



**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.*