Form 128
(Revised 08/27/04)

Case No. 17311

LETTER OF ACKNOWLEDGEMENT

Consideration of your **Appeal No.** 17311, filed on February 23, 05, will be governed by 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 generally holds hearings every Tuesday except where conflicts exist with government holidays. Cases are set for hearing on a first come, first serve basis. You will be notified of the date of the hearing approximately 40 days in advance.

Please be further advised that it is also 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.**

The site of your application is within the jurisdiction of **Advisory Neighborhood Commission (ANC)** _____. The Board is required by law to give ANC reports "great weight" in its decision-making in accordance with 11 DCMR Section 3115. The Board encourages you to contact the ANC to discuss your appeal at the earliest practical time. The telephone number of ANC 3D is (202) 363-4130.

You are advised that if you intend to submit any additional 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. Schedules of upcoming cases are posted on the OZ website for your convenience.

Should you have any questions during the period your appeal is pending before the Board, please call the Office of Zoning at **(202) 727-6311.**

BZA
Case No. 17311
Exhibit No. 5

Jerrily R. Kress, FAIA – Director
District of Columbia Office of Zoning

Applicant's Signature of Acknowledgement

441 4th Street, N.W. Ste. 210-S, Washington, D.C. 20001
(202) 727-6311 * (202) 727-6072 fax * www.dcoz.dc.gov

Board of Zoning Adjustment
District of Columbia
CASE NO. 17311
EXHIBIT NO. 5