



**Cedar Park Neighbors**  
Calvary Community Center  
4740 Baltimore Ave.  
Philadelphia, PA 19143  
contact@cedarparkneighbors.org

---

## Zoning Applicant Form

**Instructions:** Prior to scheduling a community meeting to discuss any proposed zoning changes, Cedar Park Neighbors requests the following information in order to facilitate an effective meeting.

- Please submit the following form online -or- print and fax to: (215) 729-1293.
- Please submit the L&I Certification showing the current legal use and any floor plans or drawings to help illustrate the proposed changes.

**Property Address:** \_\_\_\_\_  
**Hearing Date:** \_\_\_\_\_  
**Calendar #** \_\_\_\_\_  
**File #:** \_\_\_\_\_  
**Contact for application:** \_\_\_\_\_

**Exact wording on ZBA application for what the applicant is proposing to do:**

### 1. Property Owner Contact Information

Name (Individual or Corporation): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Is the property listed on the ZBA application the owner's primary residence?

Yes                      No

3. When did the owner purchase the property?

4. What is the current **legal use** shown on the City of Philadelphia Licenses & Inspections certification which the owner received at or prior to settlement? (Please attach a copy. If the owner does not have this form, it can be obtained from his/her real estate agent \*)

5. What is the current **actual use** of the property (please be specific and include the exact number of residential units and commercial units)?

6. For residential units, does the applicant/owner have a current Philadelphia rental license, and if so, for how many units?

7. If the applicant/owner does not have a current rental license, when was the property last licensed, and for how many units?

8. Which units (residential and/or commercial) are occupied; and which are vacant?

9. For each vacant unit, what was the last use, and when was it discontinued or left vacant?

10. What changes is the applicant requesting?

11. What is the reason for the changes (legalize current use, start new business, etc.)?

12. Has the applicant been in contact with the neighbors of the property?

Yes

No

13. What condition is the property?

New

Good

Poor

Abandoned

Comments:

14. Additional Information to more fully explain the application:

***\*Note: PA law requires the seller of a property to give the buyer "... a certification from the appropriate municipal department(s) disclosing notice of any uncorrected violations of zoning, housing, building, safety or fire ordinances and/or a certificate permitting occupancy of the property." Experience has shown that applicants frequently tell the CPN Zoning Committee that they do not have the L&I Certification, when actually they may not be familiar with the document in question. The CPN Zoning Committee asks applicants to search through their settlement papers to find it.***