GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT
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Consideration of your Appeal No. 16935, **filed on** Aug. 1, 2002, will be governed by the Supplemental Rules of Practice and Procedure before the Board of Zoning Adjustment Rules of Practice and Procedure. Under these Rules, your appeal will be set for public hearing on the first available date. The Board holds at least **TWO HEARINGS** per month. Cases are set for hearing on a first come, first served basis. You will be notified of the date of the hearing approximately **FORTY (40) DAYS** in advance.

Please be advised that it is the responsibility of the appellant to carry the burden of proof for the appeal. That means that you must **demonstrate** to the Board **why the administrative decision for which this appeal is filed was in error.**

You are also advised that if you intend to submit materials in support of your appeal, 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.

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

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

JERRILY R. KRESS, FAIA
Director
Office of Zoning

ACKNOWLEDGED: _____

APPEALLTR/LJP

BZA
Case No. 16935
Exhibit No. 4

Board of Zoning Adjustment
District of Columbia
CASE NO.16935
EXHIBIT NO.4