



## Instructions for Joining the Live Zoom ZBA Hearing

If you have a **computer, tablet, or smartphone**, please join us online: You will be able to view the presentations:

[https://us02web.zoom.us/webinar/register/WN\\_0YCr-8pyQ-W\\_4o0Fc57Bsg](https://us02web.zoom.us/webinar/register/WN_0YCr-8pyQ-W_4o0Fc57Bsg)

- Webinar ID: 820 8829 2595
- Password: 634842
- The meeting will open to the public at 9:30 am.
- You will be asked to fill out your information in a registration page in order to enter the hearing, please allow yourself at least 5-10 minutes to access the meeting and enter this required information before the hearing begins.
- The information you enter will be considered a “Notice of Appearance” and you must select the case(s) that you are attending.
- After you join the meeting, when appropriate, you will be instructed to use the “raise hand” function if you wish to testify.

If you do not have a computer, tablet, or smartphone, please join us on your **landline telephone**. You will be able to listen but not see the presentation:

- Dial 1-646-876-9923
- Webinar ID: 820 8829 2595
- Password: 634842
- If you join by phone, staff will announce instructions during the hearing for submitting a “Notice of Appearance.”
- To be heard at the appropriate time, you will be instructed to dial \*6 to use the “raise hand” function.

The Board asks any interested party or member of the public wishing to testify to contact the Zoning Board at [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov) or call 215-686-2429 at least five days prior to the hearing, if possible, to register his/her/their planned participation. On the email or voicemail, please include your name, phone number, your address, and the address and Meeting Item number of the case.

Any interested party or member of the public wishing to submit documents or exhibits (including Meeting Summaries from Registered Community Organizations) should email them to the Board at least five days prior to the hearing. PDF or Word documents are preferred, and unreadable files will not be accepted.

Documents and exhibits must be emailed to: [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov) and cc: [suletazba@gmail.com](mailto:suletazba@gmail.com). Emails must include the project or case address and Meeting Item number in the subject line.

Please be advised that the Zoning Board of Adjustment Hearings will be recorded. Joining and/or participating in the meeting constitutes your consent to the recording.