ShawPittman LLP

A Limited Liability Partnership Including Professional Corporations

June 10, 2002

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D.C. OFFICE OF ZONING
2002 JUN 11 PM 12: 26

By Hand Delivery

D.C. Board of Zoning Adjustment
Suite 210
441 4th Street, N.W.
Washington, DC 20001

Re: BZA Use Variance Application of the Friends Committee on National Legislation ("FCNL") - (Lot 844, Square 757)

Dear Members of the Board:

Enclosed please find a variance application on behalf of FCNL (the "Applicant") for the proposed expansion of their office space located at 245 Second Street, N.E. (the "Property"). Attached please find the following documents:

- A completed BZA Form 120 application;
- A letter from FCNL, the owner of the Property, authorizing Shaw Pittman to file the application and represent the Applicant in all matters before the Board;
- A letter from the Zoning Administrator directing the Applicant to seek variance relief from the BZA;
- A building plat, prepared by the D.C. Surveyor, depicting the current and proposed building on the Property;
- A statement of existing and intended use;
- A statement of how the Applicant meets the burden of proof for variance relief;
- Photographs of pertinent portions of the 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;

BZA
Case No. 16916
Exhibit No. 4

Board of Zoning Adjustment
District of Columbia
CASE NO.16916
EXHIBIT NO.4

- A copy of BZA Order Nos. 5239 and 5240 authorizing non-profit office use on the Property; and
- A check for the filing fee.

We believe 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,

Paul A. Tummonds, Jr.

Ashleigh Dale*

Attachments

* not admitted in D.C.

Document #: 1248331 v.1