



**QVNA Zoning Committee meetings are convened on the 2nd Wednesday of each month at 7:30pm.**  
These public meetings are entered on the first floor of QVNA's office at 416 Gaskill Street.

Queen Village Neighbors Association office: 215-339-0975 | [info@qvna.org](mailto:info@qvna.org) | [QVNA.org](http://QVNA.org)

### Process for getting on the agenda:

1. After the City has notified QVNA of a building permit refusal by email, QVNA's Zoning Committee Chair will contact the Applicant listed on the Refusal to discuss the QVNA meeting schedule.
2. The Zoning Committee Chair controls the meeting agenda. If the committee's upcoming meeting's agenda is full, the Applicant's property will be added to the following month's agenda.

*If QVNA's Zoning Committee is unable to schedule your review within the "45-day window" required by the ZBA, you should seek a ZBA Zoning continuance.*

### What to do:

Inform the affected neighbors of your appeal and the date of your scheduled meeting with the QVNA Zoning Committee. You must notify affected neighbors in writing sent by regular mail at least 20 days prior to your scheduled QVNA Zoning meeting. You must show proof of mailing in the form of a cancelled certificate of mailing from the USPS. Hand delivery of notification is no longer accepted by the ZBA.

*If you are unable to inform the affected neighbors at least 20 days in advance of the QVNA Zoning Meeting, you should seek a ZBA hearing continuance.*

### What to bring:

- 2 SETS OF THE PLOT PLAN WITH DATE, drawn at a standard engineering scale, showing relationship to adjoining properties. One set will be left with QVNA for its files.
- 9 SETS OF ARCHITECTURAL DRAWINGS WITH DATE. Architectural Drawings, drawn at a standard architectural scale, showing existing and proposed. Please ensure that your drawings show: site plan, floor plans, exterior elevations and sections. Drawings should show how the completed project relates to neighboring properties. Please show relationship to and heights of adjacent buildings). One set will be left with QVNA for its files.
- Photographs of the existing property and surrounding neighbor properties.
- Proof of mailed notification to affected neighbors in the form of a cancelled certificate of mailing from the USPS. Hand delivery is no longer accepted by the ZBA.
- The date of your ZBA hearing and calendar number.
- Please be prepared to explain why you think it is in the Community's best interests to support your request for variances from the Philadelphia Zoning Code.

### Who should attend:

- Applicant (or the Property Owner if not the Applicant).
- Applicant's Architect (if the variances involve construction).