

**Government of the District of Columbia**  
**Advisory Neighborhood Commission 2E**

3265 S Street, NW, Washington, DC 20007

Tel: (202) 338-7427 FAX: (202) 338-0279 Email: [ANC2E@erols.com](mailto:ANC2E@erols.com)

Bonnie Hardy, Executive Director

**BUILDING AND ZONING PROJECTS WITHIN ANC2E**

***General Information:** The information requested on this form helps ANC2E commissioners understand your 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 not later than ten 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 a 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 completed Project Information Form is still required by the due date, but contacting neighbors may not be necessary. In these cases, you must contact the ANC office or your Commissioner for approval to proceed on that basis.*

*Meetings generally occur the first Tuesday of every month. Please contact the ANC office above for the latest meeting schedule. If 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 the ANC2E office or your ANC commissioner. Ed Solomon, Dist. 1; John Lever, Dist. 2; Bill Skelsey, Dist. 3; Brett Clements, Dist. 4; Bill Starrels, Dist. 5; Pam Moore, Dist. 6; Charles Eason, Dist. 7. Their contact information as well as additional information about the approval process can be found on the website: [www.ANC2E.com](http://www.ANC2E.com)*

**Required Submittals (due in ANC Office ten calendar days before the public meeting):**

1. **Fully** completed and signed Project Information Form, (see attached);
2. Letters from all neighbors affected by the project stating their position with regard to the proposal. (At a 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; 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.

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**PROJECT INFORMATION FORM**

*(Fill out completely. Mark "N/A" if not applicable)*

Date: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Phone / email: \_\_\_\_\_

Project address: \_\_\_\_\_

Project Contact Person: Phone/email: \_\_\_\_\_

If contact is an architect, please provide firm name and mailing address:

\_\_\_\_\_  
\_\_\_\_\_

Current zoning of property: \_\_\_\_\_

Does property have historic preservation easements? What are they?

\_\_\_\_\_

Brief description of proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of work proposed (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Building        | <input type="checkbox"/> Retaining Wall      | <input type="checkbox"/> Garage, new or existing |
| <input type="checkbox"/> Addition            | <input type="checkbox"/> Fence               | <input type="checkbox"/> Signage / Lighting      |
| <input type="checkbox"/> Additional story    | <input type="checkbox"/> Alteration/Repair   | <input type="checkbox"/> Shed                    |
| <input type="checkbox"/> Exterior Demolition | <input type="checkbox"/> Roof Terrace / Deck | <input type="checkbox"/> Other, specify _____    |

Answer all:

- Yes No Is this an application for signage only?
- Yes No Is this an application for window repair / replacement only?
- Yes No Demolition required for all or part of any structure? If so, state method of removing construction debris: \_\_\_\_\_  
\_\_\_\_\_
- Yes No Dumpster needed? Estimate length of time dumpster will be on the street: \_\_\_\_\_
- Yes No Zoning variance or special exception required? Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Yes No If the project is approved and built, will the property qualify for a different zoning classification? (i.e., a change from Detached, or Semi-Detached to Attached) Explain: \_\_\_\_\_  
\_\_\_\_\_
- Yes No Subdivision of property required? Explain: \_\_\_\_\_  
\_\_\_\_\_

Please list:

- OGB concept hearing date: \_\_\_\_\_ OGB permit hearing date: \_\_\_\_\_
- BZA / Zoning Commission hearing anticipated date (include case#): \_\_\_\_\_
- HPRB hearing date: \_\_\_\_\_
- Other Project Approvals and Schedule (if applicable): \_\_\_\_\_
- Project expected start date: \_\_\_\_\_
- Project expected completion date: \_\_\_\_\_
- Days and Hours of construction: \_\_\_\_\_
- Where will project/construction vehicles park?: \_\_\_\_\_  
\_\_\_\_\_

Communication with Neighbors: (adjoining and confronting properties)

Yes No Have all neighbors been notified? **\*\*\*List on separate page names of neighbors notified, with address and contact telephone number.\*\*\***  
*Please indicate how and when you notified each neighbor.*

Yes No If there is opposition, do you know what is being opposed? List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes No Are neighbor letters in support of your project attached to this form? Your form is incomplete until all information from neighbors has been submitted to the ANC office.

**Certification**

I / We hereby certify:

- (1) that I / We have personally reviewed the foregoing information and that to the best of my / our information and belief it is true and correct and complies with the instructions for completing this form;
- (2) that a copy of this form as been hand-delivered, or mailed via first-class mail, to each Affected Person as identified herein.

***Warning!*** *The making of a false statement to any instrumentality of the District of Columbia Government is punishable by criminal penalties. Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. (D.C. Official Code § 22-2405)*

Owner / Applicant(s):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Architect:

\_\_\_\_\_ Date: \_\_\_\_\_