



February 15, 2018

KATHERINE MISSIMER  
1500 MARKET ST, STE 3400  
PHILADELPHIA, PA 19102  
KATHERINE.MISSIMER@OBERMAYER.COM

**RE:** Required Neighborhood Notice and Meeting for Zoning Application(s) concerning 420 SEVILLE ST, Council District #4, Permit #831340

Dear KATHERINE MISSIMER,

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:

- Wissahickon Neighbors Civic Association (WNCA)  
[moparmonkey@verizon.net](mailto:moparmonkey@verizon.net)
- Central Roxborough Civic Association (CRCA) [don@crca.us](mailto:don@crca.us)
- 21st Ward Republican Committee [wvogler@msn.com](mailto:wvogler@msn.com)

**Wissahickon Neighbors 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 3/23/2018 (45 days from 2/6/2018, 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  
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[www.phila.gov/cityplanning](http://www.phila.gov/cityplanning)  
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