



April 11, 2016

Josh Horvitz
1801 Market Street, Suite 1100
Philadelphia, PA 19128

RE: Required Neighborhood Notice and Meeting for Zoning Application concerning
433 Lyceum Avenue, Council District #4, Permit #673191

Dear Mr. Horvitz,

We are writing to inform you of your responsibilities under Section 14-303(12) of the Philadelphia Zoning Code to provide notice, in writing, to all affected properties and Registered Community Organizations (RCOs) of the Zoning Board of Adjustment (ZBA) hearing for the above-referenced property. **You are required to send notice within 10 calendar days of this correspondence (including all information contained in the attached “Templates for Zoning Applicant”) and submit a copy to the District Council contact at joshua.cohen@phila.gov, the Philadelphia City Planning Commission at RCO.Notification@phila.gov, and the Zoning Board of Adjustment at RCOZBA@phila.gov.**

The affected RCO is as follows:

Central Roxborough Civic Association (CRCA), don@crca.us

Notice to affected properties must be delivered via regular mail or hand delivery. Please see the attached for a complete list of these 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.

You must contact Central Roxborough Civic Association (CRCA) to schedule a public community meeting regarding your zoning application. The Coordinating RCO must convene a public community meeting by May 22nd (45 days from April 7th, the filing date of your petition to appeal) or provide the ZBA with a letter outlining why no meeting has been held.

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>

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Thank you for your cooperation.

CC: joshua.cohen@phila.gov
RCO.Notification@phila.gov
RCOZBA@phila.gov
don@crca.us