



March 26, 2015

Joseph Beller, Esq.
1801 Market St., Suite 2300
Philadelphia, PA 19103

RE: Required Neighborhood Notice and Meeting for Zoning Application concerning
480 Lyceum Avenue, Council District #4, Permit #569659

Dear Mr. Beller,

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

The affected RCOs are as follows:

- Central Roxborough Civic Association (CRCA), don@crca.us
- Roxborough Development Corporation, james@roxborough.us

Notice to affected property owners must be delivered via regular mail or hand delivery. Please see the attached for a complete list of affected 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 public community meeting must take place by May 9th, 45 days from March 25th, the filing date of your petition to appeal.

You may direct inquiries to 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>

Thank you for your cooperation.

Gary J. Jastrzab
Executive Director

Alan Greenberger, FAIA
Chair

Joseph Szymick
Vice-Chair

Rob Dubow
Patrick Eiding
Bernard Lee, Esq.
Elizabeth K. Miller
Richard Negrin
Nilda Iris Ruiz, MBA
Nancy Rogo Trainer, FAIA, AICP

One Parkway Building
1515 Arch St.
13th Floor
Philadelphia, PA 19102

PHILADELPHIA CITY PLANNING COMMISSION

CC: joshua.cohen@phila.gov
RCO.Notification@phila.gov
RCOZBA@phila.gov
don@crca.us
james@roxborough.us