

RCO Notifications: Instructions for Applicants (Appellants)

You received an email from RCO.Notification@phila.gov about your Zoning Board of Adjustments (ZBA) case. A 20-day countdown started the day the email was sent. During this 20-day period, you should:

1) Contact the Coordinating “Registered Community Organization” (RCO) to set up a public meeting

2) Notify near neighbors about this public meeting for your ZBA case.

The steps below describe how to do this. If you have questions after reading, please contact the ZBA’s RCO Coordinator at RCO.Notification@phila.gov or 215-686-2429.

Step 1:

Reach out to the Coordinating RCO, the community group that will set up and host the public meeting. The email from RCO.Notification@phila.gov includes the name of the Coordinating RCO. You should reach out to the Coordinating RCO within 20 days to ask them to set up a public meeting.

To get the Coordinating RCO’s contact information:

1. Go to the [RCO Notification Site](#).
2. Type the address of the property into the search bar or click on your address on the map.
3. A window will appear on the screen that lists the address, Council District, and RCOs for your property.
4. Note the Council District for your reference.
5. Click "Download RCO List."
6. A file will download to your computer. Open this file to see each RCO's organization name, address, and the name, address, email, and phone number of their contact person

Compose an email to the Coordinating RCO asking them to set up a public meeting. You should also copy the other RCOs listed in the file you downloaded. Once your public meeting is set, if the date is after your scheduled ZBA hearing date, please contact the ZBA staff immediately for a new hearing date.

Step 2:

Write the notification to near neighbors about the public meeting and ZBA case.

1. Download the Applicant Notification Templates from [RCO Notification Site](#) under the instructions tab.
2. If the RCO public meeting date is set, use Template 1
3. If the RCO public meeting date is NOT set, Use Template 2.
4. For "Property description", include the property's address, size, nearest cross street, and zoning district.
 - a) You can find the zoning district on the top right of your refusal or referral from L+ I.
 - b) You can also find it on the city's property database, [Atlas](#).
5. For "Project description", describe the project or permit. Describe the type of special exceptions and variances you are seeking.
6. Attach a copy of the refusal or referral.
7. For "Coordinating RCO", type the organization name of the Coordinating RCO.
8. For "public meeting" on Template 1, list the details of the meeting set up by the Coordinating RCO.

Step 2 continued:

9. For District Council office, type the name and contact information of the local Councilperson for the District. You can find the District Council office contact information at the [RCO Notification Site](#), under the contact lists tab.
10. For RCO contact info go to the [RCO Notification Site](#). Type the property address into the search bar or click it on the map. Click "Download RCO List." A file will download to your computer. Open this file and copy the name, address, and phone number for each RCO listed onto your template.
11. If you used Template 2, you must send Template 1 once the meeting date is set.

Step 3:

Send the notification template to all addresses within 250-feet of the property or are on the same block as the property. To get the property list:

1. Go to the [RCO Notification site](#)
2. Type the property address into the search bar or click it on the map.
3. Click "Download Address List"
4. A file will download to your computer. Open this file to see the addresses you need to send the notification.
5. Addresses on this list may be different from those used by the U.S. Postal Service. You must make sure the addresses are correct and that notice gets delivered.
6. You must include a copy of your refusal/referral when you mail the notification.
7. If you are using notification Template 1 you must send this notice by regular U.S. mail and get a certificate of mailing.

Contact the City if there are differences between the addresses on the list and the ones used by the U.S. Postal Service. Email RCO.Notification@phila.gov or call 215-686-2429 and we will fix the list.

Step 4:

Email the template (that you sent to the neighbors) to the following:

- a. The list of Registered Community Organizations that you downloaded from the [RCO Notification site](#);
- b. the contact person for the Council District your property is in, from the [RCO Notification site](#);
- c. the Philadelphia City Planning Commission at RCO.Notification@phila.gov; and
- d. the Zoning Board of Adjustment: RCOZBA@phila.gov.

All the above people and organizations were cc'd in that first email you received. You can "reply all" to the first email from RCO.Notification@phila.gov to make sure you included everyone above.

Step 5:

Present your project at the community meeting hosted by the Coordinating RCO.

Step 6:

Attend your ZBA hearing and present your project to the Zoning Board members, who will decide on your case. Make sure to follow all the instructions you receive from the ZBA staff for displaying your zoning poster and submitting your required exhibits prior to your hearing. You can find your ZBA hearing date on this [website](#).