearing approximately 40 days in advance.

When you receive the notice of public hearing, it will then be your responsibility as the applicant to post a notice of the public hearing on the property. You must pick up a posting sign from the Office of Zoning, and place it on each street frontage of the property a **MINIMUM of FIFTEEN (15) DAYS** prior to the date set for public hearing. You must check the sign at least once every five (5) days to be sure that it is in place, and must repost as necessary.

At the time of the initial posting, you must take a photograph of the sign. That photograph must be filed with the Office of Zoning a **MINIMUM of FIVE (5) DAYS** before the date set for public hearing, as an attachment to the affidavit of posting, which the Board will supply.

Please be further advised that it is also the responsibility of the applicant to carry the burden of proof for an application. That means that you should review the Zoning Regulations which apply to your application, as set forth in the notice of public hearing and should be prepared to tell the Board how your application meets the requirements of the Regulations against which it must be judged. (For variances refer to 11 DCMR 3103.2 and for special exceptions 3104.1)

The site of your application is within the jurisdiction of **Advisory Neighborhood Commission (ANC)** _____. If that ANC submits written comments on your application, the Board will give those comments "great weight" in its decision. The Board encourages you to contact the ANC to discuss your application at the earliest practical time. The telephone number of ANC _____ is _____.

You are also advised that if you intend to submit any additional materials in support of the application, any documentary evidence must be filed with the Office of Zoning at least **FOURTEEN (14) DAYS prior to the date of the hearing.** Documentary evidence includes statements, information, briefs, letters, reports, reports of experts and other witnesses, plans and other material.

Should you have any questions during the period your application is pending before the Board, please call the staff at **(202) 727-6311.**

Jerrily R. Kress

JERRILY R. KRESS, FAIA
Director

BZA
Case No. 16711
Exhibit No. 3

ACKNOWLEDGEMENT Larry Epp

sab/12-00
Form OZ-01

Board of Zoning Adjustment
District of Columbia
CASE NO.16711
EXHIBIT NO.3