



September 22, 2026

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Michelle Pourciau , Chairperson
Board of Zoning Adjustment
441 4th Street, NW, Suite 200S
Washington, D.C. 20010

**Re: 635 North Carolina Ave SE (Square 0872, Lot 0062)
Application for Special Exception Relief**

Dear Chairperson Pourciau,

Please accept for filing the enclosed application of the D.C. Department of General Services (the "Applicant"). The application requests special exception relief, pursuant to Subtitle X § 901.2 and Subtitle C § 909.2, from the number of loading berths or service/delivery spaces required by Subtitle C § 901.1. The application package includes the following materials:

1. Application Form;
2. Fee Calculator Form;
3. Statement of the Applicant;
4. D.C. Zoning Map;
5. Architectural Plans & Elevations;
6. Authorization Letter(s);
7. Form 135 – Zoning Self-Certification;
8. Statement of Existing and Intended Use;
9. Certification of Proficiency;
10. List of Names and Mailing Addresses of Owners within 200 Feet;
11. Surveyor's Plat(s);
12. Statement of Community Outreach;
13. Photographs of the Property;
14. Certificate of Service for the Office of Planning and ANC;
15. Draft Loading Management Plan.

We believe that the application is complete and acceptable for filing, and request that the Board schedule a public hearing for the application as soon as possible. If you have any questions, please do not hesitate to contact me on behalf of the Applicant.

Thank you for your attention to this application.

Sincerely,

COZEN O'CONNOR

A handwritten signature in blue ink, appearing to read 'MM', with a horizontal line underneath.

Meridith Moldenhauer

Certificate of Service

I hereby certify that on this 22nd day of September, 2026, a copy of this Application with attachments was served, via email, as follows:

District of Columbia Office of Planning
1100 4th Street SW, Suite E650
Washington, DC 20024
planning@dc.gov

Advisory Neighborhood Commission 6B
c/o Samuel Pastore, Chair and
Gerald Sroufe SMD 6B02
6B@anc.dc.gov
6B02@anc.dc.gov
6B05@anc.dc.gov

A handwritten signature in blue ink, appearing to read 'MM', with a horizontal line underneath.

Meridith Moldenhauer