

# RCO Notifications: Instructions for RCOs

You received an email from [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) about a Zoning Board of Adjustment (ZBA) case in your RCO's boundaries. The email included which RCO is Coordinating RCO.

**The steps below describe the RCO's responsibilities during this process.**

If you have questions after reading, contact the ZBA's RCO Coordinator at [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) or 215-686-2429.

## Step 1:

**The person who files the appeal with the ZBA should reach out to the RCOs within 20 days** from when [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) sends the RCO Notice. When the applicant reaches out to the RCOs, the Coordinating RCO needs to hold a public meeting within 45 days from the date the applicant filed their appeal. The Coordinating RCO should invite the applicant and all affected RCOs to this meeting.

## Step 2:

**The applicant must mail notification to near neighbors about the public meeting.** Near neighbors are properties that fall within 250-feet of the applicant's property including those on the same block as the property. The applicant also must send a copy of this notice to the RCOs, Planning Commission, Council office, and ZBA. You may want to ask the applicant to get a copy of this notice if they did not provide it within the 20-day window. This is helpful so you can check that the information on the notice is correct.

## Step 3:

**To see the list of neighbors to whom the applicant must mail the notice:**

1. Go to the [RCO Notification website](#).
2. Type the address of the property into the search bar or click on the address on the map.
3. A window will appear on the screen that lists the address, Council District, RCOs, the number of properties they need to notify, and links to download RCO and Address lists for the property.
4. Click "Download Address List" for the list of addresses that the applicant must send notification.

## Step 4:

**We recommend that you advertise the public meeting through your own network of contacts.** This will encourage neighbors to attend who missed the notice from the applicant.

### Step 5:

**Let the applicant know in advance if there is specific information you want the applicant to present.** You can also review the applicant's Project Information Form (PIF):

1. Go to <https://forms.phila.gov/form/project-information-form/?fv=results>
2. Type the address into the search bar
3. Click on the address to open the Project Information Form.

### Step 6:

**The Coordinating RCO must host the public meeting.**

### Step 7:

**The Coordinating RCO must send the Meeting Summary five calendar days before the ZBA hearing.** To submit the meeting letter, go to the ZBA at <https://li.phila.gov/zba-appeals-calendar>. You will be taken to a ZBA appeals and agenda page. Go to the case hearing date, Click on your case. It will open a new page where you can see information about the case. Scroll down and click the "Submit documents for hearings" button and upload your documents.

### Step 8:

**If you would like to speak for or against a case, you should consider attending the ZBA hearing.** You must attend the ZBA hearing if you would like to be notified of the result of a case, and generally speaking, if you wish to appeal the decision if the ZBA approves. If you would like to testify (or be notified of the result) you must fill out an Appearance Statement. If you are unable to attend the hearing but would like to know the result, you can search for past cases at the ZBA hearing site listed above.

For more information on how to attend and participate in a ZBA hearing, see the ZBA website: <https://www.phila.gov/departments/zoning-board-of-adjustment/>