



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

The Chestnut Hill Development Review Committee (DRC) meets at 7:00 pm on the third Tuesday of each month. Meetings are being conducted via Zoom until further notice. Contact us 10 days prior to this date to be placed on the agenda.

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

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 LUPZC (Land Use Planning and Zoning Committee), HDAC (Historic District Advisory Committee), and Streetscape. For LUPZC and HDAC meetings, we may ask that a design professional be present. See our DRC Review Schedule.

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

1. Email the documents listed below at least 8 days prior to the DRC meeting. 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. In addition to the project site plan, please provide a site plan or aerial map that clearly shows the proximity of adjacent properties and their structures.
2. For your presentation, please create a single pdf or Power Point containing the following. Use your judgment about the order of the slides, and know that we like to see the refusal near the beginning.
 - **Completed DRC Application** - available [HERE](#):
 - **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.
 - **Neighbor Notice Letters** - Copy of the 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
 - **Neighbor support letters** – we request these for the final meeting with us, if you are able to obtain them (see the DRC Application); **PLEASE NOTE THAT LUPZ WILL ASK IF YOU HAVE COMMUNICATED WITH NEIGHBORS.**

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