



## REGISTERED COMMUNITY ORGANIZATION APPLICATION: 2017

All information requested on this form is **required** in order to process your application. Your application will be **rejected** if you do not include all pieces of information on this application.

If you are in need of assistance in completing the application, please contact [RCO@phila.gov](mailto:RCO@phila.gov) or 215-683-4646 or visit <http://www.phila.gov/CityPlanning/projectreviews/Pages/RegisteredCommunityOrganizations.aspx>.

Please be aware that information submitted becomes public information.

**ALL FIELDS BELOW ARE MANDATORY:**

Application Type:  Renewal  New Application

Organization Name:

Organization Address:

Meeting Location Address:

Organization Type (check one):

- Volunteer Organization/Civic Assoc./PA Nonprofit/Unincorporated Association/Other
- Neighborhood Improvement District (NID)/Special Services District (SSD)
- Ward Committee

Primary Contact Person

Secondary Contact Person

Name:

Email Address:

Mailing Address:

Phone:

Preferred Method of Contact (check one):  Email (will guarantee faster notification)  Regular Mail

If you are a: **Volunteer Organization, Civic Association, PA Nonprofit, Unincorporated Association, or Other Organization, Special Services District (SSD) or Neighborhood Improvement District (NID)**, submit the items below. Each item is **mandatory**:

Attach each of the following:

- Statement of purpose (MUST concern land use, zoning, development, or preservation)
- Copy of the governing rules/bylaws (MUST include description of the geographic boundaries of the organization AND a definition of the group's membership AND a description of the leadership selection process)
- 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



If you are a **Ward Committee**, complete the below and submit the indicated documents:

- Ward Number (Must cover entire ward):  and  Republican or  Democrat
- Schedule of the organization's regular public meetings
  - Copy of a recent announcement of a public meeting

**ALL applicants must complete the below:**

- 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. Planning Commission regulations here can be found here:  
<http://www.phila.gov/CITYPLANNING/PROJECTREVIEWS/Pages/RegisteredCommunityOrganizations.aspx>
- I certify that the organization or its leadership will make a good faith effort to operate in accordance with procedures and best practices articulated in the "RCO Rights and Responsibilities," provided by the Planning Commission, page 3 of this packet
- I certify that I have read the "Zoning Applicant Rights and Responsibilities," provided by the Planning Commission, page 5 of this packet

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Registered Community Organizations (RCO) Rights and Responsibilities

### Rights

- *Every RCO has the right* to be notified by the applicant of any zoning variance or special exception or any project undergoing Civic Design Review (CDR) within its boundaries.
- *Every RCO has the right* to attend a public meeting for any zoning variance or special exception within its boundaries where the applicant or his/her representative presents the proposal and accepts questions and comments from the public. The same is true for any project undergoing Civic Design Review (CDR) within its boundaries.
- *Coordinating RCOs, in consultation with any other affected RCOs, have a right* to schedule the public meeting for any date within the allotted 45-days from the filing of the appeal or CDR determination. If the applicant does not contact the RCOs **and** distribute notice to required addresses within 10 days of notice by the Planning Commission, that 45-day period begins from the date that such notice is provided.
- *RCOs have a right* to the assurance that the ZBA and CDR Committee will not issue a decision on a case until after **either** 1) an RCO meeting has been held **or** 2) the applicant has **both** made a good faith effort to meet with the RCO **and** the 45-day period has expired.
- Where there are multiple overlapping RCOs for a given project, *any affected RCO not-assigned the role of Coordinating RCO has a right* to consult on the scheduling of the public meeting **and** to participate in that meeting.
- *Any RCO or member of the public has a right* to send a letter or give testimony at a ZBA or CDR hearing, regardless of whether it is assigned the role of Coordinating RCO.



## Responsibilities

- *Coordinating RCOs have the responsibility* to make a good faith effort to work with the applicant to either hold a public meeting or work to ensure a public meeting is held within the required 45-day period.
- *Coordinating RCOs have the responsibility* to ensure that **all** affected RCOs are consulted during the scheduling of the public meeting.
- *Coordinating RCOs have the responsibility* to publicize meetings and ensure that members of the public are invited to attend and participate.
- *Coordinating RCOs have the responsibility* to make a good faith effort to ensure meetings are conducted respectfully and that all voices are heard, including both the applicant and members of the public.
- *Coordinating RCOs have the responsibility* for ensuring that a written summary of the meeting is sent to the City Planning Commission (RCO.Notification@phila.gov), the relevant District Council office, and the ZBA (RCOZBA@phila.gov) and/or Civic Design Review Committee, as applicable.
- If no meeting was held, *Coordinating RCOs have the responsibility* to send an explanation as to why not, along with written documentation of the efforts made to schedule the meeting.
- *All RCOs have the responsibility* for fulfilling all RCO-related functions without engaging in discriminatory practices (as defined by the Philadelphia Commission on Human Relations).
- *All RCOs have the responsibility* for fulfilling all RCO-related functions regardless of an applicant's willingness to provide payments/donations to the RCO (monetary or in-kind), attend additional meetings, enter into a Community Benefits Agreement, or agree to any other request not-identified in the Zoning Code.
- *Coordinating RCOs have the responsibility* to impartially document what occurred during the public meeting, including whether a vote was taken and, if so, to state and describe the vote count.



## Zoning Applicant Rights and Responsibilities

### Rights

- *Every applicant for a zoning variance or special exception or with a project undergoing Civic Design Review (CDR) has the right to present the details of the intended project/use at a neighborhood-based, open public meeting where an opportunity is afforded to respond to questions and comments from members of the public.*
- *Every such applicant has the right to have this open public meeting be scheduled and coordinated by the affected RCOs without demand for donations (whether monetary or in-kind) or any requirement that applicant locate an appropriate venue*
- *Provided that all notification requirements are met, every such applicant has the right to have this public meeting held within 45-days of the date of the application for zoning variance or special exception or the date of CDR determination.*
- *If no meeting is held within 45-days of the date of the application for zoning variance or special exception or the date of CDR determination, **and** provided that all notification requirements are met **and** the applicant can document having made a good faith effort to work with affected RCOs to schedule such a meeting, every such applicant has the right to a hearing by the Zoning Board of Adjustment (ZBA) or CDR Committee.*
- *Every such applicant has the right to decline invitations by RCOs to attend meetings either prior to or following the single required neighborhood-based, open public meeting*
- *Every such applicant has the right to receive a copy of the meeting summary document sent by the Coordinating RCO at least two days in advance of the hearing by the ZBA or CDR Committee.*



## Responsibilities

- *Every applicant for a zoning variance or special exception or with a project undergoing Civic Design Review (CDR) has the responsibility to contact all affected RCOs and to notify all affected addresses within 10-days of notification by the Planning Commission.*
- *Every such applicant has a responsibility to make a good faith effort to set a date, time, and location of the public meeting **prior** to distributing notice to affected addresses.*
- *Every such applicant has a responsibility to make reasonable accommodations to ensure meetings can be held within the required 45-day period.*
- *Every such applicant has a responsibility to attend the required public meeting, to present the proposed project/use fully, respond to questions and comments from organizers and other meeting attendees, and to behave respectfully.*