

August 29, 2025

**VIA IZIS**

Frederick Hill, Chairperson  
D.C. Board of Zoning Adjustment  
441 4<sup>th</sup> Street, NW  
Suite 200S  
Washington, DC 20001

Re: **Saint Peter School (the “Applicant”)**  
**422 3rd Street, SE (Square 793, Lot 25) (the “Property”)**  
**Application for Special Exception and Variance Relief**

Dear Chairperson Hill and Members of the Board:

Please accept for filing the enclosed application of the Applicant for (i) special exception relief pursuant to Subtitle U § 203.1(m) and Subtitle X § 901.2 to allow an addition to an existing private school use on the Property; (ii) special exception relief under Subtitle C § 1506.1 from the 1:1 setback requirement of Subtitle C § 1504.1(c) applicable to roof structures located along a side building wall not located on a side lot line; and (iii) variance relief under Subtitle X § 1000.1 from the penthouse height requirement of Subtitle E § 402.1 to exceed the maximum permitted height of ten (10) feet.

The application package includes the following materials:

- BZA Form 120, Application (completed online only);
- The preliminary statement of the Applicant;
- Surveyor’s plat for the Property showing the boundaries and dimensions of the existing and proposed structures (Exhibit A); and
- Proposed plans and drawings (“Drawings”) for the Project, including photographs of the Property (Exhibit B);
- Current Certificate of Occupancy (Exhibit C);
- Historic Preservation Review Board concept approval (Exhibit D);

- Transportation Statement that analyzes the potential transportation impacts of the Project (Exhibit E);
- BZA Form 135, Self-Certification (Exhibit F);
- Statement of existing and intended use of the Property (Exhibit G);
- Statement of community outreach (Exhibit H);
- Certificate of Proficiency from the undersigned (Exhibit I);
- List of names and mailing addresses of the owners of all property within 200 feet of the boundaries of the Property (Exhibit J);
- Authorization Letter from the Applicant authorizing the undersigned to file this application (Exhibit K);

Fees payable to the DC Treasurer in the amount of \$6,890 for the application's filing fee will be remitted to the Office of Zoning under separate cover.

We believe that the application is complete and acceptable for filing, and we request the Board schedule a public hearing on the application as soon as possible.

If you have any questions, please do not hesitate to contact the undersigned at (202) 721-1132 or [jutz@goulstonstорrs.com](mailto:jutz@goulstonstорrs.com).

Thank you for your attention to this application.

Respectfully Submitted,

/s/ Jeff Utz

Jeff Utz

Enclosures

## **Certificate of Service**

The undersigned hereby certifies that copies of the foregoing documents were delivered by electronic mail to the following addresses on August 29, 2025.

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/s/ Shane L. Dettman

Shane L. Dettman