



April 11, 2016

Craig R. Lewis, Esq.
910 Harvest Drive
Blue Bell, PA 19422

RE: Required Neighborhood Notice and Meeting for Zoning Application concerning 492 Roxborough Avenue, Council District #4, Permit #660879

Dear Mr. Lewis,

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, 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:

- Roxborough Development Corporation, james@roxborough.us
- Central Roxborough Civic Association (CRCA), 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. **Roxborough Development Corporation and Central Roxborough Civic Association (CRCA) shall serve jointly as the Coordinating RCOs.** You must contact the Coordinating RCOs to schedule a public community meeting regarding your zoning application. The Coordinating RCO must convene a public community meeting by May 21st (45 days from April 6th, 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. Please include council district and property address in subject line of all email correspondence. For additional information please visit:

Gary J. Jastrzab
Executive Director

Anne Fadullon
Chair

Joseph Syrnick
Vice-Chair

Michael DiBerardinis
Rob Dubow
Patrick Eiding
Harold T. Epps
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Maria Gonzalez
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215-683-4615 Telephone
215-683-4630 Facsimile

www.phila.gov/cityplanning
www.phila2035.org

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

Thank you for your cooperation.

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