

March 22, 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  
(Square 28, Lots 172 and 896).

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. Application Forms
2. Authorization letter for Legal Representation
3. 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
4. 200 Ft Mailing List and 200 Ft Mailing Labels (2 sets)
5. St. Paul's Parish Certificates of Occupancy
6. 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

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

Sincerely,

  
Cynthia A. Giordano, Esq.

Enclosures