GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT

January 6, 2004

Andre F. Houston
1053 31st Street, N.W.
Washington, D.C. 20007

Re: BZA Application No. 17126 (1418 Columbia Street, N.W.) Stephen Williams

Dear Mr. Houston:

The Office of Zoning (OZ) received the above-referenced application on January 5, 2004. Please be advised that the OZ has not accepted your application as complete for filing as it does not meet Board of Zoning Adjustment (Board) Form 120 Instruction 4B. These instructions requires that your application must include a plat, drawn to scale and certified by a D.C. Licensed survey engineer or D.C. Office of Surveyor showing boundaries and dimensions of the existing and proposed buildings... Your application included two different survey plats. It is presumed that the first plat (drawn by the D.C. Surveyor's office) shows existing conditions. The second survey plat (showing a Maryland seal) presumably depicts the proposed two-story porch addition extending approximately 10 feet into the rear yard. In order to continue processing your application, including scheduling it for a public hearing, please submit a new plat consistent with the aforementioned requirements as soon as possible. It would also be helpful for the Board in understanding your application if you supplement the record with side and rear elevations of the proposed porch addition clearly showing its relationship to the existing building.

Please call Richard Nero, Chief, Support Services, on (202) 727-6311, if you have any questions about the foregoing.

SINCERELY,

JERRILY R. KRESS, FAIA
Director, Office of Zoning

rsn

BZA
Case No. 17126
Exhibit No. 12

Board of Zoning Adjustment
District of Columbia
CASE NO. 17126
EXHIBIT NO. 12