SAUL EWING ARNSTEIN & LEHR LLP

Cynthia A. Giordano
Phone: (202) 295-6612
Fax: (202) 295-6712
Cynthia.Giordano@saul.com
www.saul.com

March 16, 2018

D.C. Board of Zoning Adjustment
441 4th Street, N.W.
Suite 200S
Washington, D.C. 20001

Re: Acton Academy of Washington, DC
2430 K Street NW, Washington, DC 20037
BZA Application

Dear Members of the Board:

Please accept for filing the enclosed application of Acton Academy of Washington, DC (the "**Applicant**") for special exception relief in order to establish a private school, in a building owned by Vestry of St Paul's Protestant Episcopal Church (**"St. Paul's"** or **"Church"**), at the address listed above (the "**Project**").

The application package includes the following materials:

1. Authorization letter for Legal Representation
2. Statement of the Applicant:
    a. Exhibit A – Site Plan for 2430 K Street St. Paul's Parish
    b. Exhibit B – DC Zoning Map Showing Property
    c. Exhibit C – Site Plan Showing Areas Designated for School
    d. Exhibit D – Student Drop off and Pick Up Plan
    e. Exhibit E – St. Paul's Parish 2430 K Street Photos
    f. Exhibit F – District of Columbia Government Office of the Surveyor's Plats
3. 200 Ft Mailing List and 200 Ft Mailing Labels (2 sets)
4. St. Paul's Parish Certificates of Occupancy
5. Additional photos of the property

We believe that the application is complete and acceptable for filing, and we request that the Board schedule a public hearing on the application as soon as possible. If you have any

1919 Pennsylvania Avenue, N.W. ◆ Suite 550 ◆ Washington, D.C. 20006-3434
Phone: (202) 333-8800 ◆ Fax: (202) 337-6065

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questions, please do not hesitate to contact the undersigned at (202) 295-6612. Thank you for your attention to this application

Sincerely,

Cynthia Giordano

Enclosures