



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

- 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.” If you wish to enter an appearance (not required) 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 **any 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 and you wish register your appearance (not required), please leave a message at 267-270-5548 on the day of the hearing you attended.
- To be heard at the appropriate time, you will be instructed to dial *9 to use the “raise hand” function and *6 to unmute and mute yourself.

The Board asks any interested party or member of the public wishing to testify to contact the Zoning Board at 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 and cc: boardcounsel@phila.gov and PCPC.Zoning@phila.gov. 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.



Participating in a Live Zoom ZBA Hearing

1. **Opening announcements.** Each day of hearings begins with the ZBA Chairperson announcing the hearing procedures. If there is more than one session in a day, the Chair will make the announcement at the start of each session.
2. **Listing of continued and withdrawn cases.** A Board member will then announce those cases that have been continued (meaning they will be heard at a future date) or withdrawn. If you believe that your case has been listed as to be continued or withdrawn in error, the Board will ask that you “raise your hand” virtually (*9 on a phone) to address the Board.
3. **Additional continuances.** If you wish to request that your case be continued (and it was not announced), the Board will ask that you “raise your hand” virtually (*9 on a phone) to address the Board.
4. **Hearing of cases.** At this point, the Board will call its first case of the session and the staff will put the address of the case in the chat window. The Board will ask anyone participating in the case or those who wish to testify to identify themselves by using the “raise your hand” function:
 - a. Staff will move attorneys (or applicants if they are not represented) to a “panelist” (if you’re being moved, it may take a few moments, please be patient until the process is completed). Once you have been moved to panelist, you may turn on your camera and unmute your microphone.
 - b. As others are called to testify, they will be given the ability to speak, but must unmute themselves to speak. Staff are not able to unmute participants; they must do that on their own through the zoom controls or using *6 on the phone.
 - c. Once you have completed your testimony, you will be placed on mute and should not unmute yourself again unless you are called on by the Board specifically.
5. **Presentation of exhibits.** Attorneys (or applicants) will be asked to share their screen to show any relevant photos or plans of the project. To share your documents in Zoom:
 - a. Open the document you wish to share on your computer.
 - b. Select the “share my screen” button on the middle of your zoom tool bar.
 - c. Zoom will show you pictures of all the documents you have open on your computer, select the file you’d like to share. After a few moments, it should appear for others to view.
 - d. If you want to show a different document, you will have to “stop sharing” your screen, and re-share the new document
6. **Asking quick questions about the hearing.** If you are concerned that you have missed an announcement and want to know if a case is continued, or if you have a procedural question about how to testify, you may use the “Q&A” window to ask that question. Staff will respond when they are able. The Q&A may not be used to put a statement on the record for a hearing. Anything added to the Q&A that is not a procedural question will not receive a response.
7. **Notice of Appearance.** In order to become a “party” to the case, you must enter an appearance notice. This is not required to attend the hearing but is needed if you wish to receive notices or decisions regarding the case and required if you decided to appeal the Board’s decision. This can be done through your Zoom registration or by calling the appearance line (see instructions on previous page).