

December 17, 2025

D.C. Board of Zoning Adjustment
441 4th Street, N.W.
Suite 200S
Washington, D.C. 20001

Re: **313 2nd Street NE (Square 756, Lots 47, 52, 827, and 828) (the “Property”)
– Special Exception and Variance Application**

Dear Members of the Board:

Please accept for filing the enclosed application of St. Joseph’s on Capitol Hill Catholic Church, Inc. (the “**Applicant**”) for special exception approval under Subtitle C § 305 for theoretical lots approval and for area variance relief from the rear yard and vehicular access width requirements under Subtitle C § 305.3 to allow the expansion of an existing carriage house at the Property.

The application package includes the following materials:

- BZA Form 120, Application.
- BZA Form 135, Self-Certification.
- Authorization Letter authorizing this application.
- The preliminary statement of the Applicant, including the statement of existing and intended use of the Property.
- Zoning map with Property outlined (Exhibit A).
- Architectural plans, including photographs of the Property (Exhibit B).
- Plat, prepared by the D.C. Surveyor, showing the footprint of the existing structure on the Property.
- Certification of Proficiency.
- List of names and mailing addresses (including mailing labels) of the owners of all property within 200 feet of the boundaries of the Property and all current tenants of the Property.
- Statement of community outreach.

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A check payable to the DC Treasurer in the amount of \$4,160 for the application's filing fee is also being delivered to the Office of Zoning concurrent with this filing.

We believe that the application is complete and acceptable for filing, and we request that 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) 721-1135. Thank you for your attention to this application.

Sincerely,

/s/ Lawrence Ferris

Enclosures

Certificate of Service

The undersigned hereby certifies that copies of the foregoing document were delivered by email to the following addresses on December 17, 2025.

Joel Lawson
Office of Planning
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Karen Wirt
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/s/ Lawrence Ferris _____