If you have applied for a Zoning Permit from the Philadelphia Department of Licenses and Inspections and received a Refusal or Referral, you may choose to file an appeal. If you do, you will be referred to the Chestnut Hill Community Association for RCO review. To initiate that process we ask you to fill out this application, and submit it to us, along with a copy of the Refusal or Referral, your Appeal, plans (site, floor, elevation), photographs of the property and surrounding area, and any other documentation you feel would be helpful.

Please send this information to RCO-CHCA@chestnuthill.org or deliver it to 8434 Germantown Avenue, 19118. If you have questions, please call the Executive Director at Town Hall (215-248-8811) or e-mail RCO-CHCA@chestnuthill.org. In order to be included on our meeting agendas, you need to initiate contact with us no less than 8 days in advance of the next DRC meeting, which is held on the third Tuesday of every month.

The CHCA review process provides opportunities for your application to be reviewed by professionals, community members and organizations, over the course of 3-5 regularly-scheduled meetings. The process typically spans 37-44 days. Occasionally, revisions are requested that may lengthen the process. Participation in the review process is the only way your application can receive a letter of support from the CHCA Board.

We appreciate your submitting this information early in your process, even preliminary to having a ZBA hearing date. The sooner we hear from you, the better we are able to help you in this process. We look forward to meeting with you, and helping you make a positive contribution to Chestnut Hill. Thank you.

Please PRINT or TYPE and complete only the applicable sections:

1) Date of Application: ________________________________________________________

2) Statement of Subject: Briefly describe the development or project that you are proposing

_______________________________________________________________________

_______________________________________________________________________

3) Property Address or Specific Location: ______________________________________

_______________________________________________________________________

4) Name of Owner(s) of Property or Location: __________________________________

_______________________________________________________________________

5) Name of Applicant (if different than owner):

_______________________________________________________________________
6) **Owner/Applicant Business Name**

__________________________________________

__________________________________________

7) **Owner/Applicant Postal Address:**

__________________________________________

__________________________________________

8) **Owner/Applicant Contact Information and Website:**

Daytime phone: _______________________ Cell: ____________________________

Email __________________________________________________________________

Website ________________________________________________________________

9) **Professional Representation (if applicable):**

Name: ___________________________________________________________________

Firm: ___________________________________________________________________

Postal Address: ____________________________________________________________

Phone: ___________________________________________________________________

Email ___________________________________________________________________

10) **Refusal or Referral:** If you are seeking a Zoning Variance or Special Exception, you will need to provide the Philadelphia Department of Licenses & Inspections Refusal or Referral by number and date:

__________________________________________________________________________

__________________________________________________________________________

We ask you to provide a copy of your Refusal or Referral to RCO-CHCA@chestnuthill.org prior to the first meeting. If you do not have it, please call us so we can discuss options to create the meeting schedule. If you have received a date and time for your Zoning Board of Adjustments (ZBA) meeting please provide it here:

**ZBA Meeting Date:** ________________________________ Time: ____________________________

11) **Plans & Drawings:** Please provide the plans and drawings as you submitted them to the Philadelphia Department of Licenses & Inspections. These plans must be submitted in PDF form with your application. Please bring full size plans or drawings to the DRC meeting and other review committee meetings as requested.

12) **Community Benefits:** If applicable, provide a statement of benefits of the project to Chestnut Hill.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
13) **Notification to Neighbors:** The City of Philadelphia requires applicants for variances and special exceptions to notify neighbors within a specified radius of your property. This notification must state that you will be presenting your plans to the community and include the property address, date, time and location of the meeting. Instructions and a list of specific addresses for notification are provided to applicants by the Philadelphia City Planning Commission. (You will first need to file an Appeal with the Philadelphia Zoning Board of Adjustment in order to obtain these instructions and addresses.)

Directions on how to proceed with notifications can be found at: [https://www.phila.gov/rconotification/](https://www.phila.gov/rconotification/)

IMPORTANT: We ask that you contact us prior to sending out neighbor notices so we can confirm the meeting date with you.

14) **Please provide the addresses of neighbors adjoining and across from your proposed development.** Before a recommendation can be made by the DRC to the CHCA Board, signed letters or petitions indicating the responses of the adjoining neighbors are requested.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

15) **Operational Impacts:** Please check the items below that may cause the proposed development to have operational impacts on immediate neighbors, businesses, and the surrounding community.

- [ ] change in off-street parking demand
- [ ] fencing or landscaping along adjoining properties
- [ ] change in on-street parking demand
- [ ] increased noise levels
- [ ] change in pedestrian circulation
- [ ] increased odors
- [ ] change in vehicular circulation
- [ ] blocked views
- [ ] hours of operation _________
- [ ] increased outdoor lighting
- [ ] access and timing of goods delivery
- [ ] party walls
- [ ] access and timing of waste removal
- [ ] change in utility demand
- [ ] number of customers/day ______
- [ ] number of employees
- [ ] other impacts (please specify)_________________________________________________

Please attach statements or diagrams of how you plan to address each of these items.
16) **Historic Significance:** Please indicate the historic significance of the property (i.e., date of construction, style of architecture, architect if known, National Historic Register status.) The Chestnut Hill Conservancy has documented nearly every existing structure and can provide you with this information. Contact 215-247-9329, Ext 205

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

17) **Historical Context:** Please describe the proposal relative to the historical context of the property and the surrounding properties. (If not known, consult the Chestnut Hill Conservancy.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

18) **Environmental Assessment:** Please describe the proposal relative to the environmental context of the property and the surrounding properties (e.g., removal of tanks, trees, hedges, walls).

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

19) **Wissahickon Watershed:** Chestnut Hill lies entirely within the Wissahickon Watershed. A City of Philadelphia ordinance restricts all development within the Watershed with regard to set backs from water courses, site clearing and construction activity on steep slopes (greater than 15 percent), impervious coverage ratios, and some earth-moving activity. Describe the effect of your proposed project on the Watershed. Contact 215-247-0417 – for the Friends of the Wissahickon for more information

______________________________________________________________________________
______________________________________________________________________________

* * * * * IF THIS IS A RESIDENTIAL PROPOSAL, STOP HERE AND SIGN FINAL PAGE * * * * *
20) **Business Context:** If this is a business, please describe how your proposal will contribute to the business community, e.g., how does it complement or duplicate existing businesses?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Are you a member of the Chestnut Hill Business Association? _____ Yes     _____ No

______________________________________________________________________________

Please indicate any partner(s) in the proposed development.

______________________________________________________________________________

21) **Parking:** A Parking Plan is requisite to any business project. Please provide a parking plan if your business will impact or use any parking facilities, lots, residential streets, driveways or public thoroughfares, due to customers, employees or deliveries.

If your parking needs will impact or use any of Chestnut Hill’s parking lots you must consult with the Executive Director of the Chestnut Hill Parking Foundation as part of this process. Call 215-247-6696 to reach the Parking Foundation.

22) **Statement of Use and Size:** Please briefly state the intended use and size of the development.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

23) **Users / Customers:** Please describe the demographics and geographic origins of the users / customers of the proposed development. What is your target market?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

24) **Schedule:** Please provide the proposed schedule.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
25) **Physical Features**: Please briefly describe the physical features of the proposed project in quantitative and qualitative terms, for example:

- Building floor area – total (sq.ft.) ________________________________
- Ground floor area (sq. ft.) ________________________________
- Number of stories and height (feet) ________________________________
- Size of parcel and percent covered by building ________________________________
- Proposed off-street parking capacity ________________________________
- Plans for Employee Parking ________________________________
- Number of units or separate rentable spaces ________________________________
- Proposed architectural and landscape character, including materials and colors:
  ________________________________________________________________
  ________________________________________________________________

**Please provide scale plans and elevations of the proposed project and surrounding properties.**

26) **Signage***: Number of signs ________________________________

- Color(s) ____________________________  Material(s) ____________________________
- Total dimensions of signs ________________________________
- Placement ________________________________
- Source of lighting ________________________________

27) **Exterior Lighting***: Number of light fixtures ________________________________

- Design(s) and size of light fixtures ________________________________
- Material ________________________________
- Location ________________________________

28) **Exterior Color(s)**: Use of historic palette is preferred. Please provide paint chips of color(s)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
29) **Awnings**: (see our Streetscape Guidelines for preferred choices.) Please provide samples.

- Color(s) ____________________________
- Dimensions (WxLxH)______________________
- Material (please include sample) ____________________________
- Will awning(s) cover important façade features (e.g., wood moldings, stained glass, etc.)? ____________________________________________________________________________
- Purpose for awning(s) __________________________________________________________
- Intended graphics/type _________________________________________________________

30) **Façade**: Please describe the proposed alterations to the current façade.

- ____________________________________________________________________________
- ____________________________________________________________________________
- ____________________________________________________________________________

31) **Security Systems**: Please describe any security systems you plan to install.

- ____________________________________________________________________________
- ____________________________________________________________________________
- ____________________________________________________________________________

*NOTE: The City of Philadelphia may require separate permits for these items outside of the ZBA process*

32) **Hours of Operation**: Please describe your intended hours, each day of the week, and seasonal any differences. Do you plan to participate in the business community special schedules?

- ____________________________________________________________________________
- ____________________________________________________________________________

Please sign your application:

- ________________________________   ________________________________
  Signature of Owner/Applicant       Signature of Owner/Applicant

- ________________________________   ________________________________
  Print Name                        Print Name