



**DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
OFFICE OF THE ZONING ADMINISTRATOR**

March 1, 2019

**MEMORANDUM**

**TO:** Board of Zoning Adjustment

**FROM:** Matthew Le Grant *m 22*  
Zoning Administrator

**THROUGH:** Ernesto Warren  
Zoning Technician

**SUBJECT:** **Proposed:** Convert Community residential facility to a medical office  
**Location:** 639 Atlantic St SE  
**Square:** 6163  
**Lot:** 0127  
**Zone:** R-2  
**DCRA File Job #** N/A  
**DCRA BZA Case #** N/A

Review of the application for the subject property referenced above indicates that Board of Zoning Adjustment approval is required as follows:

1. Variance from U-201.1 to allow a medical office (X-1000.1)

*Note: All applicants must provide the Office of the Zoning Administrator with submission verification, in the form of a formal receipt from the BZA, within 30 days of the date of this memo.*

Good afternoon:

Attached you will find the BZA Memo for the above-referenced property.

Now that you have the memo, you must visit the Board of Zoning's website at [DCOZ.DC.GOV](http://DCOZ.DC.GOV) and fill out an application for ~~special exception~~ <sup>Vergence</sup>. Additional documents may be required prior to scheduling your hearing; if so, you can contact the Board of Zoning Adjustments at 202-727-6311 and someone within their office will provide you with the details.

If you have any questions regarding the memorandum (attached), please do not hesitate to contact us at 202-442-4576.

Durrell Mack

Program Support Assistant

Office of the Zoning Administrator

1100 4th Street, SW

Washington, DC, 20024

NOTES AND COMPUTATIONS			
Building Permit #:	N/A	Zone:	R-2
DCRA BZA Case #:	N/A	Existing Use:	Community residential facility
Property Address:	639 ATLANTIC ST SE	Proposed Use:	Medical Office
Square: 6163	Lot(s): 0127	ZC/BZA Order:	
		N&C Cycle #:	1
		Date of Review:	3/1/2019
		Reviewer:	Ernesto Warren

Item	Existing Conditions	Minimum Required	Maximum Allowed	Provided by Proposed Construction	Variance Deviation/%	Notes/Zoning Relief Required
Lot area (sq. ft.)	n/a	n/a	n/a	n/a	n/a	n/a
Lot width (ft. to the tenth)	n/a	n/a	n/a	n/a	n/a	n/a
Building area (sq. ft.)	n/a	n/a	n/a	n/a	n/a	n/a
Lot occupancy (building area/lot area)	n/a	n/a	n/a	n/a	n/a	n/a
Gross floor area (sq. ft.)	n/a	n/a	n/a	n/a	n/a	n/a
Floor area ratio, Non-residential	n/a	n/a	n/a	n/a	n/a	n/a
Principal building height (stories)	n/a	n/a	n/a	n/a	n/a	n/a
Principal building height (ft. to the tenth)	n/a	n/a	n/a	n/a	n/a	n/a
Accessory building height (stories)	n/a	n/a	n/a	n/a	n/a	n/a
Accessory building height (ft. to the tenth)	n/a	n/a	n/a	n/a	n/a	n/a
Front yard (ft. to the tenth)	n/a	n/a	n/a	n/a	n/a	n/a
Rear yard (ft. to the tenth)	n/a	n/a	n/a	n/a	n/a	n/a
Side yard,	n/a	n/a	n/a	n/a	n/a	n/a
Open court	n/a	n/a	n/a	n/a	n/a	n/a
Closed court, width	n/a	n/a	n/a	n/a	n/a	n/a
Closed court, area sq. ft.	n/a	n/a	n/a	n/a	n/a	n/a
Vehicle parking spaces (number)	n/a	n/a	n/a	n/a	n/a	n/a
Bicycle parking spaces (number)	n/a	n/a	n/a	n/a	n/a	n/a
Loading berths	n/a	n/a	n/a	n/a	n/a	n/a
Loading Platforms	n/a	n/a	n/a	n/a	n/a	n/a
Loading spaces	n/a	n/a	n/a	n/a	n/a	n/a
Pervious surface (%)	n/a	n/a	n/a	n/a	n/a	n/a
Green area ratio (score)	n/a	n/a	n/a	n/a	n/a	n/a
Dwelling units, principal (#)	n/a	n/a	n/a	n/a	n/a	n/a
Dwelling units, accessory (#)	n/a	n/a	n/a	n/a	n/a	n/a
Penthouse setbacks	n/a	n/a	n/a	n/a	n/a	n/a
Retaining walls	n/a	n/a	n/a	n/a	n/a	n/a
Other:	Variance to allow a Medical Office in R-2					



Maps & Titles Unit or RPTA  
\*date stamp here

Government of the District of Columbia  
Office of Tax and Revenue  
Real Property Assessment Division  
Maps & Titles Unit, GIS Program  
1101 4<sup>th</sup> St, SW, Suite 270, Washington, DC 20024

MAR 4 2019

## 200 Ft Radius and Tax Map Request Form

### Instructions:

### Fees:

<b>1. Complete all sections below.</b> <b>2. Verify each subject property @ DC Real Property Online Map</b> 2a. Search by Property ID (Square Suffix Lot) or DCRA Master Address Search <b>3. Get Date Stamp if submitted in person.</b> 3a. Make copy for your records <b>4. Or Email Form (and questions) to: <a href="mailto:maps.title@dc.gov">maps.title@dc.gov</a>.</b> 4a. Email Subject Line must include: "200 Ft Radius" or "Tax Map"	<b>200 ft radius: \$35</b> (standard for BZA)  <b>500 ft radius: \$40</b>  <b>1000 ft radius \$45</b>  <b>Tax Maps: \$30 each</b>
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### Choose Request Type(s):



**200 Ft Radius Request(s)**

(May be used for BZA Notification List Requirement)



**Tax Map Request(s)**

### Contact Information: (Please write clearly or use fillable PDF)

<b>Requestors Name:</b>	INNOCENT K CHIA		
<b>Telephone Number:</b>	2029577456		
<b>Email:</b>	ichia@kccsinc.com		
<b>Property Owner Name</b>	<b>Square</b>	<b>Suffix</b>	<b>Lot</b>
Angelina Dickerson	<del>2580</del> 6163		0127
<b>Address(s)</b> (May be used to verify Property ID: Square Suffix Lot)			
639 Atlantic St SE			
Washington DC 20032			

### Processing Time:

- 3 - 5 business days from date received - \*May be prolonged during peak request periods. \*
- Mailed request forms may take weeks to reach the Maps & Titles Unit.

### Payment and Pickup Options:

- Payment must be made in person at the OTR cashier located on the 1<sup>st</sup> floor past the elevators at the address above.
- If paying when completed form is dropped off: Ask for payment documents. Completed requests will be emailed.
- If paying when request is picked up: OTR will contact you via email with cashier payment document and instructions.
- \*Mailed payments cannot be accepted. \*

Office Use Only: Completed <input type="checkbox"/>	Emailed <input type="checkbox"/>	Left Message <input type="checkbox"/>	Amount Due: \$
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