



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

**This is not to be completed online. Please DOWNLOAD this form.**

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](mailto: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](mailto: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 DOWNLOAD this form; 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](mailto: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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12) Community Benefits:**

If approved, the zoning variance would ensure existing tenants, who are and have long been Chestnut Hill residents, would retain their existing rental housing:

Even after these tenants no longer live here, the property will continue to offer 2br/1bath rental accommodations to individuals and small families in the Philadelphia area who come to Chestnut Hill for the same reasons the rest of our residents come – beautiful green space, an energetic and community focused main street, friendly supportive neighbors, and safe streets and homes. There are very limited rental options in the area while Philadelphia as a whole sees a huge shortage of housing. These four units have been here for decades. The building has been here since well before much of the housing in the neighborhood was built or developed. The rental units are reasonable in price, and offer peace and quiet to those who reside here.

- 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/rnotification/>

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.**

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- 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

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**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.)

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**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).

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**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

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**\*\*\*\*\* 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?

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

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

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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.

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

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

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**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

**REFUSAL**

**Notice of:**       **Refusal**       **Referral**

<b>Application Number:</b> ZP-2022-014071	<b>Zoning District(s):</b> RSA3	<b>Date of Refusal:</b> <b>1/10/2023</b>
<b>Address/Location:</b> 184 E WILLOW GROVE AVE, Philadelphia, PA 19118-3427 Parcel (PWD Record)		<b>Page Number</b> Page 2 of 2
<b>Applicant Name:</b> 184 E. Willow Grove LLC	<b>Applicant Address:</b> 184 E. Willow Grove Ave. Apt. 2W Philadelphia, PA 19118 USA	<b>Civic Design Review?</b> N

NOTES TO THE ZBA:

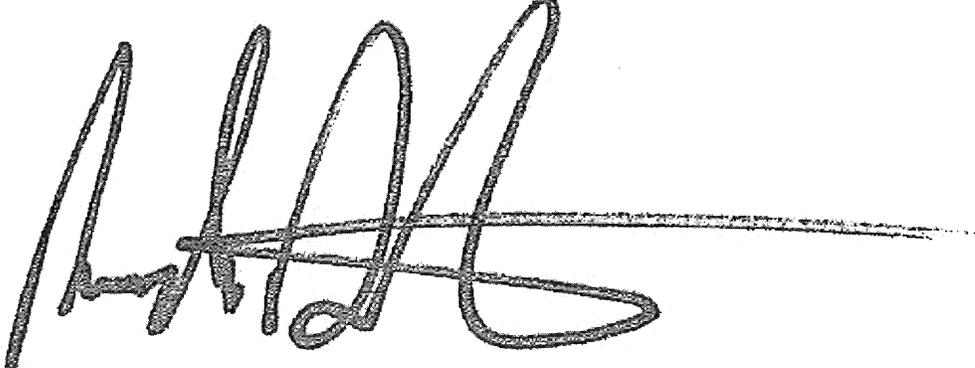
Permit #991027020 For the use as single family in the front building and 4 dwelling in the rear building. Denied 5-23-2000, application abandoned by the previous owner.

Parcel Owner:

184 E. Willow Grove LLC (Attn: Andrew Keats)

184 E Willow Grove Ave Apt 2W

Philadelphia, PA 19118



Andrew DiDonato  
 PLANS EXAMINER

1/10/2023  
 DATE SIGNED

## **HISTORICAL SIGNIFICANCE**

Willow Grove Avenue - East

(- Winston Road -)

(South side)

✓180: 1922; William L. Clauser, developer and contractor; Walker & Carswell, architects

A 2½-story, stuccoed concrete block, semidetached dwelling sharing a party wall with 7951 Winston Road.

Significant

B.P. 1922 # 4205

✓Rear 184: 1896; Henry Schlight, owner and contractor

A 2-story, 4-rank, stuccoed brick barn converted to a dwelling with a sidegabled roof and a 2-story front addition on the right.

Contributing

Deeds; B.P. 1896 # 5038; 1923 # 9989

✓184: 1893; Henry Schlight, owner

A 2½-story, 2-rank, frontgabled, stuccoed brick dwelling with an enclosed ground floor porch, half-timbered sides forming the sills and lintels and paired sash within the gable. Alterations and additions occurred in 1921-1922.

Contributing

Deeds; PRERBG 5-24-1893; B.P. 1893 # 1634; 1898 # 5473; 1921 # 4179; 1921 # 11750; 1922 # 9439; 1926 # 11004

✓186: ca. 1886; Louise and Henry Schlight, owners

A 2½-story, 2-rank, sidegabled, stuccoed dwelling with gabled frontispiece, stone sills and a gabled dormer. Alterations occurred in 1939 and 1972.

Contributing

Deeds; Hopkins 1885; Bromley 1889; B.P. 1939 # 6559; 1972 # 77889

✓190: 1886; John M. Baisch, owner

A 2½-story, 2-rank, sidegabled, stone dwelling with shed portico and wood sills.

Contributing

Deeds; Gtn Ind.; B.P. 1895 # 871

✓194: 1887-1888; George S. Roth, developer and contractor

A 2½-story, 2-rank, stone Second Empire dwelling with ground floor porch, wood sills, stone lintels (first floor only), mansard roof and shed dormers.

Contributing

Deeds; PRERBG 10-10-1887; B.P. 1904 # 4244

✓196-198: 1887-1888; Michael McTague, owner; George S. Roth, contractor

A pair of 2½-story, 2-rank, stuccoed, vernacular Second Empire dwellings with enclosed ground floor porches, wood sills, mansard roofs and shed dormers. Alterations and additions occurred in 1915, 1928, 1930 and 1971.

1921 # 4179  
5-9-1921  
Enrico Roman  
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Enrico Roman

€  
Rear 184 ~~E~~ Willow Grove Ave.  
2-story stone addition;  
present brick walls to be  
carried up to conform with  
new stone walls  
- \$ 1,500.00

CHHS

1921 # 11750  
11-21-1921  
Enrico Roman  
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Enrico Roman

Rear 184 E. Willow Grove Ave  
New partitions, 2nd floor  
Use: Office & 2 family dwellin  
\$ 500.00

1922 # 9439  
8-19-1922  
Enrico Roman  
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Enrico Roman

184 E. Willow Grove Avenue  
Enclose front porch  
\$ 200.00

1923 # 9989  
8-29-1923  
Enrico Roman  
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Enrico Roman

184 E. Willow Grove Avenue  
2-story brick addition to  
garage  
\$ 1,000.00



## PHOTOS

184 E. Willow Grove Ave



184 E. Willow Grove Ave



184 E. Willow Grove Ave



184 E. Willow Grove Ave

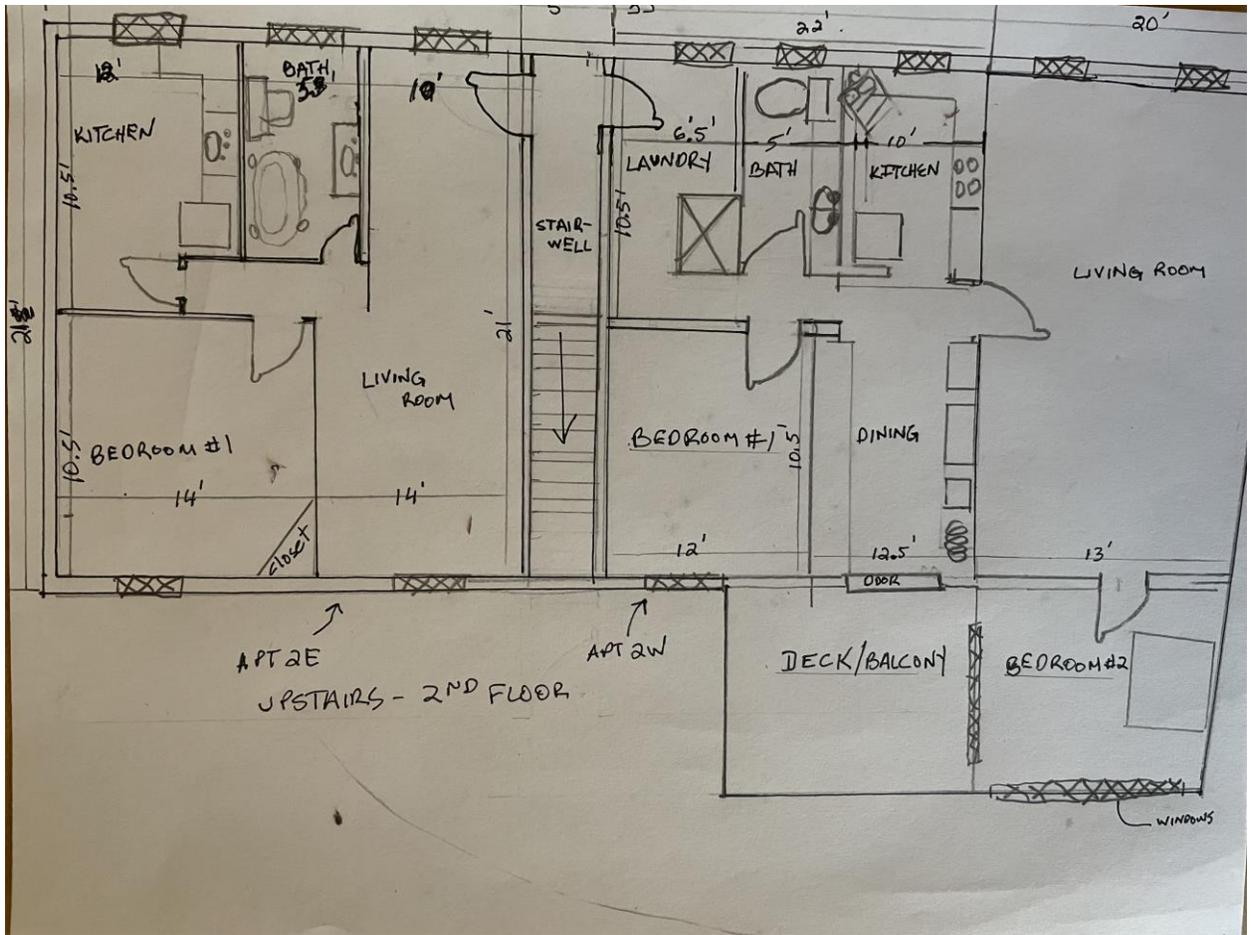


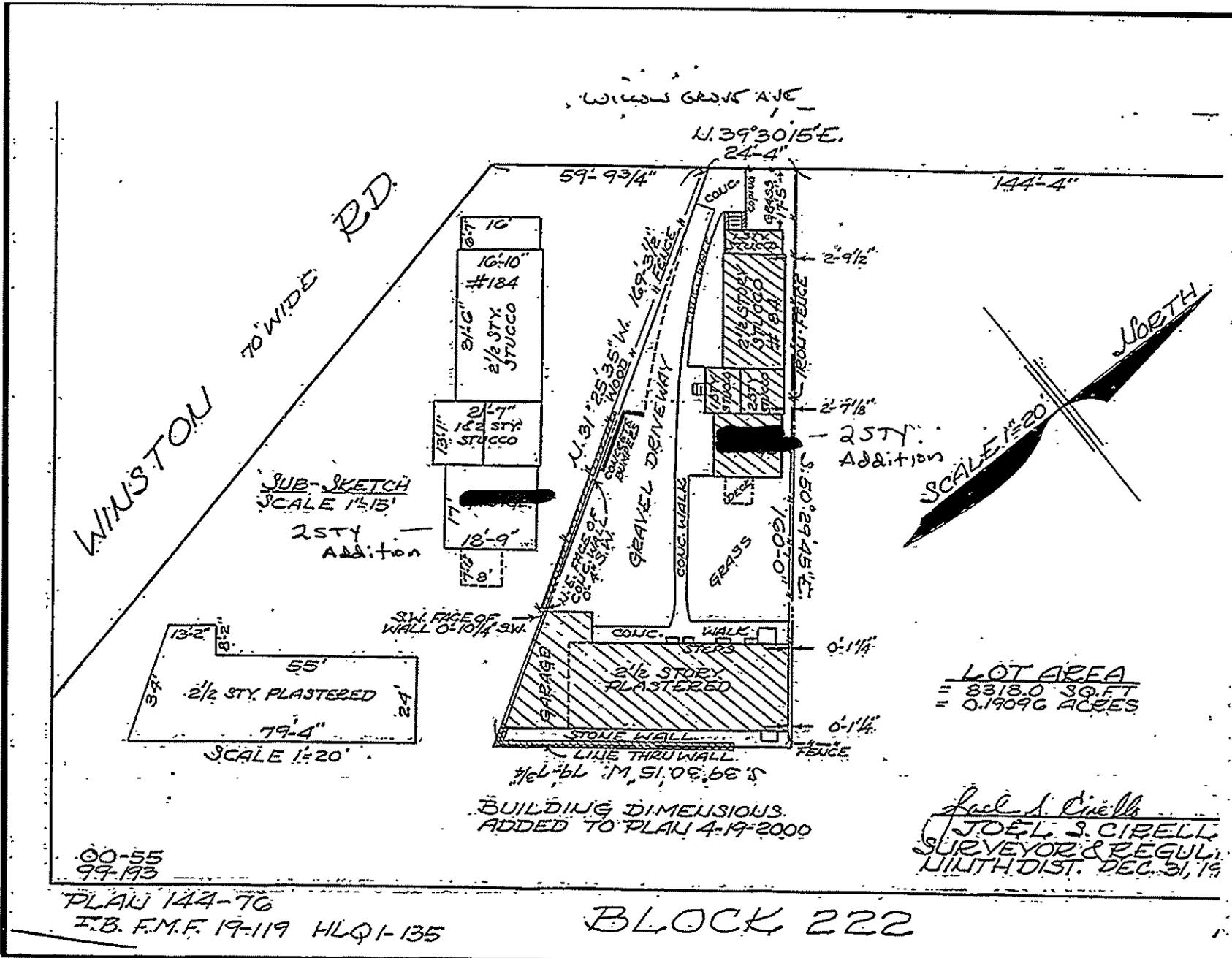
184 E. Willow Grove Ave



## PLANS

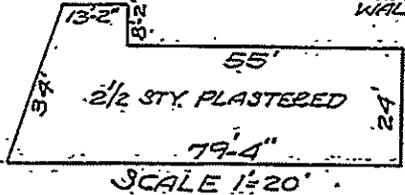






WILSON 70' WIDE RD.

SUB-SKETCH  
SCALE 1/20  
2 STY. ADDITION



LOT AREA  
= 8318.0 SQ. FT.  
= 0.19096 ACRES

BUILDING DIMENSIONS  
ADDED TO PLAN 4-19-2000

00-55  
99-193  
PLAN 144-76  
I.B. F.M.F. 19-119 HLQ1-135

JOEL S. CIRELLI  
SURVEYOR & REGUL.  
NINTH DIST. DEC. 31, 19

BLOCK 222

## **LETTER TO NEIGHBORS**

Andrew Keats  
184 E. Willow Grove Ave., Apt 2W  
Philadelphia, PA 19118  
arkeats@gmail.com  
(323) 528-1551

Dear Neighbor,

My name is Andrew Keats. In the fall of 2022, I bought the house and four apartments at 184 E. Willow Grove Ave (the "Property"). I have actually lived on the Property for going on four years, renting one of the two second-floor apartments in the rear building. This past summer, my neighbors and I (who have lived here collectively for over two decades) were informed by the previous owner that our rental units were never legalized. We had no clue. She told us she was going to wait for our leases to expire so she could sell the property tenant-free. It was pretty upsetting news, all of us losing our homes. So after careful consideration, I bought the Property in the hope that none of us would have to find another one.

I have applied to the Philadelphia Zoning Board for a use variance to permit the ongoing use of this property as a multi-family one. As part of the zoning review process the Chestnut Hill Community Association plans to hold several hearings to determine whether they will support the variance before the Zoning Board. The CHCA asked that we provide any available historical information on the property from the Chestnut Hill Conservancy.

Based on the information provided by the Conservancy, a portion of which is enclosed herewith, the rear building of 184 E. Willow Grove was, in the pre-automobile days, a barn that was converted to a single and later two family dwelling with a separate office more than 100 years ago (and more than ten years before Philadelphia enacted its zoning code). This has been a multi-family property for a long time. I am simply asking the Zoning Board to legalize the pre-existing use this property has historically provided.

I would like to be in a position to advise CHCA that my near-neighbors do not oppose my request. You are welcome to email me at [arkeats@gmail.com](mailto:arkeats@gmail.com) and I can pass along your sentiments. Or you are welcome to contact the CHCA directly.

In the meantime, I am available to discuss any questions you may have and look forward to connecting with you in person in the coming months as the weather has started to warm up and I hope to be out and about a lot more.

Thank you for your time and attention.

Sincerely,



Andrew Keats