

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

May 9, 2025

**REFERRAL MEMORANDUM**

**TO:** Board of Zoning Adjustment

*MVdaw for KB*

**FROM:** Kathleen Beeton  
Zoning Administrator

**PROJECT INFORMATION:** **Address:** 2016 First St NW  
**Square, Suffix, Lot:** 3116, 0011  
**Zoning District:** RF-1  
**DCRA Permit:** B2405911

**SUBJECT:** Conversion from flat to 3-unit apartment building.

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 – 301.1 X – 1000.1	The proposed use is not allowed as a matter of right or as a special exception.
2	Special exception	C – 701.5 C – 703.2 X – 901.1	For a full reduction in the number of vehicle parking spaces required.

*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.*

