



June 14, 2017

WILLIAM J O'BRIEN  
4322 MAIN ST  
PHILADELPHIA, PA 19127  
LAWYERSONMAIN@GMAIL.COM

**RE:** Required Neighborhood Notice and Meeting for Zoning Application(s) concerning 4354 TERRACE ST, Council District #4, Permit #782588

Dear WILLIAM J O'BRIEN,

We are writing to inform you of your responsibilities under Section 14-303(12) of the Philadelphia Zoning Code. Per this section, you must provide notice, in writing, to all affected properties on the attached address list, and to all Registered Community Organizations (RCOs) listed below of your Zoning Board of Adjustment (ZBA) hearing for the above-referenced property. Using the included, **“Templates for Zoning Applicant,” you must send notice within 10 calendar days of this correspondence to the affected RCOs listed below, as well as the District Council contact(s) 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:

- Central Roxborough Civic Association (CRCA) [don@crca.us](mailto:don@crca.us)
- Manayunk Neighborhood Council [johnhunter286@gmail.com](mailto:johnhunter286@gmail.com)
- 21st Ward Republican Committee [wvogler@msn.com](mailto:wvogler@msn.com)

**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(s). The Coordinating RCO must convene a public community meeting by 7/17/2017 (45 days from 6/2/2017, the filing date of your petition to appeal) or provide the ZBA with a letter outlining why no meeting has been held.

In addition, notice to affected properties must be delivered via regular mail or hand delivery. Please see the attached address list for a complete list of properties to notify. 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 for Zoning Applicant”** for additional guidance.

For reference, the ZBA hearing date for this property can be found at this website: <http://www.phila.gov/li/zoning-appeals/>.

Gary J. Jastrzab  
Executive Director

Anne Fadullon  
Chair

Joseph Szymick  
Vice-Chair

Michael DiBerardinis  
Rob Dubow  
Patrick Eiding  
Harold T. Epps  
Nancy Rogo Trainer, FAIA, AICP

One Parkway Building  
1515 Arch St.  
13<sup>th</sup> Floor  
Philadelphia, PA 19102

215-683-4615 Telephone  
215-683-4630 Facsimile

[www.phila.gov/cityplanning](http://www.phila.gov/cityplanning)  
[www.phila2035.org](http://www.phila2035.org)

You may direct inquiries to [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov). Please include the 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>.

Thank you for your cooperation.

CC:

[joshua.cohen@phila.gov](mailto:joshua.cohen@phila.gov)  
[RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov)  
[RCOZBA@phila.gov](mailto:RCOZBA@phila.gov)  
[don@crca.us](mailto:don@crca.us)  
[johnhunter286@gmail.com](mailto:johnhunter286@gmail.com)  
[wvogler@msn.com](mailto:wvogler@msn.com)