



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

June 3, 2025

REFERRAL MEMORANDUM

TO: Board of Zoning Adjustment

MW daw for KB

FROM: Kathleen Beeton, Zoning Administrator

PROJECT INFORMATION: **Address:** 828 12th 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.