



BEFORE THE ZONING COMMISSION OR
BOARD OF ZONING ADJUSTMENT FOR THE DISTRICT OF COLUMBIA



FORM 150 – MOTION FORM

THIS FORM IS FOR PARTIES ONLY. IF YOU ARE NOT A PARTY PLEASE FILE A
FORM 153 – REQUEST TO ACCEPT AN UNTIMELY FILING OR TO REOPEN THE RECORD.

Before completing this form, please review the instructions on the reverse side. Print or type all information unless otherwise indicated. All information must be completely filled out.

| | | | | | | |
|------------|---|-------------------------------------|------------------------------------|--------------------------------|-------------------------------------|--------------------------------------|
| CASE NO.: | 21408 | | | | | |
| Motion of: | <input checked="" type="checkbox"/> Applicant | <input type="checkbox"/> Petitioner | <input type="checkbox"/> Appellant | <input type="checkbox"/> Party | <input type="checkbox"/> Intervenor | <input type="checkbox"/> Other _____ |

PLEASE TAKE NOTICE, that the undersigned will bring a motion to:

The Applicant respectfully requests reopening of considered documents for the record. These motions are being submitted to request that the Board determine if they can introduce new information on motion the case requested.

Points and Authorities:

On a separate sheet of 8 1/2" x 11" paper, state each and every reason why the Zoning Commission (ZC) or Board of Zoning Adjustment (BZA) should grant your motion, including relevant references to the Zoning Regulations or Map and where appropriate a concise statement of material facts. If you are requesting the record be reopened, the document(s) that you are requesting the record to be reopened for must be submitted separately from this form. No substantive information should be included on this form (see instructions).

Consent:

Did movant obtain consent for the motion from all affected parties?

- Yes, consent was obtained by all parties Consent was obtained by some, but not all parties
 No attempt was made Despite diligent efforts consent could not be obtained

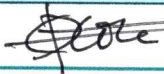
Further Explanation: Consent was obtained from all parties, and no objections were raised regarding the submission of the considered documents for consideration.

CERTIFICATE OF SERVICE

I hereby certify that on this 04 day of February month, 2026

I served a copy of the foregoing Motion to each Applicant, Petitioner, Appellant, Party, and/or Intervenor, and the Office of Planning in the above-referenced ZC or BZA case via:

Mailed letter Hand delivery E-Mail Other _____

Signature: 

Print Name: Emily Davies - GC

Address: 15140 Red Cedar Drive, Burtonsville, MD 20866

Phone No.: 443-979-3971 E-Mail: B12@INFORMALCMTT.COM

Points and Authorities:

The Board should accept this motion pursuant to **Subtitle Y, Chapter 5 of the DC Zoning Regulations**, which permits the filing and consideration of motions. Under **Subtitle Y §500.3–§500.4**, the Board may grant motions that do not prejudice any party, particularly where the request is administrative in nature and **consent has been obtained from all parties**. The corrected documents clarify the record, do not alter the relief requested, and support the orderly and efficient review of the case.

Dear Chairperson and Members of the Board of Zoning Adjustment,

On behalf of the Applicant, this letter accompanies a Motion (Form 150) requesting the Board's acceptance of corrected documents for the record in the above-referenced case.

The submitted materials are administrative in nature and are intended solely to clarify and correct previously filed documents. Specifically, the Applicant is submitting: (1) a written statement explaining the discrepancy in the property owner's name as reflected on the Zoning Map and Property Quest compared to other submitted materials; (2) a set of updated plans reflecting the correct zoning information for the subject property; and (3) an updated first page of the Zoning Administrator's Memorandum.

These corrections do not alter the scope of the application or the relief requested. Consent to the filing of the corrected documents has been obtained from all parties, and no prejudice will result from their acceptance. The Applicant respectfully requests that the Board accept the corrected materials into the record to ensure accuracy and completeness.

Thank you for your consideration.

Respectfully submitted,

Emlyn Davies-Cole

Designer

15140 Red Cedar Drive, Burtonsville, MD 20866

443-979-3971

Biz@informalcraft.com

Statement of discrepancy in the property owner's name

The property owner's name Kristin Clark differs from the Zoning Map and PropertyQuest records Kristin Gilliam due to a prior marriage. The owner has since changed her legal name following the dissolution of that marriage. The current name reflects her legal status, while the referenced records have not yet been updated to reflect this change.

**DC DEPARTMENT OF BUILDINGS
OFFICE OF ZONING ADMINISTRATION
1100 4th Street SW, Washington, DC 20024 | 202.671.3500 | dob.dc.gov**

February 4, 2026

REVISED REFERRAL MEMORANDUM

TO: Board of Zoning Adjustment

MWdaw for KB

FROM: Kathleen Beeton
Zoning Administrator

PROJECT INFORMATION: **Address:** 3295 FORT LINCOLN DR NE
Square, Suffix, Lot: Square 4325, Lot 0995
Zoning District: RA-1
DCRA Permit: DK2500420

SUBJECT: New rear deck.

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 – 5201.1 (b) F – 207.1 X – 901.1 | The proposed rear yard setback does not comply with the minimum requirement. |
| 2 | Special exception | F – 5201.1 (a) F – 210.1 X – 901.1 | The proposed lot occupancy exceeds the maximum allowed. |

Note: All applicants must provide the Office of the Zoning Administration 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 Administration.



DECK AT 3295 FORT LINCOLN DRIVE

3295 FORT LINCOLN DRIVE NE, WASHINGTON, DC 20018

DESIGNER:
INFROMLCRAFT LLC
LAUREL, MD
PHONE: 443-979-3971

CONTRACTOR:
CMC ENTERPRISES
CORPORATION
CLINTON, MD

OWNER:
KRISTIN CLARK
3295 FORT LINCOLN DRIVE NE,
WASHINGTON, DC 20018

DRAWING SCHEDULE

APPLICABLE CODES

SQUARE: 4325

LOT: 0995

TITLE

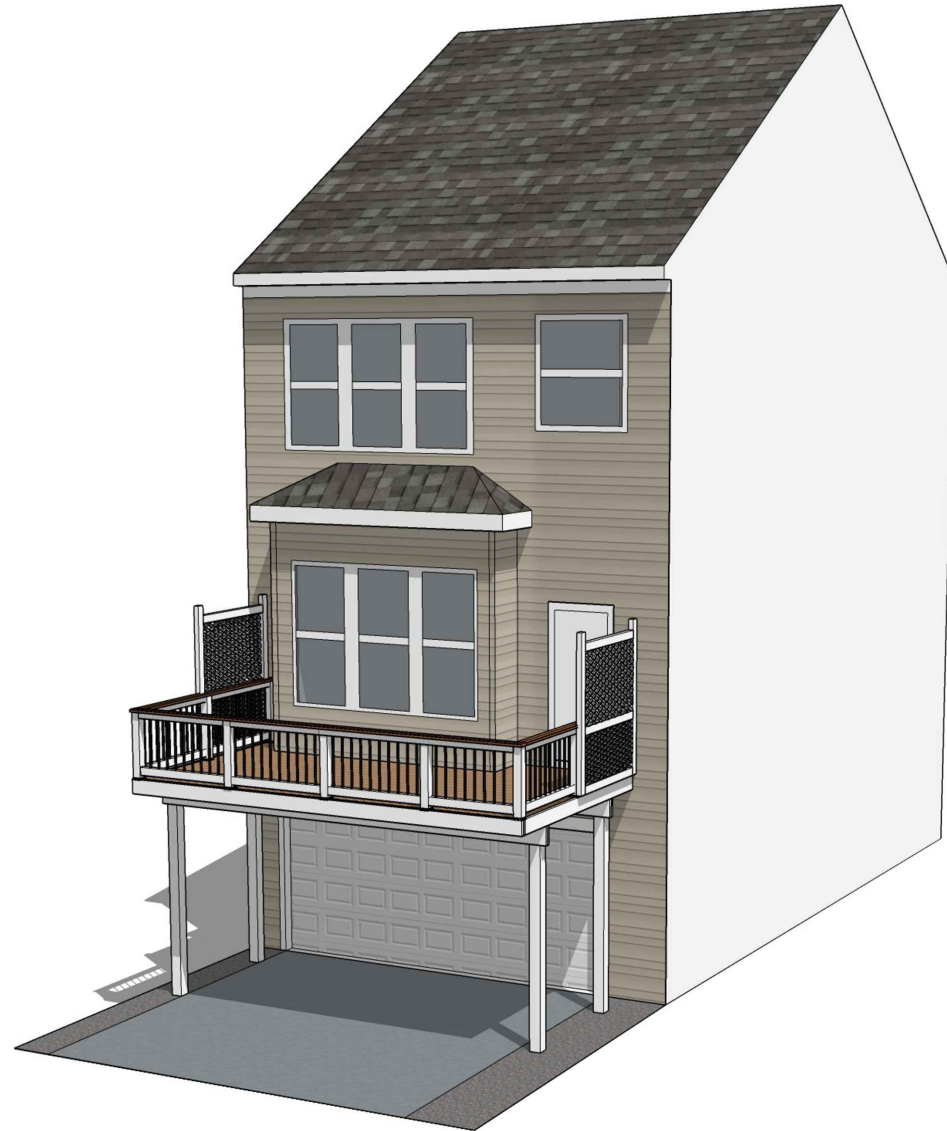
- CS COVER SHEET
- A1 DECK FRAMING PLAN & DETAILS
- A2 DECK ELEVATIONS

THIS DECK IS DESIGNED WITH THE FOLLOWING CODES AND APPLICABLE SECTIONS AND REQUIREMENTS:

DISTRICT OF COLUMBIA MUNICIPAL REGULATIONS (DCMR) TITLE 12 - ZONING REGULATIONS
2017 INTERNATIONAL RESIDENTIAL CODE

SCOPE OF WORK:
BUILD/INSTALL 18' X 10' DECK AT THE REAR OF THE PROPERTY. THE DECK WILL PROVIDE OUTDOOR LIVING SPACE FOR RESIDENTIAL USE.

| ZONING DATA | | |
|---------------------------------------|------------------------------------|------------------------------------|
| CODE ITEM | ALLOWED/REQUIRED | PROPOSED PROVIDED |
| APPLICABLE ZONING CODE | DCMR TITLE 11 - ZONING REGULATIONS | DCMR TITLE 11 - ZONING REGULATIONS |
| ZONING DESIGNATION | RA-1 | RA-1 |
| USE TYPE | RESIDENTIAL | RESIDENTIAL |
| SITE AREA | 2,060 SF | 2,060 SF |
| LOT WIDTH (MIN) | 20 | 20 |
| GROSS FLOOR AREA (FOOTPRINT) | 820 SF | 820 SF |
| GARAGE (FOOTPRINT) | N/A | N/A |
| NUMBER OF STORIES | 3 | 2 |
| OVERALL BUILDING HEIGHT | 40 FT | 31 FT |
| PERCENTAGE OF LOT OCCUPANCY | 40 | 49 |
| F.A.R | 0.9 | 0.9 |
| FRONT YARD | N/A | N/A |
| SIDE YARD | 8 FT | 8 FT |
| REAR YARD | 20 FT | 12.5 FT |
| CLOSED COURTYARD/ COURTYARD | N/A | N/A |
| INDOOR RECREATION/ OUTDOOR RECREATION | N/A | N/A |
| ROOF STRUCTURE | COMPOSITE SHINGLE | COMPOSITE SHINGLE |
| PARKING | 1 ATTACHED GARAGE | 1 ATTACHED GARAGE |



PROJECT ID: # INF - DRW-009

PROJECT #: 009

FEBRUARY 04 2026

PERMIT SET

