



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

**REFERRAL MEMORANDUM**

**TO:** Board of Zoning Adjustment

**FROM:** Kathleen Beeton, Zoning Administrator

**PROJECT INFORMATION:**      **Address:** 903 R St., NW  
   **Square, Suffix, Lot:** Square 0363, Lot 0002  
   **Zoning District:** RF-1  
   **DCRA Permit #:** DK2400223

**SUBJECT:**                      **1-story rear deck and spiral stair addition to an existing row 2-unit flat.**

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	E-210.1 E-5201.1(a) X-901.2	Proposed rear 1-story deck and spiral stair addition exceeding the 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.*