



## THE DEPARTMENT OF BUILDINGS OFFICE OF ZONING ADMINISTRATION

June 3, 2025

### REFERRAL MEMORANDUM

*MNdaw for KB*

**TO:** Board of Zoning Adjustment

**FROM:** Kathleen Beeton, Zoning Administrator

**PROJECT INFORMATION:** **Address:** 828 12<sup>th</sup> St NE  
**Square, Suffix, Lot:** Square 0981, Lot 0821  
**Zoning District:** RF-1  
**DCRA Permit #:** B2503340

**SUBJECT:** **Proposed removal of a rooftop architectural element.**

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-204.1 E-204.4 X-901.2	Proposed removal of a rooftop architectural element.

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.