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May 4, 2018

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

Re: **2720 34th Street NW / 3401 Massachusetts Avenue NW (Square 1939, Lot 39) – (the “Property”) – Foreign Mission Board of Zoning Adjustment Application**

Dear Members of the Board:

Please accept for filing the enclosed application of the Royal Norwegian Embassy (the “**Applicant**”) for approval of a chancery application under Subtitle X § 202 and Subtitle Y § 301 in order to renovate and expand an existing chancery (the “**Project**”).

The application package includes the following materials:

- BZA Form 121, Application.
- BZA Form 135, Self-Certification (Exhibit A).
- Approval letter from the U.S. State Department authorizing the filing of this application (Exhibit B).
- The preliminary statement of the applicant, including the statement of existing and intended use of the Property. (Exhibit C).
- Zoning map and Sanborn plat with Property outlined (Exhibit D).
- Authorization Letter authorizing this application (Exhibit E).
- Certification of Proficiency (Exhibit F).
- A statement of the calculated land area within Square 1939 (and an adjacent square) of all low- and medium-density residence zoned lots and the number and

date of all available Certificates of Occupancy for non-residential uses within the square, as well as copies of any such Certificates of Occupancy, as required by Subtitle Y § 301.6 (Exhibit G).

- List of names and mailing addresses (including mailing labels) of the owners of all property within 200 feet of the boundaries of the Property (Exhibit H).
- Summary of witness testimony to be presented at the Board's hearing (Exhibit I).
- Resumes of the Applicant's expert witnesses who will testify at the hearing (Exhibit J).
- Statement of community outreach (Exhibit K).
- Proposed plans for the Project, including: photographs of the Property, a building plat, prepared by the D.C. Surveyor, showing the footprint of the proposed structure on the Property; and plat showing the lot numbers and lot area of properties within Square 1939 (and an adjacent square), as required by Subtitle Y § 301.5(a) (Exhibit L).
- Check payable to the DC Treasurer in the amount of \$6,955.00 for the application's filing fee.

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,



Jeff C. Utz



Lawrence Ferris

Enclosures

Certificate of Service

The undersigned hereby certifies that copies of the foregoing document was delivered by first-class mail or hand delivery to the following addresses on May 4, 2018.

Jennifer Steingasser (3 copies)
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