



THE DEPARTMENT OF BUILDINGS
OFFICE OF ZONING ADMINISTRATION

February 18, 2026

REFERRAL MEMORANDUM

TO: Board of Zoning Adjustment

MWdaw for KB

FROM: Kathleen Beeton, Zoning Administrator

PROJECT Address: 4654 HILLSIDE RD SE
INFORMATION: Square, Suffix, Lot: Square 5362, Lot 0065
Zoning District: R-2
DOB Permit #: B2405896

SUBJECT: Construction of new 3rd dwelling unit in existing 2-family flat

Review of the plans for the subject property referenced above indicates that Board of Zoning Adjustment approval is required as follows:

Table with 4 columns: Number, Type of Relief, Zoning Sections, Reason [or Basis]. Row 1: 1, Use Variance, U-201.1 X-1000.1, Proposed apartment building with 3 units in R-2 zone.

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.