

## Templates for Zoning Applicants

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The following pages are suggested letter templates for Zoning Applicants.

The Planning Commission staff will provide **zoning applicants** with the contact information for all parties they must notify. This includes:

- Each applicable RCO including the RCO that acts as the “Coordinating RCO”, which is responsible for scheduling and hosting the public meeting
- Each property owner within 250 ft of the subject property.
  - Notification to property owners **MUST BE VIA REGULAR MAIL**. When sending Template 1 (notice of place, date, and time of public community meeting) you must obtain and maintain proof of mailing by means of a cancelled Certificate of Mailing from the USPS. *Applicants should be ready to furnish a canceled certificate upon request.*
- The District Councilmember
- The Zoning Board or Civic Design Review Committee, as applicable.

### Templates suggested for Zoning Applicant:

**Template 1**-Notice from Zoning Applicant to RCOs and Neighboring Property Owners (Coordinating RCO **Has** scheduled the public community meeting). **Please try to schedule a meeting with the RCO as quickly as possible so that you can use this first template. Remember, notice must be sent within 20 days of receiving these templates, and Template 1 must always be sent** (even if Template 2 was previously sent before meeting details were finalized)

**Template 2**-Notice from Zoning Applicant to RCOs and Neighboring Property Owners (Coordinating RCO **Has Not Yet** scheduled the public community meeting)

**Note:** If Template 2 is used (notice is sent about the project, but without details on the date/time/place of the public community meeting), once the meeting details have been confirmed with the RCO(s), **the applicant has 3 business days** to send notice of the meeting details (Template 1) to affected properties.

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**TEMPLATE 1 – Notice from Zoning Applicants to RCOs and Neighbors**  
(Coordinating RCO Has Scheduled the Public Community Meeting)

[Name of Applicant]  
[Address of Applicant]  
[City, State ZIP Code]

[Date]

Re: [Property Address]

ZBA Appeal File Date: \_\_\_\_\_  
OR  
CDR Referral Date: \_\_\_\_\_

Dear Registered Community Organization or Neighbor:

This is a notification of a **PUBLIC MEETING** to discuss the project described below. All Registered Community Organizations that have geographic boundaries containing the project property and all community members are welcome to attend.

**Property Description:**

[Add a description of the property by general vicinity, street address, size, nearest cross street, and the zoning district in which the property is located.]

**Project Description:**

[Add a description of the nature, scope, and purpose of the application. If the hearing is a Zoning Board of Adjustment hearing, describe the type of special exceptions and variances being sought. Indicate where copies of the zoning application and any related information can be obtained.]

**Summary of Refusal:** [Also attach a copy of refusal]

[Insert Name of Coordinating RCO] as Coordinating RCO has scheduled a **PUBLIC MEETING** in advance of a public hearing to discuss the project at the following date, time and location:

**Public Meeting Date & Time:** [Date] [Time]

**Location:** [Address, City, State ZIP Code]

Please review the zoning posters for the date of the **PUBLIC HEARING** to be held by the City of Philadelphia [Zoning Board of Adjustment or Civic Design Review Committee] **located at** 1515 Arch Street, 18<sup>th</sup> Floor, Philadelphia, PA 19102 on the issue.

For reference, contact information for all affected Registered Community Organizations and the District Councilperson is provided as follows:

[District Council Office contact information]

[Each Registered Community Organization's contact information]

[The following sentence must be included and worded as follows.] If you have received this notice as the owner, managing agent, or other responsible person at a multi-unit building, you are requested to post this notice at a prominent place in a common area of your building.

Sincerely,  
Name of Applicant

[The law requires that the following receive copies of this notification]

cc: District Council Office contact

Planning Commission - rco.notification@phila.gov

Each affected RCO including the Coordinating RCO

ZBA at rcozba@phila.gov or Civic Design Review Committee at CDR@phila.gov



**TEMPLATE 2 – Notice from Zoning Applicants to RCOs and Neighbors**  
(Coordinating RCO Has Not Yet Scheduled the Public Community Meeting)

[Name of Applicant]  
[Address of Applicant]  
[City, State ZIP Code]

[Date]

Re: [Property Address]

ZBA Appeal File Date: _____ OR CDR Referral Date: _____
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Dear Registered Community Organization or Neighbors:

This is a notification of an upcoming **PUBLIC MEETING** to discuss the project described below. All Registered Community Organizations that have geographic boundaries containing the project property and all community members are welcome to attend.

**Property Description:**

*[Add a description of the property by general vicinity, street address, size, nearest cross street, and the zoning district in which the property is located.]*

**Project Description:**

*[Add a description of the nature, scope, and purpose of the application. If the hearing is a Zoning Board of Adjustment hearing, describe the type of special exceptions and variances being sought. Indicate where copies of the zoning application and any related information can be obtained.]*

**Summary of Refusal:** *[Also attach a copy of refusal]*

[The following sentence must be included and worded as follows.] The applicant and the coordinating RCO have not yet set the date, time and place of a public meeting. The meeting to discuss this proposal will be convened by the coordinating RCO. Another letter will be sent via regular mail informing you of the date, time, location, and coordinating RCO holding the meeting.

Please review the zoning posters for the date of the **PUBLIC HEARING** to be held by the City of Philadelphia [Zoning Board of Adjustment or Civic Design Review Committee] **located at** 1515 Arch Street, 18<sup>th</sup> Floor, Philadelphia, PA 19102 on the issue

For reference, contact information for all affected Registered Community Organizations and the District Councilperson is provided as follows:

*[District Council Office contact information]*

*[Each Registered Community Organization's contact information]*

[The following sentence must be included and worded as follows.] If you have received this notice as the owner, managing agent, or other responsible person at a multi-unit building, you are requested to post this notice at a prominent place in a common area of your building.

Sincerely,  
Name of Applicant

*[The law requires that the following receive copies of this notification]*

cc: District Council Office contact

Planning Commission - [rco.notification@phila.gov](mailto:rco.notification@phila.gov)

Each affected RCO including the Coordinating RCO

ZBA at [rcozba@phila.gov](mailto:rcozba@phila.gov) or Civic Design Review Committee at [CDR@phila.gov](mailto:CDR@phila.gov)

