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September 30, 2002

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Hand Delivery

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

Re: Application of German Marshall Fund
1742 and 1744 R Street, N.W.

Dear Members of the Board:

Enclosed please find an application and supporting materials requesting special exception approval under Section 508.1 of the Regulations to permit an office addition in an SP-1 District. We have enclosed an original and 20 copies of the following:

- Completed BZA Application;
- Letter from The German Marshall Fund of the United States authorizing Holland & Knight LLP to file the application;
- In lieu of a memorandum from the Zoning Administrator, a completed Zoning Self-Certification Form;
- Plat of the Subject Property prepared by the D.C. Surveyor and annotated by the architect to show proposed building footprint;
- Architectural drawings showing the proposed addition;
- Photographs of the Subject Property;
- Statement of Existing and Intended Use of the Subject Property;
- Preliminary Statement of Compliance with Burden of Proof;
- The names and mailing addresses and mailing labels for the owners of all property within 200 feet in all directions from all boundaries of the Subject Property; and
- Check for the filing fee in the amount of $440.00.

BZA
Case No. 16953
Exhibit No. 1

Board of Zoning Adjustment
District of Columbia
CASE NO.16953
EXHIBIT NO.1

We believe that the application is complete and acceptable for filing and we request that the Board schedule a public hearing on the application at the soonest available time.

We are prepared to answer any questions or provide such other information as you may require. Thank you for your attention to this application.

Very truly yours,

HOLLAND & KNIGHT LLP

Dennis R. Hughes

Enclosures

WAS1 #919995 v3