

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Zoning Adjustment



February 5, 2019

Lisa Anderson
10504 Vista Grande Drive
Mitchellville, Maryland 20721

Re: BZA Application No. 19991

Dear Applicant,

Your application has been accepted as complete. At your request, this application has been tentatively placed on the Board of Zoning Adjustment's (Board) Expedited Review Calendar on **Wednesday, April 24, 2019 at 9:30 am**, at the Jerrily R. Kress Memorial Hearing Room, One Judiciary Square, at 441 4th Street N.W., Suite 220 South, Washington, D.C., 20001, for a decision without a public hearing as an Expedited Review Calendar item concerning the following application:

Application of James Anderson, pursuant to 11 DCMR Subtitle X, Chapter 9, for special exceptions under Subtitle D § 5201, from the lot occupancy requirements of Subtitle E § 304.1, and the rear yard requirements of Subtitle D § 306.1, to construct a two-story, rear addition and to convert an existing attached principal dwelling into a two-unit flat in the RF-1 Zone at premises 318 Seaton Place, N.E. (Square 3567, Lot 42).

Though your attendance for the decision is not required, it is recommended so that you may offer clarifications should the Board have questions about your case. If you choose not to attend, you can watch the webcast live or access video-on-demand by visiting <http://dcoz.dc.gov/onlineservices/webcast.shtm>.

REFERRAL TO GOVERNMENT AGENCIES

Your case has been referred to **Advisory Neighborhood Commission (ANC) 5E**.

Your case has also been referred to the Office of Planning (OP). OP has assigned a development review specialist to review your case and prepare a report for the record. OP will contact you about your case and it is recommended that you consult with them prior to the public meeting. Other agencies, including the District Department of Transportation (DDOT), may contact you as well.

NEXT STEPS PRIOR TO THE PUBLIC MEETING

- **ANC:** Contact the ANC to ensure that your case has been scheduled for review well in advance of the public meeting. Visit <http://anc.dc.gov> to find contact information for your ANC.
- **Notice of the public meeting:** A large yellow placard sign featuring the case description must be posted and maintained on the subject property for at least 15 days prior to the public meeting. Obtain this sign at the Office of Zoning (OZ). Please call OZ at 202-727-6311 in advance to ensure that the sign is ready when you come in to pick it up.

- **Affidavit of Posting:** An Affidavit of Posting (Form 145) must be filed at least 5 days prior to the public meeting.
- **Agent authorization:** If not already filed, a signed letter of authorization must be submitted by the Applicant if represented by an agent, including a licensed architect or attorney. Visit http://dcoz.dc.gov/resources/Letter_of_Agent_Authorization/index.shtm if you wish (or if you are the agent, your client wishes) to be represented by a third party.
- **Changes to application:** In the event that the zoning relief requested changes prior to the decision, a revised Self-Certification (Form 135) or a revised Zoning Deficiency Letter from the Zoning Administrator must be filed, as well as any additional filing fees that may apply.

Failure to submit required documents and additional fees could delay the decision date of your case.

INTERACTIVE ZONING INFORMATION SYSTEM (IZIS)

In order to access and file documents for this case, log-in to IZIS at <http://app.dcoz.dc.gov>.

All documents provided must be submitted through IZIS at least 21 days prior to the public meeting (except for the Affidavit of Posting which must be submitted within five days prior to the public meeting). If you submit documents less than 21 days before the public meeting (or within five days in the case of the Affidavit of Posting), you must file a Motion to Request Waiver of Time Requirements (Form 150) in addition to the documents for consideration by the Board.

REMOVAL FROM EXPEDITED REVIEW CALENDAR

Letters and other documents may be filed by individuals and organizations in support of or in opposition to your application. Review the file in your application frequently so that you are prepared to respond to any issues that may be raised regarding your case.

Your application will remain on the Expedited Review Calendar unless a request for party status is filed in opposition, or if a request to remove the application from the agenda is made by: (1) a Board member; (2) OP; (3) an affected ANC or affected Single Member District; (4) the Councilmember representing the area in which your property is located, or representing an area located within two-hundred feet of the property; or (5) an owner or occupant of any property located within 200 feet of your property.

The removal of your application from the Expedited Review Calendar will be announced as a preliminary matter on the scheduled decision date and then rescheduled for a public hearing on a later date. You will not receive notice of the public hearing date. Rather, the notice will be posted on the Office of Zoning website calendar at <http://dcoz.dc.gov/bza/calendar.shtm> and on a revised public hearing notice in the OZ office. If you fail to appear at the public hearing, this application may be dismissed.

If you have any questions or require any additional information, please call OZ at 202-727-6311.

SINCERELY,

A handwritten signature in black ink that reads "Clifford W. Moy". The signature is written in a cursive style with a long, sweeping tail on the final letter.

CLIFFORD W. MOY
Secretary, Board of Zoning Adjustment
Office of Zoning