

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



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May 4, 2018

Board of Zoning Adjustments  
DC Office of Zoning  
441 4th Street, NW, Suite 200S  
Washington, DC 20001

Re: Application for Special Exception – Community Outreach and Reporting  
Bancroft Elementary School 1755 Newton Street NW Washington, DC

Dear Commissioners,

Pursuant to the requirements of the Board of Zoning Adjustments (BZA), the Department of General Services (DGS) will contact the local Advisory Neighborhood Commission (ANC), community/civic groups, the Office of Planning (OP), and adjacent property owners to discuss this application.

In addition, DGS pledges to submit a statement of the efforts made to contact these groups and the results of these efforts no less than fourteen (14) days before the anticipated public hearing or meeting.

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Sincerely,



Jeffrey Fusick  
Project Manager, DGS