



June 29, 2015

Roger F. Perry, Esq.
734 S. 4th Street
Philadelphia, PA 19147

RE: Required Neighborhood Notice and Meeting for Zoning Application concerning 540 Gerritt Street, Council District #1, Permit #608269

Dear Mr. Perry,

We are writing to inform you of your responsibilities under Section 14-303(12) of the Philadelphia Zoning Code to notify, in writing, all affected property owners and Registered Community Organizations (RCOs) of the Zoning Board of Adjustment hearing for the above-referenced property. **You are required to send this notice within 10 calendar days of this correspondence and submit a copy to the District Council contact at Marie.Beren@phila.gov, the Philadelphia City Planning Commission at RCO.Notification@phila.gov, and the Zoning Board of Adjustment at RCOZBA@phila.gov.**

The affected RCOs are as follows:

- Dickinson Square West Civic Association, Zoning@Dickinsonsquarewest.org
- 1st Republican Ward, poppopc1@aol.com

Notice to affected property owners must be delivered via regular mail or hand delivery. Please see the attached for a complete list of affected properties. Please be advised that addresses on this list may differ from those used by the U.S. Postal Service; it is the responsibility of the applicant to verify these addresses and to ensure notice is successfully delivered. If there are any discrepancies please contact the Planning Commission and we will undertake a thorough review and update the list, if need be. The notice must contain all of the information required by Section 14-303(12)(d)(.1) of the Philadelphia Zoning Code. Refer to the attached templates regarding RCO & Zoning Applicant notification for additional guidance.

There are multiple affected RCOs. **Dickinson Square West Civic Association shall serve as the Coordinating RCO.** You must contact the Coordinating RCO to schedule a public community meeting regarding your zoning application. The public community meeting must take place by August 10th, 45 days from June 26th, the filing date of your petition to appeal.

You may direct inquiries to RCO.Notification@phila.gov. Please include council district and property address in subject line of all email correspondence. For additional information please visit: <http://www.phila.gov/CityPlanning/projectreviews/Pages/RegisteredCommunityOrganizations.aspx>

Thank you for your cooperation.

Interpreter services available. | خدمات الترجمة الشفهية متوفرة لدينا | 提供口译服务 | Services d'interprétation disponibles. | 통역이 제공됩니다 | Предоставляются услуги устного переводчика. | Se brindan servicios de interpretación. | Có sẵn dịch vụ thông dịch.

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Executive Director

Alan Greenberger, FAIA
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www.phila.gov/cityplanning

PHILADELPHIA CITY PLANNING COMMISSION

CC: Marie.Beren@phila.gov
RCO.Notification@phila.gov
RCOZBA@phila.gov
Zoning@Dickinsonsquarewest.org
poppopc1@aol.com