

July 16, 2024

*MWdaw for KB*

**REFERRAL MEMORANDUM**

**TO:** Board of Zoning Adjustment

**FROM:** Kathleen Beeton, Zoning Administrator

**PROJECT INFORMATION:**      **Address:** 5001 4<sup>th</sup> ST NW  
   **Square, Suffix, Lot:** Square 3302, Lot 0021  
   **Zoning District:** R-3  
   **DCRA Permit #:** DK2400203

**SUBJECT:**                      **New deck in the rear**

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	D-207.1 D-5201.1(b) C-901.2	New rear deck encroaches in the required rear yard.
2	Area Variance	D-210.1 X-1000.1	New rear deck exceeds the maximum lot occupancy in R-3 zone.

*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.*