



CHESTNUT HILL COMMUNITY ASSOCIATION

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Serving the community since 1947

Instructions for RCO review of zoning variances and special exceptions in Chestnut Hill

The Chestnut Hill Development Review Committee (DRC) meets at 7:30 pm on the third Tuesday of each month at Chestnut Hill Hospital, 8835 Germantown Avenue, Philadelphia, 19118. Please contact us 10 days prior to this date to be placed on the meeting agenda.

The DRC is staffed with representatives of five local RCO's and organizations, including the Chestnut Hill Community Association, the Chestnut Hill Conservancy, the Chestnut Hill Business District, the 9th Republican Ward, and the Friends of the Wissahickon.*

PLEASE CONSULT WITH US BEFORE SENDING NEIGHBOR NOTIFICATION LETTERS.

Email: RCO-CHCA@chestnuthill.org Phone: 215-248-8811

The owner or the owner's representative must be present at our meetings. Based upon the outcome of the DRC review, the committee may recommend presentation to other Chestnut Hill committees, including LUPZ (Land Use Planning and Zoning), HDAC (Historic District Advisory Committee), and Streetscape. For LUPZ and HDAC meetings, we may ask that a design professional be present. [DRC Review Schedule](#)

In preparation for your meeting with the DRC, please do the following:

1. Email the documents listed below at least 2 days prior to the DRC meeting. (If you cannot email them, please deliver to 8434 Germantown Avenue, 19118, in an envelope/container clearly labeled with the project address). Thorough drawings simplify the review process. On all drawings, clearly identify and distinguish between the extent of existing conditions and all proposed additions and/or alterations.
2. Bring to the meeting **presentation-size drawings, site, and elevation plans, (or a projector)** plus 12 sets of the following documents (9 sets will be returned to you at the end of the meeting):

- **Completed DRC Application** - available here:
https://chestnuthill.org/docs/DRC_Application_Form_2019_FINAL.pdf
- **Zoning Refusal and Appeal**
- **Site/Location Plan** – must include dimensions for all site limits, building footprint and yard areas. The plan must show the neighboring properties on all sides and the closest street intersection. Locate all mature trees, noting any trees proposed for removal. Minimum drawing scale: 1" = 20'-0"
- **Elevation Plans** – front, side and rear, drawn to scale, showing adjacent neighboring buildings. All elevations should be annotated to indicate the materials of construction. Minimum drawing scale: 1/8" = 1'-0"
- **Floor Plans** – of the proposed construction, or the existing relevant spaces that would be required for the use application. Minimum drawing scale: 1/8" = 1'-0"
- **Photos** of the site – showing the property itself and neighboring properties to show the context of property on its block and neighboring blocks as needed
- **Date** of scheduled ZBA hearing.
- Copy of written **notification** of the public meeting sent to the list of neighboring addresses supplied by the Philadelphia City Planning Commission.
- **Proof of mailing** of notifications, as provided by the US Post Office
- **Letters/petition of support** – we request these if you are able to obtain them

* The last two organizations are always invited but do not regularly attend.