

Zoning Variance Checklist for Applicants

Use this checklist to prepare you for your RCO meeting! Please refer to the City of Philadelphia's Instructions for Applicants for more in-depth details

- ☐ Refer to your official refusal letter to confirm that the coordinating RCO is South Street Headhouse District

- ☐ Contact info@southstreet.com to schedule an RCO meeting within 20 days of receiving your refusal letter. Our RCO meetings are held at 6 pm the Thursday before our monthly board meetings, virtually and at 407 South Street

- ☐ Once you have an RCO meeting date, notify your near neighbors via mail at least 10 business days before the meeting

- ☐ Send the proof of mailers, list of addresses, and the presentation you will use during the meeting to info@southstreet.com at least 5 days before the RCO meeting

- ☐ Attend your RCO meeting!

After the RCO meeting takes place, the South Street Headhouse District Board members will vote on whether they support, do not oppose, or do not support the variance request at the monthly public board meeting. A letter will be submitted to the ZBA reflecting this vote before the official ZBA hearing.