

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Advisory Neighborhood Commission 2E



Representing the communities of Burleith, Georgetown and Hillandale

3265 S Street, NW · Washington, DC 20007

(202) 724-7098 · anc2e@dc.gov

BUILDING AND ZONING PROJECTS WITHIN ANC2E

General Information: Please provide ANC2E with a copy of the Application and Referral to the U.S. Commission of Fine Arts for Old Georgetown Review which is filed with project plans at the Department of Consumer and Regulatory Affairs when applying for building permits.

This information helps ANC2E commissioners understand the building project, the scope of the work, the impact it has on your neighbors and how to contact the parties involved. Please provide all requested information to the ANC2E office at the above address no later than **10 calendar** days before the monthly public ANC meeting.

In the case of projects that involve additions or significant exterior alterations or repair, it is the responsibility of the homeowner to notify all affected neighbors and to seek their input.

Attaching letters from all neighbors impacted by the project and complete set of plans (at both the concept and permit stages) is important for the timely review of your request for approval.

You are urged to contact your affected neighbors early in the development of your project and to keep them informed of significant changes.

In the case of minor projects (window repair/replacement or signage for example) a copy of the CFA application is still required by the due date, but contacting neighbors may not be necessary.

In these cases, you must contact Melanie Gisler in the ANC office or your Commissioner for approval to proceed on that basis.

Meetings generally occur the first Monday of every month. ANC2E's meeting schedule can be seen on our website www.anc2e.com. If your project is placed on the meeting agenda for public discussion, you and/or your representative will be expected to make a brief (3-5 minute) presentation.

For additional information about the submittal and the public meeting please contact Melanie Gisler in the ANC2E office or your ANC Commissioner: Ed Solomon, Dist. 1; Ron Lewis, Dist. 2; Jeff Jones, Dist. 3; Jake Sticka, Dist. 4; Bill Starrels, Dist. 5; Tom Birch, Dist. 6; Charles Eason, Dist. 7. Their contact information as well as additional information about the approval process can be found on ANC2E's website www.anc2e.com

Required Submittals (due in ANC2E's office 10 calendar days before the public meeting)

1. Copy of completed Application and Referral to the U.S. Commission of Fine Arts for Old Georgetown Review (see attached)
2. Letters from all neighbors affected by the project stating their position with regard to the proposal. (At minimum, letters from all adjoining and fronting (across the street) properties must be included. Larger projects, or those highly visible, must inform those

households within view of the project).

3. Drawings which must include:
 - a. Location Plan, showing the location of the property on the block (indicate the Bounding streets);
 - b. Site Plan, showing the overall property lines of the subject property, the building footprint (for existing and proposed) and the footprint of all immediately adjacent buildings on neighboring properties;
 - c. Floor plans;
 - d. Elevations;
 - e. Additional information as necessary to clearly explain the proposal: sections, pictures, material samples, color samples, etc.

COMMISSIONERS:

Ed Solomon, District 1 Ron Lewis, District 2 Jeff Jones, District 3 Jake Sticka, District

4

Bill Starrels, District 5 Tom Birch, District 6 Charles Eason, District 7



Government of the District of Columbia

APPLICATION AND REFERRAL TO THE US COMMISSION OF FINE ARTS FOR OLD GEORGETOWN REVIEW

OG

HPA

The Old Georgetown Act of 1950 requires the District of Columbia to refer construction plans to the US Commission of Fine Arts (CFA) for review before a building permit is issued. Work in Georgetown is also subject to a coordinated historic preservation review under the DC Historic Landmark and Historic District Protection Act of 1978. To initiate these reviews, please submit this form with all required attachments as directed below.

THIS IS A REQUEST FOR THE FOLLOWING REVIEW BY THE COMMISSION OF FINE ARTS:

- CONCEPTUAL REVIEW** to receive guidance at the early stages of design
- PERMIT REVIEW** to receive a recommendation on a building permit application

1. OWNER, APPLICANT, AND PROPERTY INFORMATION

Property Owner's Name: _____

Applicant's Name (if different from owner): _____

Project Address: _____

Square: _____ Lot: _____

To find your square and lot, see www.propertyquest.dc.gov

- I am currently the owner of the property
- I am a homeowner currently receiving the DC homestead deduction for this property
- I am an authorized representative of the property owner
- I am or represent a potential purchaser of the property

2. SUBMISSION MATERIALS FOR THE COMMISSION OF FINE ARTS AND HISTORIC PRESERVATION REVIEW

The following materials are included with this application:

- Two (2) sets of comprehensive exterior photographs of the building, structure, or site and its context (showing adjacent buildings, immediate surroundings, and the areas of proposed work)

For each of the following, two (2) copies for a concept application or five (5) copies for a permit application:

- Site plan showing the existing footprint of the property and adjacent buildings
- Building plans, elevations, and site plan sufficient to illustrate the footprint, height, massing, design, and materials of the proposed work and its surrounding context

For more information on submission requirements, see www.cfa.gov or contact the CFA staff at 202-504-2200

3. PROJECT DESCRIPTION (CHECK ALL THAT APPLY)

- Addition Exterior Alteration New Construction Subdivision Other

Briefly describe the nature of the project: _____

	YES	NO	UNSURE
Is the proposed work visible from a public street or alley?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be work on the front of the building or in the front yard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include work in public space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include removal of roof or floor framing or bearing walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a Fair Housing Act request for "reasonable accommodation"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(over)

4. ADDITIONAL INFORMATION FOR LARGER PROJECTS

For renovation or new construction projects exceeding 20,000 square feet, attach a full narrative description indicating the general nature of the project, program of uses, estimated gross floor area by use, number of residential units, scope of preservation work, and any other pertinent features or benefits, including aspects of sustainability. *Homeowners proposing work on their own house do not need to provide this information.*

5. EASEMENTS

	YES	NO	UNSURE
Is there a conservation easement on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the easement holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. COMMUNITY CONSULTATION

	YES	NO	UNSURE
Have you shared project information with abutting neighbors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted the affected Advisory Neighborhood Commission (ANC 2E)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted any neighborhood community organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For more information about project review by ANC 2E, see www.anc2E.com or call the ANC at 202-338-7427

7. ZONING REGULATIONS AND CONSTRUCTION CODE

	YES	NO	UNSURE
Will the project cause a change in building footprint or lot occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any zoning variances or special exceptions required for the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the Zoning Administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the Office of Planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any building code relief required for the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Briefly describe the nature of any zoning variances or code relief being sought: _____

8. CONTACT INFORMATION

Owner Address (if different from project address): _____

Owner Phone: _____ Owner Email: _____

Agent's Capacity: Tenant Architect Contractor Contract Purchaser Expediter Other

Agent Address (if different from owner): _____

Agent Phone: _____ Agent Email: _____

9. CERTIFICATION

I hereby certify that the information given in this application is true and accurate. If applying as an agent of the owner, I certify that I have the owner's permission to make this application.

Signature: _____ Date: _____

When completed, submit this form with all plans, photographs, and other attachments to the Historic Preservation Office (HPO) desk at the DC Permit Center, Department of Consumer and Regulatory Affairs, 1100 4th Street SW, 2nd floor. Upon review of this submission, CFA or HPO staff may contact the owner or agent for consultation, and may request additional information if determined necessary to review the project.

Referral to CFA or the Historic Preservation Review Board, if required, may be deferred if information is not received within sufficient time to allow staff evaluation and preparation for review. All application materials are part of the public record and are made available to the public for inspection. For more information, see www.cfa.gov or www.preservation.dc.gov.



Historic Preservation Office
DC Office of Planning
(202) 442-8800
historic.preservation@dc.gov

