

February 28, 2025

**REFERRAL MEMORANDUM**

**TO:** Board of Zoning Adjustment

**FROM:** Kathleen Beeton, Zoning Administrator

*MN daw for KB*

**PROJECT INFORMATION:**      **Address:** 1837 Vernon St NW  
   **Square, Suffix, Lot:** Square 2555, Lot 0036  
   **Zoning District:** RA-2  
   **DCRA Permit #:** B2301179

**SUBJECT:** 4<sup>th</sup> floor extension, stairs from accessory building to main building to accommodate new principal dwelling unit.

Review of the plans for the subject property referenced above indicates that Board of Zoning Adjustment approval is required as follows:

Number	Type of Relief	Zoning Sections	Reason [or Basis]
1	Special Exception	F-207.1 F-5201.1(b) X-901.2	Rear yard encroachment
	Area Variance	F-201.1 X-1000.1	Addition to exceed maximum FAR in RA-2
2	Area Variance	F-210.1 X-1000.1	Maximum Lot Occupancy Exceeded

*Note: All applicants must provide the Office of the Zoning Administrator with submission verification, in the form of a formal receipt from the BZA, within 30 days of the date of this memo. If the BZA Memorandum is not submitted within 30 days, the applicant must request an updated memorandum from the Office of the Zoning Administrator.*