GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT



February 24, 2005

William Spencer, Vice President
Palisades Citizens Association
P.O. Box 40603, Palisades Station
Washington, D.C. 20016

Re: BZA Appeal No. 17311 (4825 Dexter Terrace, N.W.) Economides

Dear Mr. Spencer:

The Office of Zoning (OZ) received the above-cited appeal on February 23, 2005. Your appeal states "The decision to grant the permit appears to have been in error.." Please be advised that the burden of proving that an administrative officer made an error falls on the appellant. Before the appeal can be scheduled for a public hearing you must submit 20 copies of the following to the OZ:

In accordance with the BZA Appeal Form 125 filing instructions, a detailed statement explaining how the Zoning Administrator erred in its administrative decision to issue the building permit in question. This statement should indicate:

1. The specific sections of the Zoning Regulations that you believe have been misapplied; and

2. As to each section referenced, provide:

A. An explanation as to why you believe an error was made.

B. A list of all documentation that support your assertion of error, which may include, but is not limited to, copies of surveyor's plats, architectural plans (including dimensioned elevations) photographs, etc.

C. Copies of all documents identified. If a document is unavailable, please indicate why.

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Please call Richard S. Nero, Jr., Chief, Support Services and Quality Control on (202) 727-6311, if you have any questions relevant to the foregoing.

SINCERELY,

JERRILY R. KRESS, FAIA
Director, Office of Zoning

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