



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

September 22, 2026

MWdau for KB

REFERRAL MEMORANDUM

TO: Board of Zoning Adjustment

FROM: Kathleen Beeton, Zoning Administrator

PROJECT INFORMATION: **Address:** 1316 VAN BUREN ST NW
Square, Suffix, Lot: Square 2785, Lot 0037
Zoning District: R-1B
DOB Permit #: B2604311

SUBJECT: **Conversion of lower level space within existing single-family dwelling into an accessory apartment**

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	Use variance	U-253.5 X-1000.1	Provisions for accessory apartment use include owner occupation of principal dwelling or accessory apartment. Owner will not occupy either living space.

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.