CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS
Boards Administration
Municipal Services Building - 11th Floor
1401 John F. Kennedy Boulevard
Philadelphia, Pennsylvania 19102

Zoning Board of Adjustment

Notice of Appeal

Scheduled Hearing Date and Time

ADDRESS: 00417 E WISTER ST

CALENDAR NUMBER: 23964

HEARING DATE AND TIME: 11/19/14 at 02:00 PM

THE PUBLIC HEARING WILL BE HELD AT 1515 ARCH STREET, 18TH FLOOR, PHILADELPHIA

PLEASE READ THE FOLLOWING INSTRUCTIONS FOR THE HEARING

WHAT DO I DO NOW THAT I HAVE THE HEARING DATE AND TIME AND POSTERS?

1. Ensure all documents contain the correct information. Call the Boards Administration Unit at 215-686-2429 to report any errors.
2. Ensure that you have the correct number of posters needed to fulfill the posting requirements. If your property fronts on one or more than one street you will be required to display a poster on each street frontage your property faces. Immediately come to the Boards Administration Unit between the hours of 8:30 AM and 4:00 PM for replacement of any poster that is torn, removed or altered. Posters must remain in place for a minimum of 21 days before the hearing.
3. Notify the Registered Community Organizations (RCO's) within 7 days and request a meeting.

WHAT DO I DO WITH THE ORANGE POSTERS?

It is important to follow all posting requirements. If posters are not displayed properly your hearing may be postponed or dismissed.

1. Display a Zoning Notice Poster on each street frontage of the property, for at least 21 consecutive days immediately before the hearing date. The posters must also remain up on the property on the day of the hearing but removed promptly after the day of the hearing.
2. Display the posters on the property with which the appeal is concerned and as close to the sidewalk as possible. Use a stake in the ground if necessary. Posters should be in plain view, at eye level so that people walking by will be able to read the poster without coming onto the property. Ensure that posters are not hidden by bushes, fences, tree limbs, roll down gates or other obstructions. Do not attach posters to trees, utility poles, roll-up gates or doors that are used.
3. Take three (3) photos of the posters. These photos MUST be time and date stamped. These photos must be presented to the Board the day of your hearing. Failure to do this may result in the dismissal of your case.
4. If a public hearing is postponed or continued, posters notifying the public of the new hearing must be posted.

WHAT DOCUMENTS ARE REQUIRED ON THE DAY OF THE HEARING?

1. Proof of your legal interest in the property with which the appeal is concerned. Bring one of the following to the hearing:
   * A DEED which has been recorded and stamped by the City Recorder of Deeds; or
   * A current LEASE; or
   * An AGREEMENT OF SALE, if you are in the process of purchasing the property; or
   * An AGREEMENT OF SALE, if the property was purchased within the last six months; or
   * A RECEIPT from the Sheriff, if the property was purchased at Sheriff's sale within the last year.
2. Written authorization in the form of a notarized letter from all other owners whose names appear on any deeds, leases, agreements of sale, or settlement sheets. This includes husband, wife, children or parents.
3. Photographs: Photographs of the property with which the appeal is concerned are required to be presented to the ZBA in order to enable the Board to view the property and understand your proposal.
   a. Photographs must be clear, not less than four inches by six inches(4" x 6"), dated, bear the address of the property with which the appeal is concerned, the calendar number of the case; the name and address of the photographer; the date of the photograph and a brief description of the photograph.
   b. Do not mount the photographs on a display board, as they must be kept on file.
   c. Photographs must show the following:
      * Each orange Zoning Notice poster posted on each street frontage of the property.
      * Exterior views of the entire property to include the front, side and rear of the structure(s), all stories of the structures on the property and along each street frontage, including adjoining properties on the block.
      * Interior of the property.
4. Plans To help explain your proposal, the Board recommends that you present professional quality, accurately drawn, scaled and fully dimensioned site plans and floor plans.
5. Documentation of meetings or requests for meeting with the Registered Community Organizations.
6. A Certificate of Tax Compliance from the Revenue Department. Visit **www.phila.gov/revenue** to obtain this Certificate.