



August 15, 2018

SEAN WHALEN, ESQ  
6 COULTER AVE, SUITE 1000  
ARDMORE, PA 19003  
SW@VINTAGE-LAW.COM

**RE:** Required Neighborhood Notice and Meeting for Zoning Application(s) concerning 6128 RIDGE AVE, Council District #4, Permit #894244

Dear SEAN WHALEN, ESQ,

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:

- Roxborough Development Corporation [james@roxboroughpa.com](mailto:james@roxboroughpa.com)
- Central Roxborough Civic Association [centralroxrco@crca.us](mailto:centralroxrco@crca.us)

**Roxborough Development Corporation and Central Roxborough Civic Association shall jointly 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 9/16/2018(45 days from 8/2/2018, 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.  
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)

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  
james@roxboroughpa.com  
centralroxrco@crca.us

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