



**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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 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