



July 10, 2018

GARY CLARKE
1500 MARKET STREET, 38TH FLOOR
PHILADELPHIA, PA 19102

RE: Required Neighborhood Notice and Meeting for Zoning Application(s) concerning
5951 RIDGE AVE, Council District #4, Permit #874625

Dear GARY CLARKE,

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, 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:

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| • Friends of the Wissahickon | mccarthy@fow.org |
| • Roxborough Development Corporation | james@roxborough.us |
| • Central Roxborough Civic Association | centralroxrco@crca.us |
| • 21st Ward Republican Committee | wvogler@msn.com |

Roxborough Development Corporation and Central Roxborough Civic Association 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 8/4/2018 (45 days from 6/20/2018, 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.

Eleanor Sharpe
Executive Director

Anne Fadullon
Chair

Joseph Syrnick
Vice-Chair

Garlan Capita
Michael DiBerardinis
Rob Dubow
Patrick Eiding
Harold T. Epps
Cheryl Gaston, Esq.
Maria Gonzalez
Nancy Rogo Trainer, FAIA, AICP
Ariel Vazquez

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

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

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

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

You may direct inquiries to 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>.

In addition, Bill #150499 requires that applicants notify the Commerce Department of ZBA cases within Industrial or Industrial Mixed-Use zoning districts. If and only if a portion or the entirety of this property is in such a district, please notify the following contacts, *in addition to the RCO(s), District Council office, Philadelphia City Planning Commission, Zoning Board of Adjustment, and affected properties*, as outlined above:

- Duane Bumb; Senior Deputy Director of Commerce;
Duane.Bumb@phila.gov
- Altoro Hall; Director, Manufacturing and Advanced Industries;
Altoro.Hall@phila.gov

Thank you for your cooperation.

CC:

joshua.cohen@phila.gov
RCO.Notification@phila.gov
RCOZBA@phila.gov
mccarthy@fow.org
james@roxborough.us
centralroxrco@crca.us
wvogler@msn.com

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