

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

August 21, 2024

**REFERRAL MEMORANDUM**

*MWdaw for KB*

**TO:** Board of Zoning Adjustment

**FROM:** Kathleen Beeton  
Zoning Administrator

**PROJECT INFORMATION:** **Address:** 2302 ONTARIO RD NW  
**Square, Suffix, Lot:** Square 2562, Lot 76  
**Zoning District:** RA-2  
**DCRA Permit #:** B2404476

**SUBJECT:** Convert a 2-Story + Cellar Flat to a Single Dwelling Unit with an accessory apartment.

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	Use variance	U – 401.1 X – 1000.1	The proposed use is not allowed as a matter of right or as a special exception.

*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.*

