# REGISTERED COMMUNITY ORGANIZATION APPLICATION

**Directions:** All information requested on this form is required in order to process your application. If you are in need of assistance in completing the application please contact RCO@phila.gov or 215-683-4612. Please be aware that information submitted becomes public information. Applications may take up to two weeks to process.

## General Information

**Application Date:**
**Organization Name:**
**Organization Address:**
**Meeting Location Address:**

**Organization Type (check one):**
- ☐ Neighborhood Improvement District (NID)/Special Services District (SSD)
- ☐ Ward Committee
- ☐ Volunteer Organization/Civic Assoc/PA Nonprofit/Unincorporated Association/Other

**Preferred Method of Contact (check one):** ☐ Regular Mail ☐ Email*

## Contact Persons

| | Primary Contact Person | Alternate Contact Person |
|---|---|---|
| **Name:** | | |
| **Mailing Address:** | | |
| **Email Address*:** | | |
| **Phone:** | | |

**Which contact will serve as your Civic Design Review Committee Representative? (check one)**

☐ Primary ☐ Alternate

*An email address will guarantee more expedient notification.

## Qualifications: Fill Out One of the Following Subsections as Applicable

### NID / SSD

Attach each of the following:

- ☐ Copy of the City Council Ordinance establishing the NID or SSD
- ☐ Description or map of the geographic boundaries of your NID or SSD

### Ward Committees

Indicate your Ward Number (Must cover entire ward): _____

☐ Republican or ☐ Democrat

### Volunteer Organizations, Civic Associations, PA Nonprofits, Unincorporated Associations and Other Orgs

Attach each of the following:

- ☐ Statement of purpose (MUST concern land use, zoning or a similar subject)
- ☐ Description of the geographic boundaries of the organization
- ☐ Copy of the organization's governing rules
- ☐ Schedule of the organization's regular public meetings
- ☐ Copy of a recent announcement of a public meeting
- ☐ Names and positions of the organization's leadership with a description of the selection process

☐ I certify that I have read the Planning Commission regulations regarding RCOs and that the statements and information in this application form are true and correct to the best of my knowledge and belief.

_____ Signature

_____ Date