

RCO Notification for Zoning Appeals: Detailed Instructions for RCOs

You received an email from RCO.Notification@phila.gov regarding a Zoning Board of Adjustment (ZBA) case in your RCO's boundaries. The Coordinating RCO is identified in this email.

The steps below describe the RCOs responsibilities during this process. Please read the following information carefully. If you have questions after reading this document, please contact the Philadelphia City Planning Commission's RCO Coordinator at RCO.Notification@phila.gov or call 215-683-4646.

Step 1: The applicant should reach out to the RCOs within 20 days of the RCO Notice being sent from RCO.Notification@phila.gov. When the applicant reaches out, the Coordinating RCO is responsible for setting up a public meeting within 45 days from the date the applicant filed their appeal. This meeting should include the applicant and all affected RCOs.

PLEASE NOTE: If the applicant does not reach out to you within 20 days, it is appropriate to notify the Zoning Board of Adjustment (ZBA) at RCOZBA@phila.gov of this fact.

Step 2: The applicant needs to mail notification to near neighbors about the public meeting. The applicant should send a copy of this notice to the RCOs, Planning Commission, Council office, and ZBA. You may want to follow up with the applicant to get a copy of this notice if they did not provide it within the 20-day notification window. This is helpful so you can verify that the information on the notice is correct.

Step 3: To check whether near neighbors received the notice from the applicant, you should go to: <https://www.phila.gov/rconotification> to get the address list. Enter the address of the property into the search bar or click on the address on the map. Once you click on the address, 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. Click "Download Address List" to access the list of addresses that should have been notified by the applicant. This list includes all properties that fall within 250-feet of the applicant's property.

Step 4: It is advisable to advertise the public meeting through your own network of contacts. This may encourage representation by neighbors who missed the notice from the applicant.

Step 5: The Coordinating RCO must host the public meeting. If there are specific pieces of information that you want the applicant to present, give them adequate notice so that they can prepare this information and bring it. You can also review the Project Information Form (PIF) that the applicant submitted for potentially relevant information here: <https://forms.phila.gov/form/project-information-form/?fv=results>. Enter the address into the search bar and click on the address to open the PIF.

Step 6: The Coordinating RCO is responsible for completing a Meeting Summary Form and send it to the ZBA at RCOZBA@phila.gov before 3PM the Tuesday before the ZBA hearing. A list of ZBA hearings can be found at: <https://www.phila.gov/li/zoning-appeals>.

Step 7: If you would like to speak for or against a case, you should **consider attending the ZBA hearing**. If you would like to be notified about the outcome of a case or if you suspect a project will be approved and you would like to appeal the case, you must attend the ZBA hearing in person and fill out an Appearance Statement, found on the Zoning Board administrator's desk.

If you have additional questions or need help, email RCO.Notification@phila.gov or 215-683-4646.