

Templates for RCOs & for Zoning Applicants

The following pages are suggested letter templates for Zoning Applicants.

The Planning Commission staff will provide **zoning applicants** with the contact information for all parties they must notify. This includes:

- Each applicable RCO including the RCO that acts as the “Coordinating RCO”, which is responsible for scheduling and hosting the public meeting
- Each property owner on the same block, across the street and within 200 ft of the subject property. (Notification must be via regular mail or hand delivery.)
- The District Councilmember
- The Zoning Board or Civic Design Review Committee, as applicable.

Templates suggested for Zoning Applicant:

1-Notice from Zoning Applicant to RCOs and Neighboring Property Owners
(Coordinating RCO **Has** scheduled the public community meeting)

2-Notice from Zoning Applicant to RCOs and Neighboring Property Owners
(Coordinating RCO **Has Not Yet** scheduled the public community meeting)

TEMPLATE 1 –Notice from Zoning Applicants to RCOs and Neighboring Property Owners
(Coordinating RCO **Has** Scheduled the Public Community Meeting)

[Name of Applicant]
[Address of Applicant]
[City, State ZIP Code]

[Date]

Re: *[Property Address]*

ZBA Appeal File Date: _____
OR
CDR Referral Date: _____

Dear Registered Community Organization or Property Owner:

This is a notification of a **PUBLIC MEETING** to discuss the project described below. All Registered Community Organizations that have geographic boundaries containing the project property and all community members are welcome to attend.

Property Description:

[Add a description of the property by general vicinity, street address, size, nearest cross street, and the zoning district in which the property is located.]

Project Description:

[Add a description of the nature, scope, and purpose of the application. If the hearing is a Zoning Board of Adjustment hearing, describe the type of special exceptions and variances being sought. Indicate where copies of the zoning application and any related information can be obtained.]

Summary of Refusal: *[Summarize or Attach a copy of refusal]*

[Insert Name of Coordinating RCO] as Coordinating RCO has scheduled a **PUBLIC MEETING** in advance of a public hearing to discuss the project at the following date, time and location:

Public Meeting Date & Time: *[Date] [Time]*

Location: *[Address, City, State ZIP Code]*

Please review the zoning posters for the date of the **PUBLIC HEARING** to be held by the City of Philadelphia *[Zoning Board of Adjustment or Civic Design Review Committee]* **located at** 1515 Arch Street, 18th Floor, Philadelphia, PA 19102 on the issue.

For reference, contact information for all affected Registered Community Organizations and the District Councilperson is provided as follows:

[District Council Office contact information]

[Each Registered Community Organization's contact information]

[The following sentence must be included and worded as follows.] If you have received this notice as the owner, managing agent, or other responsible person at a multi-unit building, you are requested to post this notice at a prominent place in a common area of your building.

Sincerely,
Name of Applicant

[The law requires that the following receive copies of this notification]

cc: *District Council Office contact*

Planning Commission - rco.notification@phila.gov

Each affected RCO including the Coordinating RCO

ZBA- rcozba@phila.gov or Civic Design Review Committee [see Templates 3 or 4 for mailing address]

TEMPLATE 2 – Notice from Zoning Applicants to RCOs and Neighboring Property Owners
(Coordinating RCO **Has Not Yet** Scheduled the Public Community Meeting)

[Name of Applicant]
[Address of Applicant]
[City, State ZIP Code]

[Date]

Re: [Property Address]

| |
|---|
| ZBA Appeal File Date: _____ OR CDR Referral Date: _____ |
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Dear Registered Community Organization or Property Owner:

This is a notification of an upcoming **PUBLIC MEETING** to discuss the project described below. All Registered Community Organizations that have geographic boundaries containing the project property and all community members are welcome to attend.

Property Description:

[Add a description of the property by general vicinity, street address, size, nearest cross street, and the zoning district in which the property is located.]

Project Description:

[Add a description of the nature, scope, and purpose of the application. If the hearing is a Zoning Board of Adjustment hearing, describe the type of special exceptions and variances being sought. Indicate where copies of the zoning application and any related information can be obtained.]

Summary of Refusal: [Summarize or Attach copy of refusal]

[The following sentence must be included and worded as follows.] A public meeting to discuss this proposal will be convened by [Insert Name of Coordinating RCO], but the date, time, and place of that public meeting has not yet been set. Please contact [Insert Name of Coordinating RCO] or your District Councilperson for more information about the public meeting.

Please review the zoning posters for the date of the **PUBLIC HEARING** to be held by the City of Philadelphia [Zoning Board of Adjustment or Civic Design Review Committee] **located at** 1515 Arch Street, 18th Floor, Philadelphia, PA 19102 on the issue

For reference, contact information for all affected Registered Community Organizations and the District Councilperson is provided as follows:

[District Council Office contact information]

[Each Registered Community Organization's contact information]

[The following sentence must be included and worded as follows.] If you have received this notice as the owner, managing agent, or other responsible person at a multi-unit building, you are requested to post this notice at a prominent place in a common area of your building.

Sincerely,
Name of Applicant

[The law requires that the following receive copies of this notification]

cc: District Council Office contact

Planning Commission - rco.notification@phila.gov

Each affected RCO including the Coordinating RCO

ZBA- rcozba@phila.gov or Civic Design Review Committee [see Templates 3 or 4 for mailing address]

