July 8, 2004

RECEIVED
D.C. OFFICE OF ZONING
2004 JUL -9 PM 6:03

District of Columbia
Office of Zoning
441 4th Street NW, Suite 210-S
Washington, DC 20001

Re: Application for Special Exception Zoning Adjustment Action
4527 Q Street NW, Square 1367, Lot 33

Attached please find required information to accompany Form 120 to start the process for a Special Exception zoning adjustment for a one-story addition to the rear of our single-family residence at the above address.

Included are 20 copies and one original of:
1. Self-certification Form 135 signed by a licensed architect.
2. A plat, drawn to scale and certified by the DC Office of the Surveyor with the required information, and architectural plans and elevations showing the existing building and proposed new construction.
3. A detailed statement of existing and intended use of the building included on Form 120; the building is and always has been a single-family residence. It has been owner-occupied much of its existence, including the past several years.
4. A detailed Homeowners Statement explaining how the application meets the specific tests identified in the Zoning Regulations for a variance special exception.
5. Three color photos showing the features of the building, plus additional photos showing the property in relation to the neighbors.
6. Names and mailing addresses of owners of all properties within 200 feet out our home, as compiled by the D.C. Department of Tax and Revenue, Tax Assessors office. (The original and one copy of that are included, plus the mailing labels.)
7. NA. The property is single-family and owner-occupied; there are no tenants.
8. Certificate of Occupancy. When I called your office to ask what to submit for this, I was told that it was not necessary in this case as the house was built in 1942 and we never have seen such a document.

So we heartily hope that we have everything required for your office to consider our application. Please do contact us if we are missing anything so we can move ahead with the process.

Thank you,

Harold Foster and Cheryl Tlam, Owners
4527 Q Street NW
Washington, DC 20007
email tlamfoster@aol.com
Phone (residence) 202.342.9276
Office (Cheryl) 301.656.7575 ext 260

BZA
Case No. 17212
Exhibit No. 1

Board of Zoning Adjustment
District of Columbia
CASE NO. 17212
EXHIBIT NO. 1