



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

August 12, 2026

REFERRAL MEMORANDUM

Withdraw for KB

TO: Board of Zoning Adjustment
FROM: Kathleen Beeton, Zoning Administrator

PROJECT INFORMATION: **Address:** 2458 39th Pl., NW
 Square, Suffix, Lot: Square 1810, Lot 0105
 Zoning District: R-3/GT
 DOB Permit #: DK2500010

SUBJECT: **1-story rear deck and stair addition to an existing row single family dwelling.**

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	Special Exception	D-210.1 D-5201, (a) X-901.2	Proposed rear 1-story deck addition exceeding the maximum lot occupancy.
2	Special Exception	D-207.1 D-5201, (b) X-901.2	Proposed rear 1-story deck addition not meeting required rear yard setback.

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.