



**THE DEPARTMENT OF BUILDINGS
OFFICE OF ZONING ADMINISTRATION**

September 17, 2024

REFERRAL MEMORANDUM

MWdaw for KB

TO: Board of Zoning Adjustment

FROM: Kathleen Beeton, Zoning Administrator

PROJECT Address: 3220 BROTHERS PL SE

INFORMATION: Square, Suffix, Lot: Square 5990, Lot 0012
Zoning District: R-2
DOB Permit #: B2300303

SUBJECT: Rear addition

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-208.7 D-5201.1 (b) X-901.1	Proposed addition doesn't meet the minimum required side yard
2	Special Exception	D-210.1 D- 5201.1 (a) X-901.1	Proposed addition exceeds maximum lot occupancy

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