



**DEVELOPMENT REVIEW COMMITTEE APPLICATION
 for Review of Zoning Variances and Special Exceptions**

The following information is requested to provide the Development Review Committee (DRC) with complete information about your plans. This information is previewed by the CHCA Community Manager who, in consultation with the DRC Co-Chair(s), may suggest additional material to help you describe your project (e.g., charts, plans, photographs, etc.). If you have applied for a Building Permit from the Philadelphia Department of Licenses and Inspections and received a Refusal or Referral, you must provide a copy of these documents with your application. You will also need to file an Appeal with the Philadelphia Zoning Board of Adjustment in order to complete the DRC review.

If you need assistance, please call the Executive Director at Town Hall (215-248-8811) or e-mail chca_rco@chestnuthill.org. Completed forms are to be sent to the address above no less than 8 days in advance of the next DRC meeting, which is held on the third Tuesday of every month.

The CHCA development review process provides opportunities for your application to be reviewed by professionals and community members alike, over the course of 3-5 regularly-scheduled meetings. The process typically spans 37-44 days. Occasionally, revisions are requested that can 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 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 chca_rco@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.

11) **Plans and 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 the area illustrated by the diagram in **Addendum A** at the end of this DRC application. 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.)

Addendum A: The Neighbor Notification Diagram, as issued by the Philadelphia City Planning Commission in April 2014, may be updated from time to time. The CHCA takes no responsibility for the currency of this Addendum.

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 will be needed.

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 Historical Society has documented nearly every existing structure and can provide you with this information; call 215-247-9329.

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 Historical Society.)

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 all earth-moving activity. Describe the effect of your proposed project on the Watershed. Call 215-247-0417, ext 1.

***** IF THIS IS A RESIDENTIAL PROPOSAL, STOP HERE AND SIGN BOTTOM OF PAGE 7 *****

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.

Please indicate if you know how the Chestnut Hill Parking Foundation works: Yes No
You must consult with the Parking Foundation Executive Director as part of this process.

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.

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

Please sign your application:

Signature of Owner/Applicant

Signature of Owner/Applicant

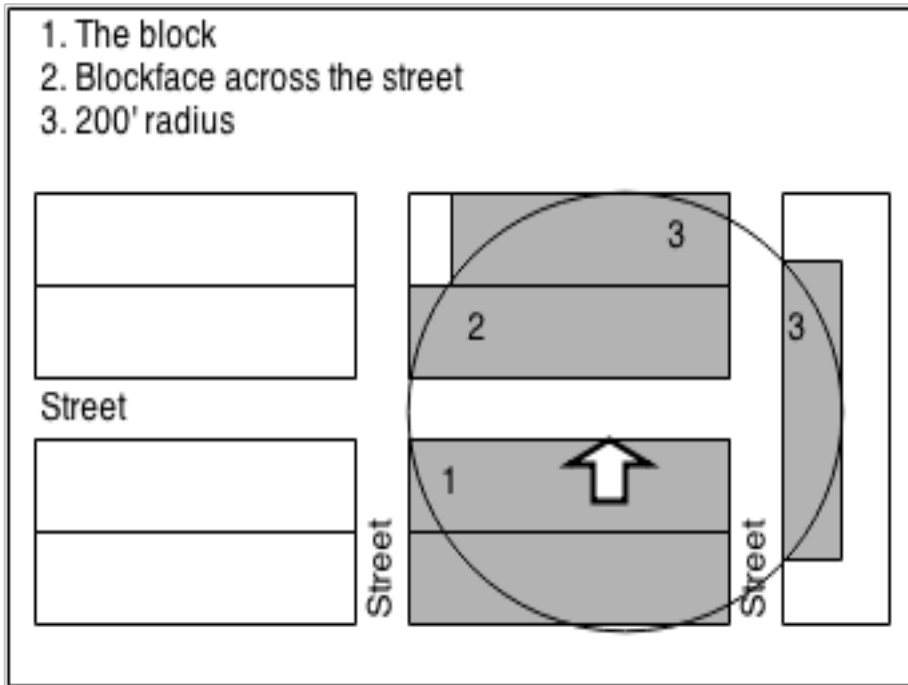
Print Name

Print Name

(rev 4-09-15)

Addendum A:

Neighbor Notification Diagram (as provided by the Philadelphia City Planning Commission in April 2014): Every property on the block-face across the street from any frontage of the applicant's property; and every property any portion of which is within 200 ft. of the applicant's property.



This Addendum is subject to change as determined by the City of Philadelphia. Its inclusion in this application is intended as an aid. The CHCA takes no responsibility for the currency of its required use or the accuracy of the information.