

Holland & Knight

800 17th Street, NW, Suite 1100 | Washington, DC 20006 | T 202.955.3000 | F 202.955.5564
Holland & Knight LLP | www.hklaw.com

Leila Jackson Batties
202.419.2583
leila.batties@hklaw.com

Christopher S. Cohen
202.469.5127
christopher.cohen@hklaw.com

July 23, 2025

VIA IZIS

Board of Zoning Adjustment
of the District of Columbia
441 4th Street, NW, Suite 210-S
Washington, DC 20001

**Re: New Application to the Board of Zoning Adjustment
Request for Special Exception to Permit an Accessory Apartment
Cheryl Jeannine Rich Trust
701 Jefferson Street, NE (SSL 3749 0095)**

Dear Members of the Board:

On behalf of the Cheryl Jeannine Rich Trust (the “Applicant”), the owner of the property located at 701 Jefferson Street NE (Square 3749, Lot 0095) (the “Property”), we hereby submit this application requesting special exception relief pursuant to Subtitle U § 253.8(f) and Subtitle X § 901.2 to allow an accessory apartment within an accessory building in the R-2 zone.

In accordance with Subtitle Y § 300, please find enclosed the following materials:

- Letter from the Applicant authorizing Holland & Knight LLP to file and process the subject application;
- Completed BZA Form 135 – Zoning Self Certification;¹
- Surveyor’s plat showing the boundaries and dimensions of the existing and proposed structures on the Property;
- Portion of the Zoning Map showing the Property;
- Statement of existing and intended use of the Property;

¹ On the date of this filing, the Office of Zoning released a revised version of BZA Form 135 – Zoning Self-Certification. Using the updated template, the Applicant will file another Form 135 with a supplemental submission no later than 30 days before the public hearing, in accordance with Subtitle Y § 300.16.


- A preliminary statement explaining how the application meets each element of the review standards for special exception relief requested (the “Statement of Support”)
- Architectural plans and elevations;
- Color images showing the pertinent features of the structure and the Property;
- Outline of testimony for the witness who will testify at the public hearing;
- Pursuant to Subtitle Y § 300.8(g), the name and mailing address of the owners of all property located within 200 feet of the Property (two (2) sets of mailing labels to be provided to the Office of Zoning separately);
- A statement of the efforts made by the Application to apprise the affected Advisory Neighborhood Commission (“ANC”), ANC 5A, of this application (included within the Statements of Support);
- A Certificate of Service demonstrating that the Office of Planning and ANC 5A have been provided a copy of the subject application (see end of this cover letter); and
- A Certification of Proficiency demonstrating that undersigned counsel is able to represent the Applicant in this case.

The Applicant will pay the required filing fee of \$325.00 by credit card upon the Office of Zoning’s acceptance of the application for processing. The fee has been calculated in accordance with Subtitle Y § 1600.1(b)(1).

We appreciate the Board’s consideration of this application, and respectfully request that the Office of Zoning schedule the application for public hearing on the next available date.

Respectfully submitted,

HOLLAND & KNIGHT LLP

By: 
 Leila Jackson Batties
 Christopher S. Cohen

Enclosures

cc: Certificate of Service

Certificate of Service

I hereby certify that on July 24, 2025, a copy of the foregoing application to the Board of Zoning Adjustment was served by electronic mail on the following at the addresses stated below.

DC Office of Planning

Jennifer Steingasser

jennifer.steingasser@dc.gov

Joel Lawson

joel.lawson@dc.gov

District Department of Transportation

Erkin Ozberk

erkin.ozberk1@dc.gvo

Advisory Neighborhood Commission 5A

5A@anc.dc.gov

Commissioner Emily Singer Lucio

Chair, ANC 5A

5A03@anc.dc.gov

Commissioner Keith J. Sellars

Representative, Single Member District 5A-01

5A01@anc.dc.gov



Christopher S. Cohen, Esq.
Holland & Knight LLP