

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Zoning Adjustment



January 27, 2020

Martin Sullivan/Sullivan & Barros
1155 15th Street, NW Suite 1003
Washington, DC 20005

Re: BZA Application No. 20222

Dear Applicant,

Your application has been accepted as complete. The Board of Zoning Adjustment (BZA) will consider the following application during the public hearing session scheduled for **Wednesday, March 11, 2020 beginning at 9:30 am**, at the Jerrily R. Kress Memorial Hearing Room, One Judiciary Square, at 441 4th Street, N.W., Suite 220 South, Washington, D.C., 20001:

Application of Jack Spicer Properties LLC, pursuant to 11 DCMR Subtitle X, Chapter 9, for an area variance from the lot dimension requirements of Subtitle D § 302.1, to subdivide the existing record lot into two separate lots of record and to internally divide the existing detached principal dwelling unit in two separate, semi-detached, principal dwelling units in the R-2 Zone at premises 5104-5106 Jay Street N.E. (Square 5176, Lot 369).

NEXT STEPS PRIOR TO HEARING

- (1) **Coordinate with ANC:** Your case has been referred to **Advisory Neighborhood Commission (ANC) 7C**. Contact the ANC as soon as possible to ensure that your case has been scheduled for review well in advance of the public hearing. Visit <http://anc.dc.gov> to find contact information for your ANC.
- (2) **Coordinate with government agencies:** Your case has been referred to government agencies such as the Office of Planning (OP) and the District Department of Transportation (DDOT) depending on the relief requested. Review the case record in IZIS to see what other agencies have received a referral notice, as they may contact you to discuss your application.
- (3) **Pick up and post notice of the hearing:** You must call the Office of Zoning at 202-727-6311 in advance to ensure the large orange placard sign for your application is ready for pick up. This sign features the case description and must be posted and maintained on the subject property for at least 15 days prior to the public hearing.
- (4) **File any supplemental material, if necessary,** as listed in Subtitle Y § 300.15: Log in to IZIS at <https://dcoz.dc.gov/IZIS> to submit documents. If you have difficulty submitting documents through IZIS, as an alternative, you may email documents in pdf format to bzasubmissions@dc.gov to be uploaded into the record by BZA staff.

441 4th Street, N.W., Suite 200/210-S, Washington, D.C. 20001

Telephone: (202) 727-6311

Facsimile: (202) 727-6072

E-Mail: dcoz@dc.gov

Web Site: www.dcoz.dc.gov

Board of Zoning Adjustment
District of Columbia
CASE NO.20222
EXHIBIT NO.29

NOTE: Applicants are required to file supplemental material at least 21 days prior to the hearing. If your documents will be late – i.e., submitted less than 21 days before the public hearing - you must file Form 150 - a Motion to Waive the Time Requirements - for consideration by the Board.

Exceptions to the 21-Day Filing Deadline:

The Affidavit of Posting and Affidavit of Maintenance have different filing deadlines, (see below) and only require a Motion to Waive the Time Requirements if they will be late based on their deadlines.

- (5) **Submit Agent authorization:** If not already filed, a signed letter of authorization citing Subtitle Y § 300.5 must be submitted by the Applicant if represented by an agent, including a licensed architect or attorney. To learn more, visit: <https://dcoz.dc.gov/publication/LAAC>.
- (6) **Submit Affidavit of Posting and Affidavit of Maintenance:** An Affidavit of Posting (Form 145) must be filed at least 5 days prior to the hearing. An Affidavit of Maintenance form must be filed between 2 and 6 days prior to the hearing.
- (7) **Review the files** in IZIS for your application frequently so that you are prepared to respond to any filings that may be submitted by individuals and organizations interested in your application. Note that the Board expects Applicants to make a good faith effort to reach out to those in opposition to resolve conflicts prior to the public hearing date.
- (8) **Address any changes to your application:** In the event that the requested zoning relief changes prior to the hearing, you must file a revised Self-Certification (Form 135) or a revised Zoning Deficiency Letter from the Zoning Administrator must be filed, as well as any additional filing fees that may apply. Be sure to also file any documents that you feel are necessary to support the changes that you make to your application. ****Failure to submit required documents and additional fees could delay the hearing of your case.****

If you have any questions or require any additional information, please call OZ at 202-727-6311.

Sincerely,



CLIFFORD W. MOY
Secretary, Board of Zoning Adjustment
Office of Zoning