



**DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
OFFICE OF THE ZONING ADMINISTRATOR**

February 26, 2021

REFERRAL MEMORANDUM

TO: Board of Zoning Adjustment

FROM: Matthew LeGrant, Zoning Administrator *MLL by kab*

PROJECT INFORMATION: **Address:** 52 Quincy Place NW
Square, Suffix, Lot: Square 3100, Lot 0004
Zoning District: MU-4
DCRA Permit #: B2102164

SUBJECT: Conversion from Residential to Day Care Facility.

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	C-703.2 X-900.2	Conversion from Residential to Day Care that does not conform to the minimum off-street parking requirement.

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.