

# RCO Notification: Instructions for Applicants



You received an email from [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) about your Zoning Board of Adjustment (ZBA) case. A 20-day countdown started the day the email was sent. During this 20-day period, you must:

## 1) Set up a public meeting with the Coordinating “Registered Community Organization” (RCO)

## 2) Notify near neighbors about this public meeting for your ZBA case.

The steps below describe how to do this. If you have questions after reading, please contact the City’s RCO Coordinator at [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) or 215-683-4646.

### Step 1:

**Reach out to the Coordinating RCO**, the community group that will set up and host the public meeting. The email from [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) includes the name of the Coordinating RCO. You must reach out to the Coordinating RCO within 20 days to ask them to set up a public meeting.

To get the Coordinating RCO’s contact information:

1. Go to [the RCO Notification Site](#).
2. Type the address of the property into the search bar or click on your address on the map.
3. A window will appear on the screen that lists the address, Council District, and RCOs for your property.
4. Note the Council District for your reference.
5. Click “Download RCO List.”
6. A file will download to your computer. Open this file to see each RCO’s organization name, address, and the name, address, email, and phone number of their contact person

Compose an email to the Coordinating RCO asking them to set up a public meeting. Call or compose a letter if they don’t have an email address. You should also copy the other RCOs listed in the file you downloaded.

### Step 2:

**Write the notification** to near neighbors about the public meeting and ZBA case.

1. [Download the Applicant Notification Templates here](#).
2. If the RCO public meeting date is set, use Template 1
3. If the RCO public meeting date is NOT set, Use Template 2.
4. For “Property description”, include the property’s address, size, nearest cross street, and the zoning district.
  - a) You can find the zoning district on the top right of your refusal or referral from L+I.
  - b) You can also find it on the city’s property database, [Atlas](#).
5. For “Project description”, describe the project or permit. Describe the type of special exceptions and variances you are seeking.
6. Attach a copy of the refusal or referral.
7. For “Coordinating RCO”, type the organization name of the Coordinating RCO.

## Step 2 continued:

8. For “public meeting” on Template 1, you will list the details of the meeting set up by the Coordinating RCO.
9. For District Council office, type the name and contact information of the local Councilperson for the District. You can find The District Council office contact information [here](#). To find which Council District your property is in, go to [this](#) website, and type the property address into the search bar or clicking it on the map.
10. For RCO Contact Info go to the [RCO Notification Site](#). Type the property address into the search bar or click it on the map. Click “Download RCO List”. A file will download to your computer. Open this file and copy the name, address, and phone number for each RCO listed onto your template.
11. If you used Template 2, you must send Template 1 once the meeting date is set.

## Step 3:

**Send the notification template** to all addresses within 250-feet of the property. Then get the property list:

1. Go to [the RCO Notification site](#)
2. Type the property address into the search bar or click it on the map.
3. Click “Download Address List”
4. A file will download to your computer. Open this file to see the addresses you need to send the notification.
5. Addresses on this list may be different from those used by the U.S. Postal Service. You must make sure the addresses are correct and that notice gets delivered.
6. You must include a copy of your refusal/referral when you mail the notification.
7. If you are using notification Template 1, you must send this notice by regular U.S. mail and get a cancelled certificate of mailing.

Contact the City if there are differences between the addresses on the list and the ones used by the U.S. Postal Service. Email [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) or call 215-683-4646 and we will fix the list.

## Step 4:

**Email the template** you sent to neighbors to the following:

- a. The list of Registered Community Organizations that you downloaded from the [RCO Notification site](#) in Step 3;
- b. The contact person for the Council District your property is in, that you found [here](#) in Step 2;
- c. the Philadelphia City Planning Commission at [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov); and
- d. the Zoning Board of Adjustment: [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov).

All the above people and organizations were cc'd in that first email you received. You can “reply all” to the first email from [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) to make sure you include everyone above.

## Step 5:

**Present your project at the community meeting** hosted by the Coordinating RCO.

## Step 6:

**Attend your ZBA hearing** and present your project to the Zoning Board, who will decide on your case. You can find your ZBA hearing date on this [website](#).