



January 13, 2016

Lennart Rustam, II  
679 Sproul Road  
Bryn Mawr, PA 19010

**RE:** Required Neighborhood Notice and Meeting for Zoning Application concerning 302 Leverington Avenue, Council District #4, Permit #651812

Dear Mr. Rustam,

We are writing to inform you of your responsibilities under Section 14-303(12) of the Philadelphia Zoning Code to provide notice, in writing, to all affected properties and Registered Community Organizations (RCOs) of the Zoning Board of Adjustment (ZBA) hearing for the above-referenced property. **You are required to send notice within 10 calendar days of this correspondence (including all information contained in the attached "Templates for Zoning Applicant") and submit a copy to the District Council contact at [joshua.cohen@phila.gov](mailto:joshua.cohen@phila.gov), the Philadelphia City Planning Commission at [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov), and the Zoning Board of Adjustment at [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov).**

The affected RCOs are as follows:

- Manayunk Neighborhood Council, [johnhunter286@gmail.com](mailto:johnhunter286@gmail.com)
- Central Roxborough Civic Association (CRCA), [don@crca.us](mailto:don@crca.us)

Notice to affected properties must be delivered via regular mail or hand delivery. Please see the attached for a complete list of these properties. Please be advised that addresses on this list may differ from those used by the U.S. Postal Service; it is the responsibility of the applicant to verify these addresses and to ensure notice is successfully delivered. If there are any discrepancies please contact the Planning Commission and we will undertake a thorough review and update the list, if need be. The notice must contain all of the information required by Section 14-303(12)(d)(.1) of the Philadelphia Zoning Code. Refer to the attached templates regarding RCO & Zoning Applicant notification for additional guidance.

There are multiple affected RCOs. **Central Roxborough Civic Association (CRCA) shall serve as the Coordinating RCO.** You must contact the Coordinating RCO to schedule a public community meeting regarding your zoning application. The Coordinating RCO must convene a public community meeting by February 21<sup>st</sup> (45 days from January 7<sup>th</sup>, the filing date of your petition to appeal) or provide the ZBA with a letter outlining why no meeting has been held.

You may direct inquiries to [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov). Please include council district and property address in subject line of all email correspondence. For additional information please visit:

<http://www.phila.gov/CityPlanning/projectreviews/Pages/RegisteredCommunityOrganizations.aspx>

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Thank you for your cooperation.

CC: [joshua.cohen@phila.gov](mailto:joshua.cohen@phila.gov)  
[RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov)  
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