ShawPittman LLP

*A Limited Liability Partnership Including Professional Corporations*

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January 22, 2002

By Hand Delivery

D.C. RECEIVED
OFFICE OF ZONING
2002 JAN 23 PM 1:42

Board of Zoning Adjustment
441 4th Street, NW
Second Floor
Washington, DC 20001

Re: National Association of Colored Women's Clubs, Inc.
1601 R Street, N.W. (Lot 78, Square 128)
Special Exception Application

Dear Members of the Board:

Enclosed please find a special exception application on behalf of the National Association of Colored Women's Clubs, Inc. (the "Applicant") for the proposed use of an existing building located at 1601 R Street, N.W. (the "subject property") as an office for a non-profit entity. Enclosed please find the following documents:

- A completed BZA Form 2 application;
- A letter from the National Association of Colored Women's Clubs, Inc., the owner of the subject property, authorizing Shaw Pittman to file the application and represent the Applicant in all matters before the Board;
- A building plat, prepared by the D.C. Surveyor, showing the footprint of the proposed building on the subject property;
- A Zoning Self-Certification Form;
- A statement of existing and intended use describing the necessary special exception relief for the proposed use;

BZA
Case No. 16853
Exhibit No. 1



Board of Zoning Adjustment
District of Columbia
CASE NO.16853
EXHIBIT NO.1

- Photographs of pertinent portions of the subject property;
- List of names and mailing addresses (including mailing labels) of the owners of all property within 200 feet in all directions of the boundaries of the subject property;
- A check for the filing fee.

We believe that the application is complete and acceptable for filing, and we request that the Board schedule a public hearing on the application as soon as possible. We are prepared to answer any questions or provide such other additional information as you may require. Thank you for your attention to this application.

Sincerely,

Allison C. Prince

Jamie Baker Roskie

Enclosures

cc: Dr. Patricia Fletcher

Document #: 1198416 v.1