

DRAFT ZONING MAP REVISION PLAN

The Zoning Code Commission is charged with preparing a “Zoning Map Revision Plan”—and the City Planning Commission with adopting it—per the following sections of the 2007 Charter Amendment:

“... the [Zoning Code] Commission shall by a vote of two-thirds of all members ... adopt a written preliminary report ... including a timetable and specific milestones, on how to proceed with a comprehensive revision of the City’s zoning maps (‘Zoning Map Revision Plan’).”

“Within one hundred eighty days after the [Zoning Code] Commission issues its report, the City Planning Commission shall adopt or reject the Commission’s Zoning Map Revision Plan in its entirety. If the City Planning Commission rejects the Commission’s Zoning Map Revision Plan, the City Planning Commission shall simultaneously adopt an Alternate Zoning Map Revision Plan, including a timetable and specific milestones. The City Planning Commission shall thereafter proceed pursuant to said adopted plan or alternate plan, provided that the City Planning Commission may from time to time adopt amendments to said plan, as appropriate.”

Revising the City’s current zoning map to reflect changes recommended in the new Zoning Code and to update zoning based on the City Planning Commission’s citywide comprehensive plan (Philadelphia2035) and subsequent planning-district plans, will occur in two steps. The first step will occur concurrently with the adoption of the new Zoning Code. The second step will be implemented over a five year period, beginning in 2011:

1. Prepare a City Council ordinance with a “Conversion Map” that:
 - a. renames existing zoning districts across the city with the corresponding zoning district name in the recommended Zoning Code; and
 - b. where a current zoning district has been eliminated or consolidated into a new district, identifies the corresponding zoning district name in the recommended Zoning Code;
 - c. revises zoning in discrete areas of the city where a new zoning district is created in the recommended Zoning Code that does not have a corresponding zoning district in the current code; and
2. Prepare a series of City Council ordinances to change the zoning map within each of 18 planning districts across the city, as district plans are completed over time, using each plan’s recommended land use as the basis for further zoning map revisions.

Step 1: Prepare a Conversion Map

City Planning Commission staff will work with the Law Department to prepare a City Council ordinance that will apply the recommended new district names to the corresponding existing districts on a citywide basis, resulting in a map with new district names but no substantive changes to the type of zoning designation. District boundaries will not change. For example, existing district R1 would be converted to its corresponding district of RSD 1 and existing district C1 would be converted to its corresponding district of CMX-1, as described in the recommended Zoning Code.

There are three new zoning districts in the recommended Zoning Code that do not have a corresponding district in the existing code. They are CMX-2.5 (Commercial Mixed Use 2.5), IRMX (Industrial Residential Mixed Use) and SP-AIR (Airport Special Purpose District).

The CMX-2.5 district is designed to provide height, setback, and use controls to replace those presently provided through more than sixteen zoning overlay districts for neighborhood commercial areas. In order to ensure that these areas maintain these controls, the City Planning Commission staff will identify discreet areas of the city where this new district is applicable, based upon the text of the existing overlays that it is meant to replace. City Planning Commission staff will work closely with City Council and representatives of the impacted communities to prepare maps showing the proposed new district boundaries.

While IRMX and SP-AIR are new districts, it is anticipated that remapping to these district will occur in coordination with and at the same time as Step 2 below.

The initial conversion map, and an accompanying table illustrating the conversion of existing to recommended zoning district names, will be prepared and submitted to City Council at the same time as the recommended zoning code is presented to City Council. It is proposed that the initial conversion map be adopted and made effective on the same effective date as the new zoning code.

The draft map will be available electronically on the City's website prior to submission via ordinance to City Council, so that the citizens of Philadelphia can become familiar with the map in advance of City Council's consideration of the conversion map. Upon its adoption, the conversion map will be available electronically at the City Maps section of the City's www.phila.gov website. The map and table will also be available on the City Planning Commission's and Zoning Code Commission's websites, and in hard copy at the offices of the two commissions.

Products: GIS-based Zoning Conversion Map posted on City's and other websites; hard copy of the map; and conversion table.

Schedule: Through January 2011, to correspond with submission of the recommended Zoning Code to City Council

Step 2: Complete Zoning Map Revision, One Planning District at a Time

PCPC intends to prepare plans for 18 identified planning districts across the city (see accompanying map), as phase two of Philadelphia2035: The Comprehensive Plan. The first two of these district plans will commence in spring 2011 and are expected to be completed in late 2011. PCPC will then continue preparing district plans at an anticipated pace of four per year, which will take an additional four years to complete.

Community planning staff will lead preparation of district plans, but each plan team will include members of PCPC's Strategic Planning & Policy Division and Development Division staff to assure consistency between the earlier-phase citywide plan and the district plan, and then the district plan and subsequent zoning map revisions.

District planning will involve substantial public outreach and involvement. The intent is to engage as many voices as possible early in and throughout the district-planning process, so participants can help to guide the plan and then any requisite zoning map revisions.

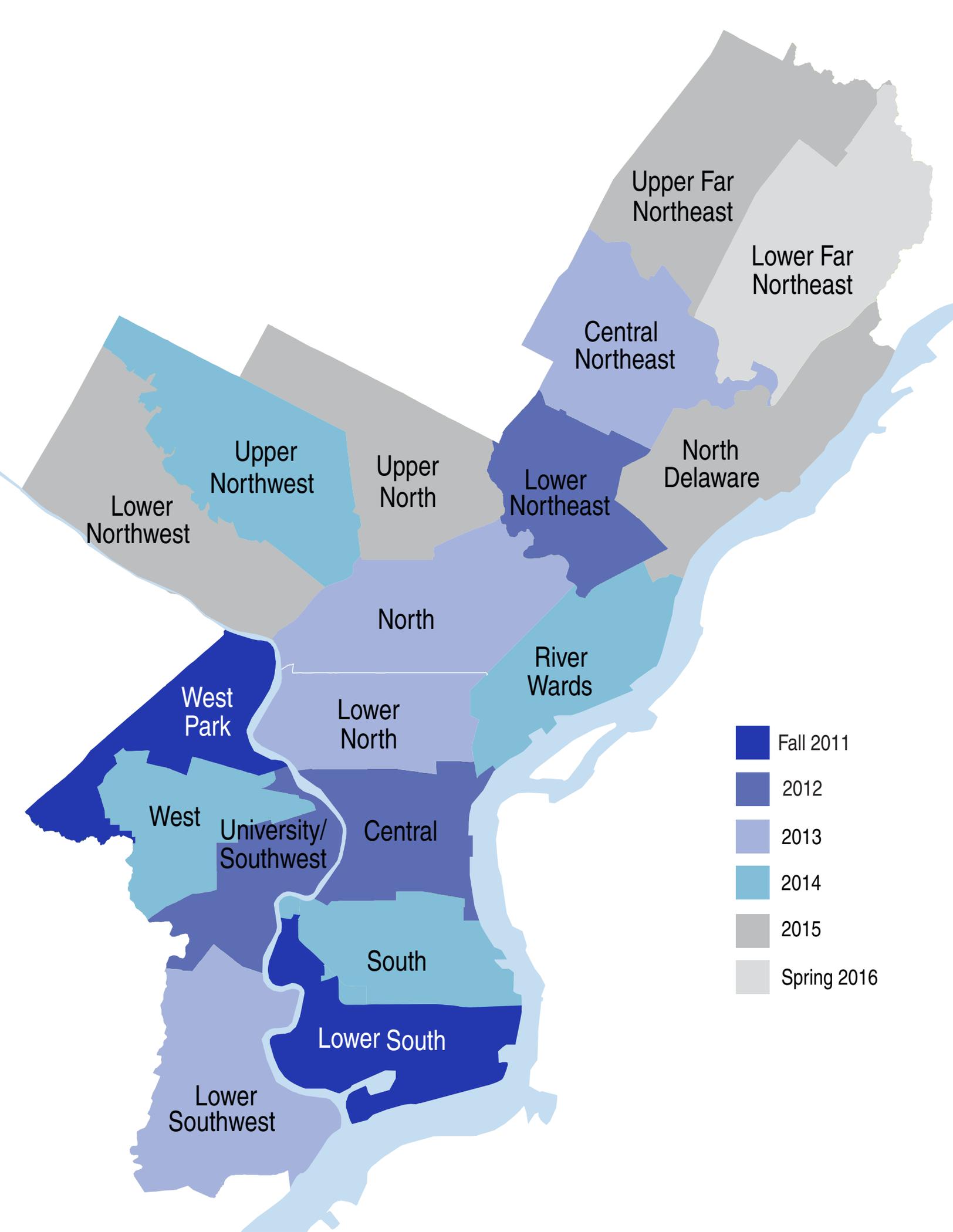
A major product of each district plan will be a land-use plan, which will serve as the basis for zoning map revisions. As district plans are completed, the PCPC will shift leadership of the effort to Development Division staff, who have extensive experience with zoning map revision activities, and will oversee this phase of the Zoning Map Revision Plan. Continued extensive community involvement is envisioned, as well as close coordination with district Council members.

Mapping revisions will likely be recommended only in areas that have experienced land-use changes over time and/or are planned for changes in land use. The vast majority of property within each planning district is likely not to change zoning designation.

As areas are recommended for zoning map revisions, PCPC staff will work with the Law Department to prepare ordinances for action by City Council.

Products: Recommended zoning map changes, based on adopted district plan's land use; ordinances making the zoning map revisions official; revisions to overall official zoning map.

Schedule: October 2011 through 2015





The Philadelphia Zoning Code Commission
List of Regulations to Implement the Zoning Code
May 11, 2011

Regulations marked with an asterisk () are existing regulations promulgated by the implementing entity.*

Zoning Board of Adjustment

Related Code Section

- Regulations Governing Practice Before the Zoning Board* §§14-303(14) and (15)

Philadelphia City Planning Commission

- Registered Community Organizations
(including qualifying criteria) §14-303(12)
- Master Plan Submission Requirements §14-304(3)(e)
- Civic Design Review Regulations
*(including requirements for Committee members,
submission requirements for applicants, and civic design
review guidelines)* §14-304(5)
- Subdivision Plat Requirements §14-304(7)
- Sky Plane Calculations §14-502(4)(a)(.4)
- Public Access Trail Regulations for the /NCA, Manayunk,
Main Street & Venice Island Overlay District §14-503(4)(c)
- Regulations Governing Additional Impervious Coverage
in the /WWO , Wissahickon Watershed Overlay District §14-509(6)(c)
- Parking Landscape Plan Submission Requirements §14-803(6)(a)

Philadelphia Water Department

- Earth Moving Plan Submission Requirements* §§14-509(7) and 14-705(3)(c)

Philadelphia Parks and Recreation Department

- Regulations Governing Signs* §§14-502(8)(c) and 14-904(7)

ZONING ADMINISTRATIVE MANUAL

THE CITY *of* PHILADELPHIA

GRAPHIC DESIGN DRAFT
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Content in revision





Philadelphia Zoning Administrative Manual

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INTRODUCTION

BEFORE YOU ASK FOR OUR APPROVAL, WE'D LIKE TO OFFER YOU OUR HELP.

DISCLAIMER:

The Zoning Administrative Manual (ZAM) is intended as a general guide to users of Title 14 of the Philadelphia Code. It is NOT a substitute for any of the City of Philadelphia's adopted ordinances or codes. If this ZAM conflicts with Title 14, the provisions of Title 14 supersede the contents of this manual.

First of all, thank you for your interest in the development of Philadelphia with your project. We understand that the city's Zoning Code can be daunting at first, which is why we created this Zoning Administrative Manual (ZAM) just for you. Whether you are a developer, an investor, or a concerned citizen, this step-by-step guide will help you navigate through Philadelphia's zoning process with the most up-to-date information on procedures, forms and best practices.

Foreword

In 2007, nearly 80 percent of voters said yes to a referendum that created the Zoning Code Commission (ZCC) and charged it with the task of rewriting the City's Zoning Code. After three years of hard work and collaboration among City administrators, developers, architects, planners, attorneys, business representatives and residents, the ZCC produced our current Zoning Code, which is designed to:

- Be clear and consistent
- Yield predictable development results
- Encourage high quality, positive development
- Protect the character of existing neighborhoods
- Involve the public in development decisions

During its work, the ZCC discovered the need for yet another document — a “how-to” companion piece to the Zoning Code that would navigate citizens and investors through Philadelphia's zoning process. The ZCC published this Zoning Administrative Manual (ZAM) to serve as your step-by-step guide to the Zoning Code, Title 14 of the Philadelphia Code.

The ZAM is an approachable collection of the most up-to-date information on procedures, forms and best practices. It is a resource for novice and experienced development and design professionals who need to find out how to take their project through the zoning approval process. It is also a guide for neighborhood stewards — local community groups and engaged citizens who wish to promote positive development outcomes in their neighborhoods.

How to Use this Manual: A Chapter-By-Chapter Guide

Chapter 1

Chapter 1 is an introductory overview of zoning administration in Philadelphia. In this chapter, you will learn about the reviewing and decision-making agencies, what kind of development activities require zoning approval and how long you can expect the zoning process to take.

Chapters 2-11

Chapters 2-11 are organized by type of zoning process, ranging from by-right development to projects that require a variance or City Council action. In each chapter, you will find a step-by-step description of the process, important contact information and a process checklist.

Chapter 12

Chapter 12 describes some useful best practices for investors, community groups and zoning administrators.

Appendix A

Appendix A contains a Development Standards Applicability Checklist to help you determine which standards in Chapter 14-700 (Development Standards) of the Zoning Code apply to your project.

Appendix B

Appendix B contains the Sky Plane Submission Guidelines that describe the method of demonstrating compliance with the Sky Plane Bulk Control regulations of the Center City (/CTR) Overlay, §14-502 of the Zoning Code.

Appendix C

Appendix C is a directory of additional resources, such as the Zoning Archive and the City's Comprehensive Plan.

Appendix D

Appendix D contains up-to-date forms for your zoning application.

THE BASICS OF ZONING IN PHILADELPHIA

EVEN THE MOST COMPLEX PROJECTS DESERVE A SIMPLE OVERVIEW

What's the difference between a zoning permit and a building permit?

A zoning permit is the first step in the development approval process. The zoning permit says that the City approves of the proposed use and building massing on your property. A zoning permit is required before you can obtain a building permit, which says that your building design is safe for occupancy and that you may begin construction.

Here's where everything regarding the ins and outs of zoning in Philadelphia—and the future of your project—begins. In this chapter, you will learn the basics of zoning in the city, as well as how to gain approval for your project.

When am I required to get a Zoning Approval?

Zoning is usually the first step in the development approval process. Each land use activity must demonstrate that it conforms with Philadelphia's zoning laws — whether it's simply a change in land use or a brand new construction project or a rehabilitation project. Zoning regulations ensure that every parcel in the City of Philadelphia has a land use, site layout and building form that are compatible with its surrounding context.

Generally, your project will need a zoning approval if it involves:

- Change in land use
- New construction, additions, demolition and/or alterations that change the gross floor area
- Combining or subdividing lots
- Signs
- A zoning text or map change

Who can apply for a Zoning Approval?

Property owners or agents of the property owner authorized in writing (such as tenants, family members, attorneys, licensed architects, licensed engineers, licensed contractors or licensed expeditors) may file a zoning application. See §14-303(3).

Who makes the decision on my Zoning Application?

Decision-Maker #1:

The Department of Licenses & Inspections (L&I) makes administrative decisions on zoning applications. L&I applies prescriptive standards to determine whether your project complies with the code. For example, your parcel is zoned RSA-1 where the height limit is 38 feet. L&I will verify that your proposed building height is 38 feet or less.

Decision-Maker #2:

The Zoning Board of Adjustment (ZBA) is a board that is charged with making discretionary decisions on zoning applications. The Zoning Board does not use prescriptive standards to make decisions, but rather uses other judgment criteria that are outlined in the zoning code. For example, if your project proposes commercial use in a zoning district that only permits residential uses, the Zoning Board will ask (among other questions) whether there are unique physical conditions at your property that prevent you from using the property as a residence.

Decision-Maker #3:

City Council is the legislative body that adopts zoning amendments. If you want to change the zoning classification for your parcel (called a zoning map amendment) or seek a zoning text amendment, City Council must adopt an ordinance implementing the requested change.

Decision-Maker #4:

City Planning Commission (The Commission) approves subdivisions. If you are proposing to subdivide a parcel into 2 or more lots, recombine existing subdivided lots or

THE BASICS OF ZONING IN PHILADELPHIA

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relocate lot lines, the Commission will decide if you satisfy the requirements of §14-710 of the Zoning Code. The Commission also approves minor amendments to special districts known as Master Plan Districts. These districts (RMX-1, RMX-2, SP-INS, SP-ENT and SP-STA) are mapped according to a “Master Plan”. The Commission has the authority to approve small changes to the Master Plan that still conform to the permitted uses and dimensional standards for that district; otherwise, the amendment is considered a major change that requires a legislative amendment by City Council.

In addition to its decision-making role on subdivisions and Plans of Development, the Commission makes recommendations for approval or disapproval on all zoning applications decided on by City Council and the Zoning Board. The Civic Design Review Committee, a subcommittee of the Commission, makes advisory recommendations on large projects that meet the thresholds for Civic Design Review (see Chapter 10).

In support of these decision-making entities, there are several reviewers that examine zoning plans and make technical recommendations to the decision-maker. The City Charter and Code give reviewers the authority to evaluate and comment on certain aspects of your zoning application. For example, the Streets Department will review your parking lot design to ensure it doesn't negatively impact traffic flow, or the Art Commission will review your sign if it projects more than 12" beyond your property line.

All applicable reviewers must approve your plans before the decision-making entity can issue a final decision on your application; this process is known as “pre-requisite plan review.”

Summary Table of Recommenders and Decision-Makers

TYPE OF APPLICATION	RECOMMENDATION AND DECISION-MAKING AUTHORITY				
	L&I	Zoning Board of Adjustment	Civic Design Review Committee	City Planning Commission	City Council
Zoning Amendment					
Map Amendment				Recommend	Decision
Text Amendment				Recommend	Decision
Master Plan Amendments					
Minor Amendments				Decision	
Major Amendments				Recommend	Decision
Special Exception Approval				Decision	Recommend
Civic Design Review				Recommend	
Subdivisions				Decision	
Minor Subdivisions		Decision			
Major Subdivisions		Decision			
Zoning Variance		Decision		Recommend	
Zoning Permits	Decision				



THE BUILDING BLOCKS *of* PHILADELPHIA

DEPARTMENT OF LICENSES & INSPECTIONS

L&I is the front door to any development or construction project in the city. Issuers of permits and licenses and providers of inspections. L&I is here to ensure public safety and growth within the City of Philadelphia. Here are some of the services provided by L&I:

- USE REGISTRATION PERMIT
- ZONING PERMIT
- SIGN PERMIT
- ELECTRICAL PERMIT
- PLUMBING PERMIT
- LICENSES FOR RENTAL HOUSING, RESTAURANTS, SIDEWALK CAFES, ETC.

STREETS DEPARTMENT

The Streets Department is responsible for the over 2,575 miles of streets and roads in the City of Philadelphia. The Department handles everything from building and maintaining the streets to trash collection and snow removal. Here are the most common reasons you would need to interact with the Streets Department:

- STREET OPENING/CLOSING PERMIT
- BOLLARD INSTALLATION PERMIT
- CURB & FOOTWAY PERMIT
- SIDEWALK CAFE APPROVAL
- SUBDIVISION APPROVAL
- PARKING LOT APPROVAL
- RIGHT-OF-WAY APPROVAL

WATER DEPARTMENT

Whether providing safe water for residents to drink or supplying water for industries to manufacture goods here in Philadelphia, the task of the Water Department is to protect the region's water resources. Here are some projects that would require the Department's permission:

- WATER SERVICE PERMIT
- METER INSTALLATION PERMIT
- STORMWATER MANAGEMENT APPROVAL
- ACT 537 SEWAGE FACILITIES PLANNING APPROVAL
- SEWAGE CONNECTION APPROVAL
- WATER/SEWAGE EXTENSIONS & MODIFICATION APPROVALS

CITY PLANNING

Since 1951, the City Planning Commission has been charged with guiding the orderly growth and development of the City of Philadelphia. Focused on large-scale projects that will have a major impact on the city, City Planning is responsible for the following:

- SUBDIVISION APPROVAL
- SURFACE PARKING LOT APPROVAL
- FLOODPLAIN APPROVAL
- PARCELS LOCATED IN THE WISSAHICKON WATERSHED APPROVALS
- WIRELESS TELECOMMUNICATION FACILITIES APPROVAL
- PARKING GARAGE APPROVALS
- FACADE CONTROL AREAS APPROVAL



HISTORICAL COMMISSION

Protecting three centuries of history, the Historical Commission is the regulatory agency responsible for preserving historical structures throughout the City of Philadelphia. Here are the main reasons your project would require the Commission's approval:

- ALTERATIONS TO A REGISTERED HISTORIC PROPERTY APPROVAL
- UNDEVELOPED PROPERTIES IN HISTORICAL DISTRICTS APPROVAL

ART COMMISSION

Re-commissioned in 2008, the Arts and Culture Office's mission is to improve access to the arts for both residents and visitors, expand arts education for young people, oversee all the City's arts programs and support the growth and development of the City's arts, culture and creative economy sector. The following projects would require the Commission's approval:

- SIGN APPROVALS
- CITY-OWNED PROPERTIES OR CITY-FINANCED PROJECT APPROVAL

ZONING BOARD OF ADJUSTMENTS

The Zoning Board of Adjustment is a departmental board of L&I comprised of five members appointed by the Mayor. The Zoning Board of Adjustment hears and decides appeals in zoning matters, considers special ordinances, and grants variances. The board would handle the following matters:

- APPEALS OF ZONING DECISIONS MADE BY L&I
- AREA & USE VARIANCES
- SPECIAL PERMITS & CERTIFICATED USES

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Comments review

THE BASICS

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WHEN DOES THE CLOCK START ON MY ZONING APPLICATION?

When you submit a complete application to L&I. Although you may submit your application to L&I before you complete your pre-requisite plan reviews, L&I will not consider your application to be complete until the required pre-requisite reviews have been fulfilled.

Which zoning provisions apply to my project?

You need to first understand the standards for your BASE zoning district that will specify allowed uses and dimensional standards. In addition, other development standards may apply such as: connectivity, form and design, open space, landscape, trees, outdoor lighting, historic preservation, parking and signage requirements. Also check for any OVERLAY zoning district requirements that apply to your parcel; overlay districts are superimposed upon base districts and modify or supplement the base zoning regulations.

A PRIMER ON USING THE ZONING CODE...

- 1) The City maintains an online tool called the Zoning Overlay where you can look up the base and overlay districts that apply to your property. Visit <http://citymaps.phila.gov/zoningoverlay/>
- 2) Determine if your use is permitted in your base district by reviewing the Use Tables in §14-602 of the Zoning Code. This section of the code contains instructions on how to read the tables. The table will point you to any applicable use-specific standards for your proposed use (for example, a required permanent fence around the perimeter of a market farm) in §14-603. If your property is within an overlay district, check for additional use restrictions (the Zoning Overlay tool will point you to the relevant code section).
- 3) Review the Dimensional Tables in §14-701 of the Zoning Code to see the limits on permissible lot area, lot width, open area, building height, setbacks and/or gross floor area related to your district. Again, if your property is within an overlay district, check for additional dimensional restrictions.
- 4) Check to see if Form & Design Standards (§14-703), Connectivity Standards (§14-704), Transit-Oriented Development Standards (§14-705), Open Space and Natural Resources Standards (§14-706), Landscaping and Tree Standards (§14-707), Fencing and Wall Standards (§14-708) and/or Outdoor Lighting Standards (§14-709) apply to your proposed project. Not all of these regulations will apply to your project. Applicability will depend on your base district, your proposed use, your lot size and your building size. Appendix A contains a Development Standards Applicability Checklist to help you to determine which development regulations will apply.
- 5) Review Chapter 14-800 to determine the vehicle and bicycle parking, and off-street loading requirements related to your base district. Check for any additional parking or loading restrictions if the property is in an overlay district.
- 6) Other chapters of interest may be:
 - Subdividing or combining lots, or relocating lot lines? See §14-304(6) and §14-304(7)
 - Installing or altering a sign? See Chapter 14-900
 - In a historic district or interested in a historic property? See Chapter 14-1000



WHICH PROPERTIES ARE LISTED AS REGULATED USES?

Adult-oriented merchandise, adult-oriented service, check-cashing, drug paraphernalia, pawnshops, payday lenders, detention and correctional facilities and gun shops.

How do I get a Zoning Approval?

The zoning approval process varies depending on your project's characteristics. Are you proposing a project that complies with the zoning requirements, or are you asking the City for approval to deviate from the zoning standards? Or are you in a special district, such as a Master Plan District or a historic district? The answers to these and other questions boil down to eight distinct procedures.

1. As-of-Right (a.k.a By-Right)

When your project proposal complies with all the zoning provisions that apply to your property, it means you can build your project as-of-right without any action by the Zoning Board, Commission or City Council. At your option, you may apply for a zoning permit through a two-stage process involving a Preliminary Zoning Permit and a Final Zoning Permit (see §14-304(9)(c)). The Preliminary Zoning Permit confirms that your project complies with the use regulations, dimensional standards, floor area bonus provisions, open space and natural resource protection standards, subdivision provisions and parking and loading requirements of the Zoning Code. The Final Zoning Permit confirms that your project is consistent with the Preliminary Zoning Permit, and complies with the remaining provisions of the Zoning Code, as applicable, including standards for form and design of buildings and parking, landscape and trees, outdoor lighting and signs.



2. Special Exception Uses

Special exception uses are not permitted by right, but are considered to be compatible with the surrounding neighborhood only under certain conditions. L&I will review your application, then issue a referral so that you can file for a hearing at the Zoning Board. The Zoning Board will hold a public hearing and

THE BASICS

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evaluate your application using the criteria specified in §14-304(4). These essentially determine that your proposal will not adversely impact the surrounding neighborhood.



3. Regulated Uses

Regulated uses are uses that must maintain a buffer distance from each other, residential districts, schools, churches, parks, libraries and other public gathering places. The approval process will mirror the by-right procedure (if permitted by-right in the base and overlay districts) or the special-exception procedure (if permitted by special exception in the base and overlay district), except that L&I will only issue a permit if your regulated use maintains the prescribed buffer distances in §14-603(10).

4. Variances

Sometimes site constraints prevent projects from conforming to the zoning code standards. In these instances, applicants must obtain variance approval from the Zoning Board in order to deviate from the zoning standards. L&I will review your application, then issue a refusal since the project proposal does not comply with the zoning code. You may then choose to either 1) alter your project to make it conform to the zoning code, or 2) appeal the refusal to the Zoning Board to get approval of your variance. The Zoning Board will hold a public hearing and evaluate your application using the criteria specified in §14-304(8).



5. Master Plan Districts

Master Plan Districts (RMX-1, RMX-2, SP-INS, SP-ENT, SP-STA) are



WHICH PROPERTIES ARE LISTED AS REGULATED USES?

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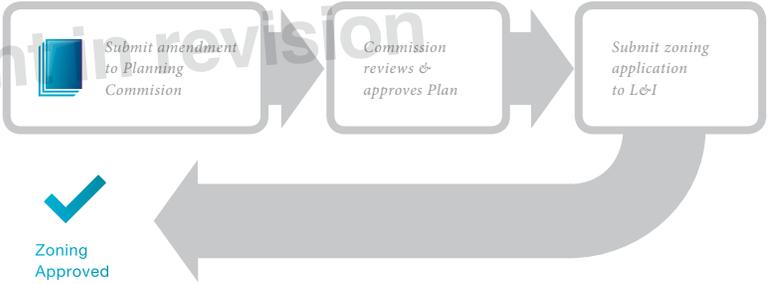
mapped according to a Master Plan.

- If you are proposing to build in accordance with the plan of development, then the process is the same as a by-right project.

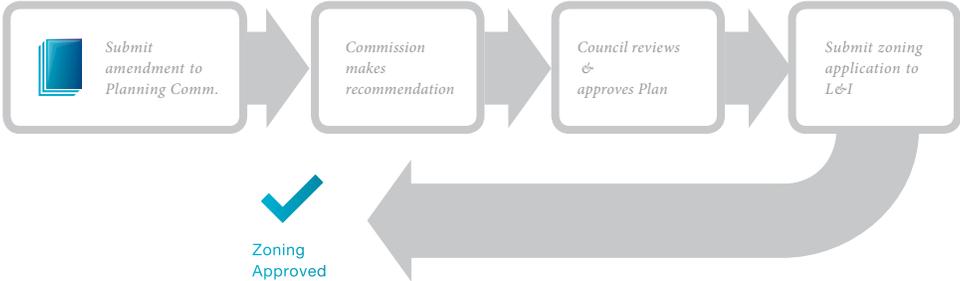


- If you are proposing a minor amendment to the Master Plan (such as a change in land use that is permitted in the district or minor deviation from the building, parking, landscape or open area dimensions indicated on the adopted Master Plan), the Commission may approve your amendment to the Master Plan if you satisfy the criteria established in §14-304(3). After the Commission approves the Master Plan amendment, future zoning applications must comply with the amended Plan.

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- If you are proposing a major amendment to an existing Master Plan or proposing a new Master Plan district, City Council must legislatively approve the changes to your plan. See §14-304(3) for City Council's approval process.



THE BASICS

EVEN THE MOST COMPLEX PROJECTS DESERVE A SIMPLE OVERVIEW

! FOR MORE INFORMATION
Please consult Chapter 3 for more details on As-of-Right projects.

6. Subdivisions

If you want to subdivide or combine parcels, the Commission must approve your subdivision plan. If you want to obtain zoning approval for site development at the same time as the subdivision approval, L&I can conduct its zoning review concurrently, but it cannot issue a final zoning approval until 1) you have registered your deeds with the Department of Records and 2) the Board of Revision of Taxes has established tax accounts for each parcel. See §14-304(6) and §14-304(7) for detailed procedures.

! FOR MORE INFORMATION
Please consult Chapter 11 for more details on projects that require a new or repaired sign



7. Zoning Text or Map Amendment

Amendments to the zoning text or official zoning map require legislative action by City Council and the Mayor's approval. Creation of new Master Plan Districts falls within this category. See §14-304(2) for more details on zoning text or map amendments procedures.

The Commission advises City Council on proposed zoning amendments. To streamline the process and improve outcomes, the ZAM recommends a preliminary visit with the Commission to discuss your proposed amendment. The Commission and City Council staff will translate your proposal into draft legislation and the Commission will hold hearings before City Council's final decision to adopt the amendment.



Once the zoning amendments are in place, you can pursue the zoning approval for your project as described above under As-of-Right.

8. Signage

If you are building a new store or have purchased a business and are moving into an existing retail space and want to put up a sign, you must comply with the provisions of Chapter 14-900 of the Zoning Code. L&I recommends obtaining zoning approval for your sign at the same time as your use or building. However, if you are not ready with your sign proposal at the same time as the rest of your zoning proposal, L&I will issue a stand-alone zoning permit just for your sign at a later date. This will add additional cost to your project.

The zoning approval process for a sign is largely the same as the As-of-Right process (if your sign complies with the standards of the zoning code), or the Variance process (if your sign does not comply).

As-of-Right



Variance



How does the Zoning Process Intersect with Special Historic Commission and Civic Design Review Procedures?

1. Civic Design Review

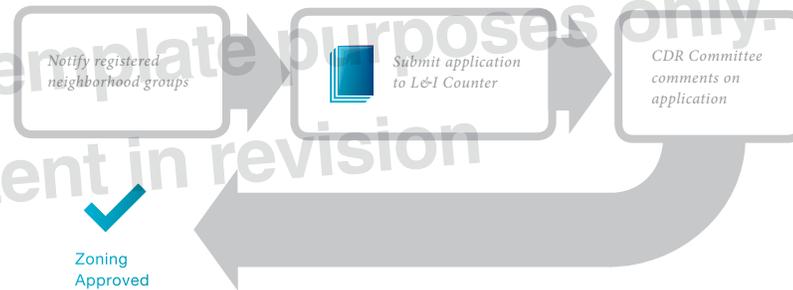
Civic Design Review is carried out by a subcommittee of the Commission (the Civic Design Review Committee), which

THE BASICS

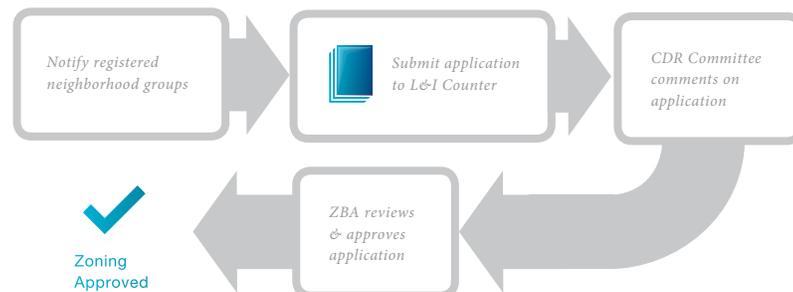
EVEN THE MOST COMPLEX PROJECTS DESERVE A SIMPLE OVERVIEW

evaluates the impacts of major projects on the public realm. This review is based on the design guidelines listed in the Commission's regulations. A primary purpose of Civic Design Review is to enable the public to meet with the developer to discuss how major projects will impact their neighborhoods and to collaborate on potential design improvements. The zoning applicant has the responsibility of notifying registered community organizations (on a list maintained by the Commission) after submitting the zoning application to L&I. For projects that also require Zoning Board approval (i.e. variances or special exceptions), Civic Design Review must occur prior to the Zoning Board hearing (see §14-304(5)).

"As-of-Right"



"Zoning Board Approval"



2. Historic Property Construction, Alteration or Demolition

The Historical Commission must approve all construction, alteration and demolition activities that are proposed for historically-designated properties in historic districts before L&I can issue a building permit (see §14-903). Even though Historical Commission approval is not required before your zoning permit, early Historical Commission approval is recommended so that any historic preservation issues are identified early in the concept and design stage of your project.



2. Historic District Designations

A property owner may seek to have his neighborhood area designated as a historic district to promote historic preservation. The Commission must review and comment on the proposed creation of a historic district. The Historical Commission will take the Commission's recommendations into account when it decides whether to approve or disapprove the designation. (See §14-1002(2) for criteria for designation.)

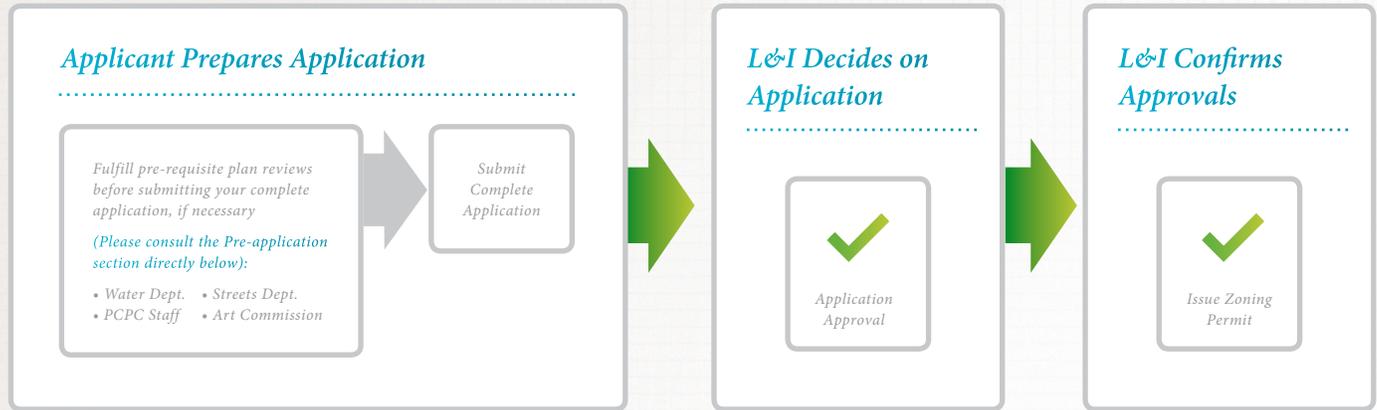
Historic district designation requires all future alterations and demolitions to buildings within the district to get Historical Commission approval, as described above.

How long does zoning approval take?

The total start-to-finish time for the zoning process depends on your project. At the low end of the spectrum, a by-right project will be reviewed and approved within 30 calendar days (although many permits for simple projects, such as decks, can be approved in as little as one day). At the upper end of the spectrum, the total zoning process can take 120 days to complete, on average, if your project requires Zoning Board approval.

AN OVERVIEW OF THE ZONING PROCESS

BY-RIGHT | BELOW CDR THRESHOLDS



! PRE-APPLICATION

Before you submit your application to L&I, you must complete any applicable pre-requisite plan reviews. Reviews may include the Water Dept., Streets Dept., PCBC Staff, and Art Commission.

L&I offers pre-application consultation services to guide you through this step. [To contact them, please call (215) 686-2471]

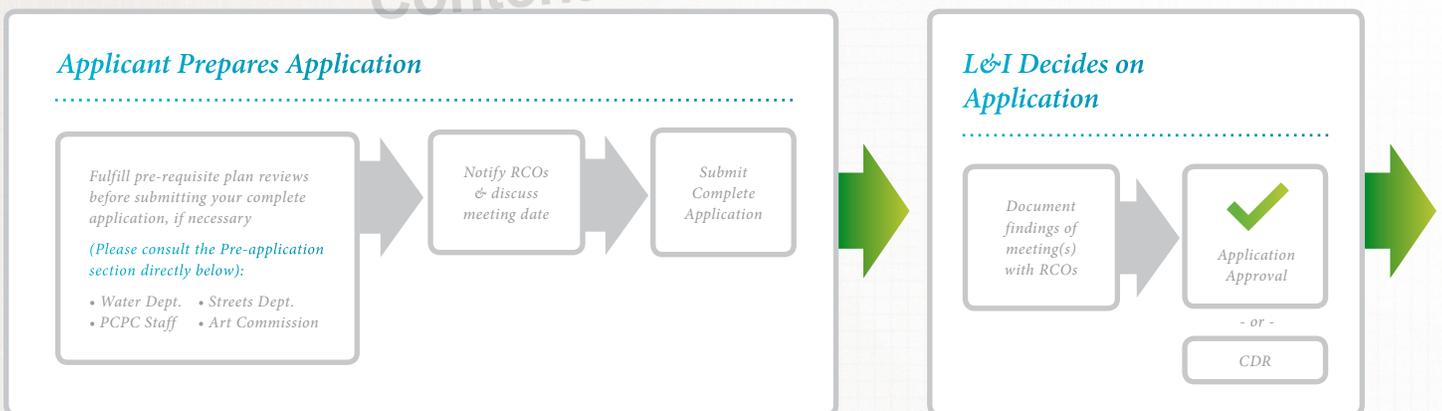
! 30 DAYS

L&I will review your application to verify compliance with the zoning code. L&I will make its decision within 30 days.

! FINISH

GRAPHIC DESIGN DRAFT
For template purposes only.
Content in revision

BY-RIGHT | EXCEEDS CDR THRESHOLDS



! PRE-APPLICATION

Notify Registered Community Organizations (RCOs) that your project requires Civic Design Review (CDR). You must meet with the RCOs to discuss your project within 21 days of the notification.

You must also complete any applicable pre-requisite plan reviews before you submit your application to L&I. Reviews may include the Water Dept., Streets Dept., PCBC Staff, and Art Commission.

L&I offers pre-application consultation services to guide you through this step. [To contact them, please call (215) 686-2471]

! 30 DAYS

L&I will review your application to verify compliance with the zoning code. L&I will make its decision within 30 days.

In addition, the CDR Committee will convene an informal meeting 30 days after your application submittal to review your application plan. Please submit the findings of your meeting(s) with the RCOs at least one week before the CDR Committee meeting.

GRAPHIC DESIGN DRAFT
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*CDR Committee,
PCPC and/or
ZBA Actions*

2nd CDR
(optional)



*L&I Confirms
Approvals*



Issue Zoning
Permit

! 60 DAYS

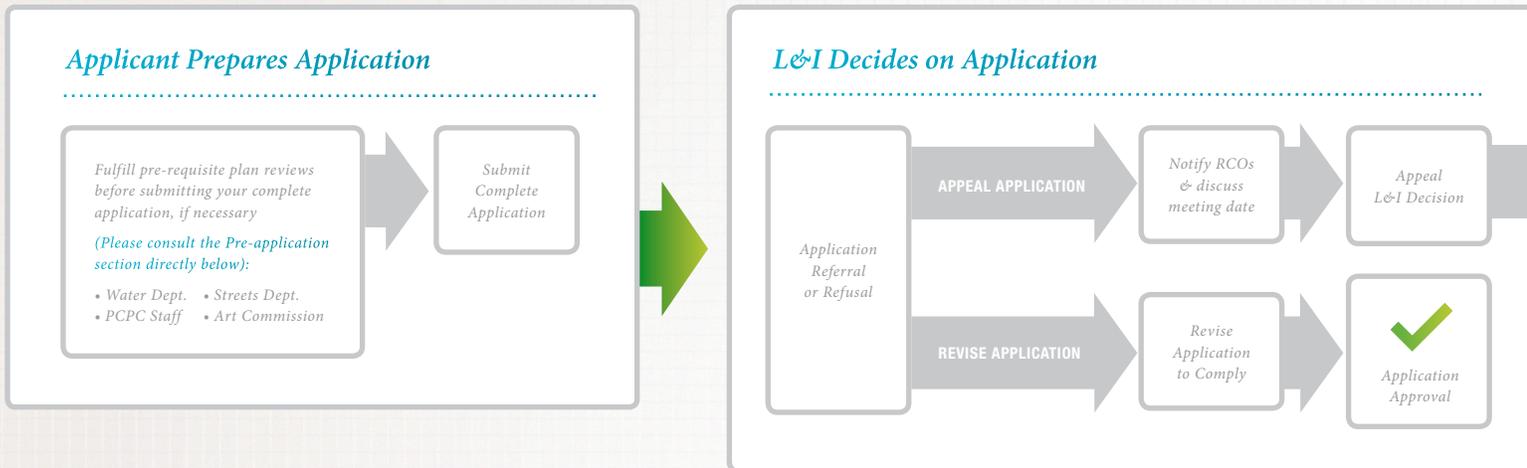
The CDR Committee may opt to hold a second CDR meeting to review changes to the application plan, if applicable.

The CDR Committee must make its final recommendation within 15 days of its last meeting date.

! FINISH

AN OVERVIEW OF THE ZONING PROCESS

NOT BY-RIGHT | BELOW CDR THRESHOLDS



! PRE-APPLICATION

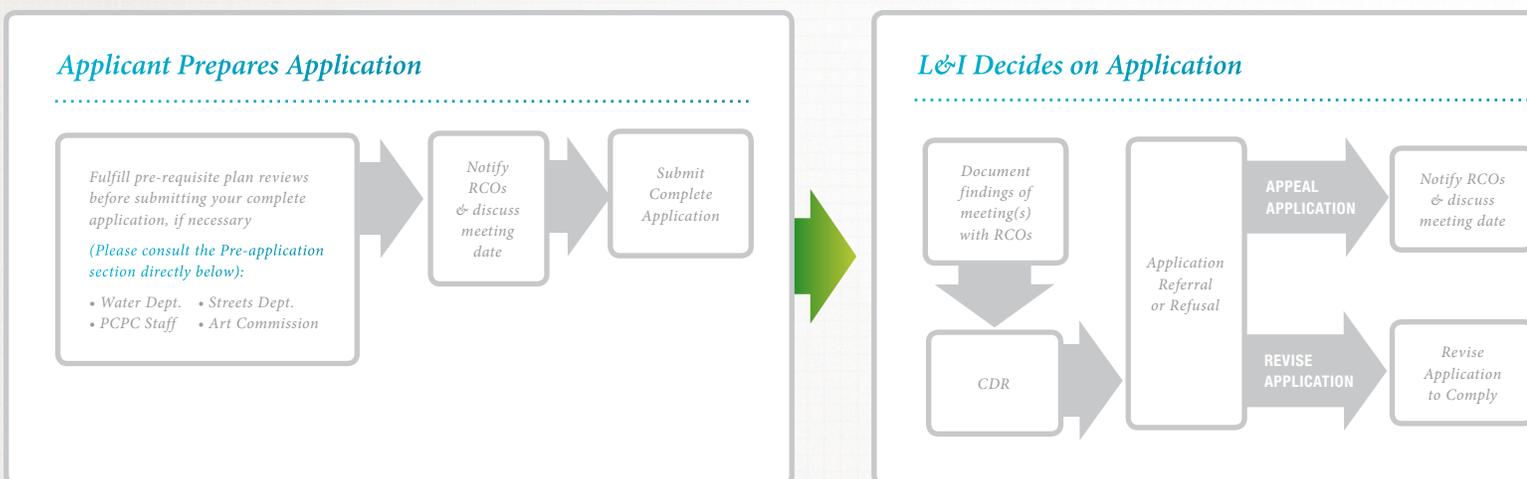
You must also complete any applicable pre-requisite plan reviews before you submit your application to L&I. Reviews may include the Water Dept., Streets Dept., PCBC Staff, and Art Commission.

L&I offers pre-application consultation services to guide you through this step. [To contact them, please call (215) 686-2471]

! 30 DAYS

L&I will decide on your application within 30 days by issuing either a referral for conditional use and regulated projects, or else a refusal for variances.

NOT BY-RIGHT | EXCEEDS CDR THRESHOLDS



! PRE-APPLICATION

Notify Registered Community Organizations (RCOs) that your project requires Civic Design Review (CDR). You must meet with the RCOs to discuss your project within 21 days of the notification.

You must also complete any applicable pre-requisite plan reviews before you submit your application to L&I. Reviews may include the Water Dept., Streets Dept., PCBC Staff, and Art Commission.

L&I offers pre-application consultation services to guide you through this step. [To contact them, please call (215) 686-2471]

! 30 DAYS

L&I will review your application to verify compliance with the zoning code. L&I will make its decision within 30 days.

In addition, the CDR Committee will convene an informal meeting 30 days after your application submittal to review your application plan. Please submit the findings of your meeting(s) with the RCOs at least one week before the CDR Committee meeting.

CDR Committee, PCPC and/or ZBA Actions

Document findings of meeting(s) with RCOs

PCPC Recommendation

ZBA Decision

L&I Confirms Approvals

Issue Zoning Permit

! 40 DAYS (REVISE)

Revise the application to comply with the code. L&I will review, approve and issue your permit within 30 days.

! 60 DAYS (APPEAL)

First, notify the Registered Community Organizations (RCOs) of your intent to appeal. You must schedule a meeting with them within 3 weeks of notification.

Then, file an appeal with the ZBA within 30 days of L&I's referral or refusal of your application.

! 120 DAYS (APPEAL ONLY)

ZBA holds a hearing 60 days (on avg) after the date of the appeal. The PCPC may also hold a preliminary hearing and make a recommendation to the ZBA.

Submit findings of your meeting(s) with RCOs at least one week before the first scheduled hearing.

CDR Committee, PCPC and/or ZBA Actions

Appeal L&I Decision

2nd CDR (optional)

Document findings of meeting(s) with RCOs

PCPC Recommendation

ZBA Decision

L&I Confirms Approvals

Issue Zoning Permit

! 40 DAYS (REVISE)

Revise the application to comply with the code. L&I will review, approve and issue your permit within 30 days.

! 60 DAYS (APPEAL)

First, notify the Registered Community Organizations (RCOs) of your intent to appeal. You must schedule a meeting with them within 3 weeks of notification.

Then, file an appeal with the ZBA within 30 days of L&I's referral or refusal of your application.

! 60 DAYS (REVISE AND APPEAL)

The CDR Committee may opt to hold a second CDR meeting to review changes to the application plan, if applicable.

The CDR Committee must make its final recommendation within 15 days of its last meeting date.

! 120 DAYS

ZBA holds a hearing 60 days (on avg) after the date of the appeal. The PCPC may also hold a preliminary hearing and make a recommendation to the ZBA.

Submit findings of your meeting(s) with RCOs at least one week before the first scheduled hearing.

GRAPHIC DESIGN DRAFT
For template purposes only.
Content in revision

MY PROJECT IS AS-OF-RIGHT

JUST ONE GO-AHEAD AND YOU'RE GOOD TO GO.



YOU COMPLY:

L&I has determined that your application complies with the zoning code. L&I will approve and issue your permit, which will be valid for 3 years. Within this timeframe, you need to obtain your building permit from L&I and start construction or your zoning permit will expire. You can ask for 1 one-year extension if you need more than 3 years to begin your construction project.



YOU DON'T COMPLY:

If L&I determines that your proposal does not satisfy the zoning code, it will issue a refusal to your application. You have two options:

Option 1:

Revise your application to bring it into compliance.

Option 2:

Appeal L&I's decision before the Zoning Board of Adjustment and request a variance.

If you choose option 2, jump to Chapter 6 (Variances).

In this Chapter, you will learn how to obtain approval of an As-of-Right project, as well as which projects are not As-of-Right.

How to Seek "As-of-Right" Status: The Step-by-Step Process

In this Chapter, you will learn how to obtain approval of an As-of-Right project, as well as which projects are not As-of-Right.

Step 1.

Apply for a zoning permit at the Department of Licenses & Inspections (L&I). Make sure that you bring all of the application submittals on the checklist below.

Step 2.

L&I will confirm whether your project needs Civic Design Review. If the project needs Civic Design Review, L&I cannot deem your application as complete until you follow the process outlined in Chapter 10. Complete Chapter 10 before you continue on to Step 3.

Step 3.

L&I will confirm that you have satisfied all of the zoning provisions of the base district and any applicable overlay districts in which your project lies.

Process Checklist

1. Permit or No Permit?

To start, let's see if you even need a permit. Answer YES to any of these conditions and the answer is YES.

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | New construction and additions |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Alterations that result in a change in gross floor area |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Carports, detached private garages, greenhouses and rear yard sheds for homes that are larger than 120 square feet or higher than 8 feet |

What if I am not doing any construction and only changing my land use?

Apply for a use registration permit. The application form is available online at <http://www.phila.gov/li/UpdDocs/zoningapplication.pdf> and the fee is \$125 per use. If L&I confirms that the zoning code permits the proposed use as-of-right in the base and overlay zoning districts, L&I will issue the use registration permit, which will be valid for 6 months. If the code does not permit the use as-of-right, L&I will issue a refusal to your application. You can appeal to the Zoning Board for a use variance. See Chapter 5 (Variances) for more details on this process.

- Yes No Installation of a fence that exceeds the height limits established by the Zoning Code
- Yes No Construction of a deck higher than 12” above ground
- Yes No Creation of off-street parking or reconfiguration of existing parking
- Yes No Change of a use of a property

2. What application submittals?

You will need the following in order to complete your application.

General Requirements:

- Application Form (1 copy)
 - Available online at <http://www.phila.gov/li/UpdDocs/zoningapplication.pdf>
- Plot Plan (NOT REQUIRED if only a change of a use) (6 copies)
 - Professional seal not required
 - Scale 1”=10’, 20’, 40’, 50’, 60’ or 100’
 - Minimum Sheet Size = 11” x 17” | Maximum Sheet Size = 24” x 36”
- Elevation Drawings (6 copies)
 - New construction, additions and alterations
- Sky Plane Compliance Materials (see Appendix B for guidelines)
 - Lots located in the “Sky Plane Control Area” of the Center City (/CTR) Overlay District
- Philadelphia Water Department Approval
 - Conceptual plan review for earth disturbances > 5,000 square feet

MY PROJECT IS AS-OF-RIGHT

JUST ONE GO-AHEAD AND YOU'RE GOOD TO GO.

- Conceptual plan review for projects in the Wissahickon Watershed Overlay District
- Required stream buffers for projects immediately adjacent to Delaware and Schuylkill Rivers, the Poquessing Creek, the Byberry Creek, Walton Run, the Pennypack Creek, Wooden Bridge Run, the Tacony-Frankford Creek, the Wissahickon Creek, the Darby Creek, Cobbs Creek and Indian Creek.
- Commission Approval
 - Engineering controls for projects on steep slopes
 - Impervious coverage limits for projects in the Wissahickon Watershed Overlay District
 - Flood management controls for projects located within a 100-year floodplain
 - Projects located in a Master Plan District: SP-INS, SP-ENT, SP-STA, RMX-1, RMX-2
 - Wireless telecommunication towers
 - Parking garages in the RMX-3, CMX-4 and CMX-5 Districts
 - Subdivisions
- Streets Dept Approval
 - Review of revisions to streets on the official City Plan, including additions and removals of streets
 - Reviews of driveways, loading docks, curb cuts, parking lots and garages, sidewalks, curb bump-outs, lay-by-lanes, street signals, street lighting and paving
 - Reviews of encroachments, projections and architectural embellishments (such as projecting signs, awnings, bay windows) over the public right-of-way
- Art Commission Approval
 - Structures or fixtures that extend over any highway, stream, lake, square, park or other public place in the City
- Historical Commission
 - Construction, alteration and demolition of historically-designated properties in historic districts

Important Contacts

Licenses & Inspections

Municipal Services Building
1401 JFK Boulevard.
Concourse Level
215.686.2576
www.phila.gov/li

Planning Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.4615
www.philaplanning.org

Philadelphia Water Department

Aramark Tower
1101 Market Street, 2nd Fl
215.685.6387
www.phillyriverinfo.org

Streets Department

Municipal Services Building
1401 JFK Boulevard, Rm 830
215.686.5578
www.phila.gov/streets

Art Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.2095
ww.phila.gov/visitors/arts

3. What fees?

Zoning Fee:

- \$30.00 Single- or two-family residences
- \$125.00 Parcels 30,000 square feet or less
- \$250.00 Parcels more than 30,000 square feet

Use Registration Fee:

- \$ _____.00 ____ registered uses X \$125.00 per registered use

4. Notify and Meet With Registered Community Groups?

- Yes No

5. Public Notice: How and When?

- Yes No

6. Must I attend a public hearing?

- Yes No Zoning Board of Adjustment
- Yes No Planning Commission
- Yes No Art Commission (If deemed necessary by Art Commission staff, or cannot be approved administratively)

MY PROJECT IS AS-OF-RIGHT

JUST ONE GO-AHEAD AND YOU'RE GOOD TO GO.

7. How do I find out about....

Here are some helpful resources to consult on the more complicated aspects of your project:

The Zoning for My Property

Look up the base zoning and any applicable overlay district for your parcel using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

PWD Conceptual Plan Review

PWD must approve your stormwater management controls. You can find PWD's online Conceptual Plan Review application at www.phillyriverinfo.org. This site also contains PWD's Stormwater Management Guidance Manual, which defines earth disturbance.

Wissahickon Watershed Overlay

Section 14-509(5) of the Zoning Code describes the impervious coverage limits within the overlay. You can see if your parcel is in this overlay by using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

Steep Slopes and Stream Buffers

Sections 14-706(2) and 14-706(5) describes the development restrictions on steep slopes and along stream buffers. You can see if there are steep slopes on your parcel using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

100-year floodplain

The Flood Emergency Management Agency (FEMA) publishes floodplain maps. You can reference the FEMA maps on file at the Commission and at the public library.



A SPECIAL EXCEPTION APPROVAL

HOW YOUR PROJECT GOES FROM "IF..." TO "OF COURSE."



YOU COMPLY:

L&I has determined that your application complies with the zoning code and that your proposed use requires a special exception. L&I will issue you a referral to the Zoning Board.



YOU DON'T COMPLY:

If L&I determines that your proposal does not satisfy the zoning code, it will issue a refusal to your application. You have two options:

Option 1:

Revise your application to bring it into compliance.

Option 2:

Appeal L&I's decision before the Zoning Board and request a variance. If you choose Option 2, jump to Chapter 5

In this chapter, you will learn about special exception permits. Specifically, you will learn about the criteria, requirements and approval process necessary for receiving a special exception permit for your project.

The Step-by-Step Process

Step 1.

Confirm that your project use requires a special exception by referring to the use tables in §14-602 of the Zoning Code and check to see if it meets the criteria for a special exception in § 14-304(4).

Step 2.

Apply for a zoning permit at the Department of Licenses & Inspections (L&I). Make sure that you bring all of the application submittals on the checklist below.

Step 3.

L&I will confirm whether your project needs Civic Design Review. If you need Civic Design Review, L&I cannot deem your application as complete until you follow the process outlined in Chapter 10. Complete Chapter 10 before you continue on to Step 4.

Step 4.

L&I will confirm that you have satisfied all of the zoning provisions of the base district and any applicable overlay districts in which your project lies.

Step 5

Send early notice to the Registered Community Organizations (RCOs) in your project's area about your special exception application. Planning Commission maintains the registry and can provide you contact information. Schedule a time to meet with the RCOs to discuss your application no later than 21 days from date of notification, but before the ZBA hearing.

Step 6

Submit a Petition to Appeal to the Zoning Board within 30 days of L&I's referral. Visit L&I's Board Administration Unit to obtain the Petition to Appeal form. Remember to submit an original signed

Do you meet all Special Exception Criteria?

If you can answer yes to all the criteria listed below, then the answer is YES.

My project is consistent with the comprehensive plan for the city, any adopted area redevelopment plan, and any other adopted plans for the area where the property is located; *AND*

My project complies with all applicable Use-Specific Standards in §14-603; *AND*

My project will not substantially increase congestion in the public streets or transportation systems; *AND*

My project will not overcrowd the land or create an undue concentration of population; *AND*

My project will not impair an adequate supply of light and air to adjacent property; *AND*

My project will not unduly burden water, sewer, school, park or other public facilities; *AND*

My project will not impair or permanently injure the use of adjacent conforming properties; *AND*

My project will not increase the danger of fire or otherwise endanger the public health or safety.

copy of L&I's referral and the Zoning Board filing fee with your Petition to Appeal.

Step 7.

Satisfy the public notice requirements by posting a sign at least 21 days before your Zoning Board appeal hearing. See Chapter 12 for recommended sign posting procedures.

Step 8.

Document the findings of your meeting(s) with the RCOs and send them to the Zoning Board at least 1 week before your scheduled hearing.

Step 9.

Attend the scheduled Zoning Board hearing for your application. If you meet the criteria for special exception, the Zoning Board will approve your special exception in a Notice of Decision. The Zoning Board may attach conditions on your application to make sure that you comply with the code and satisfy the special exception criteria.

Step 10.

Fulfill the Zoning Board conditions, if any, and return to L&I within 1 year of the Notice of Decision to receive your permit. Your permit will be valid for 3 years. Within this timeframe, you need to obtain your building permit from L&I and start construction or your zoning permit will expire. You can ask for 1 one-year extension if you need more than 3 years to begin your construction project.

Process Checklist:

1. Permit or No Permit?

To start, let's see if you even need a permit. Answer YES to any of these conditions and the answer is YES.

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | New construction and additions |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Alterations that result in a change in gross floor area |

My Project Needs...

A SPECIAL EXCEPTION APPROVAL

HOW YOUR PROJECT GOES FROM "IF..." TO "OF COURSE."

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Carports, detached private garages, greenhouses and rear yard sheds for homes that are larger than 120 square feet or higher than 8 feet |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Installation of a fence that exceeds the height limits established by the Zoning Code |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Construction of a deck higher than 12" above ground |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Creation of off-street parking or reconfiguration of existing parking |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Change of a use of a property |

2. What application submittals?

You will need the following in order to complete your application.

General Requirements:

- Application Form (1 copy)
 - Available online at <http://www.phila.gov/li/UpdDocs/zoningapplication.pdf>
- Plot Plan (NOT REQUIRED if only a change of a use) (6 copies)
 - Professional seal not required
 - Scale 1"=10', 20', 40', 50', 60' or 100'
 - Minimum Sheet Size = 11" x 17" | Maximum Sheet Size = 24" x 36"
- Elevation Drawings (6 copies)
 - New construction, additions and alterations
- Sky Plane Compliance Materials (see Appendix B for guidelines)
 - Lots located in the "Sky Plane Control Area" of the Center City (/CTR) Overlay District

Additional pre-requisite plan reviews depending on your proposal:

- Philadelphia Water Department Approval
 - Conceptual plan review for earth disturbances > 5,000 square feet
 - Conceptual plan review for projects in the Wissahickon Watershed Overlay District
 - Required stream buffers for projects immediately adjacent to Delaware and Schuylkill Rivers, the Poquessing Creek, the Byberry Creek, Walton Run, the Pennypack Creek, Wooden Bridge Run, the Tacony-Frankford Creek, the Wissahickon Creek, the Darby Creek, Cobbs Creek and Indian Creek
- Commission Approval
 - Engineering controls for projects on steep slopes
 - Impervious coverage limits for projects in the Wissahickon Watershed Overlay District
 - Flood management controls for projects located within a 100-year floodplain
 - Projects located in a Master Plan District: SP-INS, SP-ENT, SP-STA, RMX-1, RMX-2
 - Wireless telecommunication towers
 - Parking garages in the RMX-3, CMX-4 and CMX-5 Districts
 - Subdivisions
- Streets Dept Approval
 - Review of revisions to streets on the official City Plan, including additions and removals of streets
 - Reviews of driveways, loading docks, curb cuts, parking lots and garages, sidewalks, curb bump-outs, lay-by-lanes, street signals, street lighting and paving
 - Reviews of encroachments, projections and architectural embellishments (such as projecting signs, awnings, bay windows) over the public right-of-way

My Project Needs...

A SPECIAL EXCEPTION APPROVAL

HOW YOUR PROJECT GOES FROM "IF..." TO "OF COURSE."

- Art Commission Approval
 - Structures or fixtures that extend over any highway, stream, lake, square, park or other public place in the City
- Historical Commission
 - Construction, alteration and demolition of historically-designated properties in historic districts

3. What fees?

Zoning Fee:

- \$30.00 Single- or two-family residences
- \$125.00 Parcels 30,000 square feet or less
- \$250.00 Parcels more than 30,000 square feet

Use Registration Fee:

- \$ _____ .00 _____ registered uses X \$125.00 per registered use

Zoning Board Appeal Filing Fee:

- \$125.00 Single- or two-family residences
- \$250.00 All other properties
- \$625.00 Accelerated hearing, in addition to fee specified above

4. Notify and Meet With Registered Community Groups?

- Yes No

* Send notification prior to submitting Petition to Appeal to the Zoning Board. Meet within 21 days of notice.

Important Contacts

Licenses & Inspections

Municipal Services Building
1401 JFK Boulevard.
Concourse Level
215.686.2576
www.phila.gov/li

Planning Commission

One Parkway Building
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www.phila.gov/streets

Art Commission

One Parkway Building
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215.683.2095
ww.phila.gov/visitors/arts

5. Public Notice: How and When?

Yes No

*Sign posting required at least 21 calendar days prior to the date of the Zoning Board hearing

6. Must I attend a public hearing?

Yes No Zoning Board of Adjustment

Yes No Planning Commission (If deemed necessary by the Commission staff)

Yes No Art Commission (If deemed necessary by Art Commission staff, or cannot be approved administratively)

7. How do I find out about....

Here are some helpful resources to consult on the more complicated aspects of your project:

The Zoning for My Property

Look up the base zoning and any applicable overlay district for your parcel using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

My Project Needs...

A SPECIAL EXCEPTION APPROVAL

HOW YOUR PROJECT GOES FROM "IF..." TO "OF COURSE."

PWD Conceptual Plan Review

PWD must approve your stormwater management controls. You can find PWD's online Conceptual Plan Review application at www.phillyriverinfo.org. This site also contains PWD's Stormwater Management Guidance Manual, which defines earth disturbance.

Wissahickon Watershed Overlay

Section 14-509(5) of the Zoning Code describes the impervious coverage limits within the overlay.

Steep Slopes and Stream Buffers

Sections 14-706(2) and 14-706(5) describes the development restrictions on steep slopes and along stream buffers.

100-year floodplain

The Flood Emergency Management Agency (FEMA) publishes floodplain maps. You can reference the FEMA maps on file at the City Planning Commission and at the public library.

More information on the ZBA appeal process

See the Zoning Board's info sheet at <http://www.phila.gov/li/UpdDocs/Instructions%20on%20how%20to%20appeal.pdf>

GRAPHIC DESIGN DRAFT
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Content in revision



SIG

CO

A REGULATED USE APPROVAL

REGULATED USE. USED PROPERLY.

Regulated use list:

Adult-oriented merchandise, adult-oriented service, check-cashing, drug paraphernalia, pawnshops, payday lenders, detention and correctional facilities, and gun shops.

In this chapter, you will learn about regulated uses. Specifically, you will learn about the criteria, requirements and approval process necessary for receiving a permit for a regulated for your project.

The Step-by-Step Process

Step 1.

Confirm that your use is regulated by checking §14-603(10). You must satisfy the spacing requirements of this section

My regulated use is NOT WITHIN.....

- 1,000 feet of another regulated use
- 500 feet of any R zoning district
- 1,000 feet of any SP-ENT (Entertainment Special Purpose) District
- 500 feet of a protected use:
 - Churches, monasteries, chapels, synagogues, convents, rectories, etc.
 - Religious article and religious apparel stores
- Residential homes
- Hotels and convention/civic centers
- Schools, up to 12th grade and their recreation areas
- Public playgrounds, swimming pools, parks and libraries

Step 2.

Determine if your regulated use is permitted as-of-right, permitted by special exception or prohibited in your zoning district.

- If permitted as-of-right, jump to Chapter 2.
- If permitted by special exception, jump to Chapter 3.
- If prohibited, you must seek a variance from the Zoning Board. Jump to Chapter 5.



MY PROJECT NEEDS A VARIANCE

WHEN YOUR PROJECT IS THE EXCEPTION TO THE RULE

IS MY PROJECT ELIGIBLE FOR THE ZONING BOARD FAST TRACK PROCESS?

If your proposal is a relatively minor variance from the code, your appeal may be eligible for the Fast Track variance process, meaning that your case can be scheduled for the beginning of the hearing and the Zoning Board will likely approve your request as long as (1) the Commission has no objection, (2) there is no public opposition, and (3) there is no opposition from the District Councilperson. For more information, go to http://www.phila.gov/li/upddocs/ZBA_FastTrack.pdf.

In this chapter, you will learn about variances — that is approval for a project that does not conform exactly to Philadelphia’s Zoning code. Specifically, you will learn about the criteria, requirements and approval process necessary for receiving a variance for your project.

The Step-by-Step Process

Step 1.

Apply for a zoning permit at the Department of Licenses & Inspections (L&I). Make sure that you bring all of the application submittals on the checklist below.

Step 2.

L&I will confirm whether your project needs Civic Design Review. If you need Civic Design Review, L&I cannot deem your application as complete until you follow the process outlined in Chapter 10. Complete Chapter 10 before you continue on to Step 3.

Step 3.

L&I evaluates your application against all of the zoning provisions of the base district and any applicable overlay districts in which your project lies. L&I determines that your proposal does not satisfy the zoning code and issues a refusal to your application.

Option 1

- Revise your application to bring it into compliance. If you choose this option, jump to Chapter 2, Step 3.

Option 2

- Appeal L&I’s decision before the Zoning Board of Adjustment and request a variance. If you choose Option 2, continue to Step 4.

Step 4.

Send early notice to the Registered Community Organizations (RCOs) in your project's area about your variance application. Planning Commission maintains the registry and can provide contact information. Schedule a time to meet with the RCOs to discuss your application no later than 21 days from date of notification, but before the ZBA hearing.

Step 5.

Submit a Petition to Appeal to the Zoning Board within 30 days of L&I's refusal. Visit L&I's Board Administration Unit to obtain the Petition to Appeal form. Remember to submit an original signed copy of L&I's refusal and the Zoning Board filing fee with your Petition to Appeal.

Step 6.

Satisfy the public notice requirements by posting a sign at least 21 days before your Zoning Board appeal hearing. See Chapter 12 for recommended sign posting procedures.

Step 7.

Document the findings of your meeting(s) with the RCOs and send them to the Zoning Board at least 1 week before the first hearing scheduled for your project (either the Commission or the Zoning Board).

Step 8.

Attend public hearings that have been scheduled for your project:

In SOME cases... The Commission will review your application at a public meeting if deemed necessary by the Commission's staff. The Commission will forward its recommendations to the Zoning Board for consideration.

In ALL cases... Attend the Zoning Board hearing for your application. If you meet the criteria for variances (see §14-204(8)), the Zoning Board will approve your variance in a Notice of Decision. Note that dimensional variances are limited to 25% of the zoning district dimensional standards. The Zoning Board may attach conditions on your application to make sure you satisfy the variance criteria.

MY PROJECT NEEDS A VARIANCE

WHEN YOUR PROJECT IS THE EXCEPTION TO THE RULE

Step 9.

Fulfill the Zoning Board conditions, if any, and return to L&I within 1 year of the Notice of Decision to receive your permit. Your permit will be valid for 3 years. Within this timeframe, you need to get your building permit from L&I and start construction your zoning compliance permit will expire. You can ask for 1 one-year extension if you need more than 3 years to begin your construction project.

Process Checklist

1. Permit or No Permit?

To start, let's see if you even need a permit. Answer YES to any of these conditions and the answer is YES.

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | New construction and additions |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Alterations that result in a change in gross floor area |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Carports, detached private garages, greenhouses and rear yard sheds for homes that are larger than 120 square feet or higher than 8 feet |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Installation of a fence that exceeds the height limits established by the Zoning Code |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Construction of a deck higher than 12" above ground |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Creation of off-street parking or reconfiguration of existing parking |

2. What application submittals?

You will need the following in order to complete your application.

General Requirements:

- Application Form (1 copy)

- Available online at <http://www.phila.gov/li/UpdDocs/zoningapplication.pdf>

Plot Plan (NOT REQUIRED if only a change of a use)
(6 copies)

- Professional seal not required
- Scale 1"=10', 20', 40', 50', 60' or 100'
- Minimum Sheet Size = 11" x 17" | Maximum Sheet Size = 24" x 36"

Elevation Drawings (6 copies)

New construction, additions and alterations

Sky Plane Compliance Materials (see Appendix B for guidelines)

Conceptual plan review for earth disturbances > 5,000 square feet

Conceptual plan review for projects in the Wissahickon Watershed Overlay District

Required stream buffers for projects immediately adjacent to Delaware and Schuylkill Rivers, the Poquessing Creek, the Byberry Creek, Walton Run, the Pennypack Creek, Wooden Bridge Run, the Tacony-Frankford Creek, the Wissahickon Creek, the Darby Creek, Cobbs Creek and Indian Creek

Commission Approval

Engineering controls for projects on steep slopes

Impervious coverage limits for projects in the Wissahickon Watershed Overlay District

Flood management controls for projects located within a 100-year floodplain

Projects located in planned development district: SP-INS, SP-ENT, SP-STA, RMX-1, RMX-2

Wireless telecommunication towers

Parking garages in the RMX-3, CMX-4 and CMX-5 Districts

Subdivisions

Streets Dept Approval

Review of revisions to streets on the official City Plan, including additions and removals of streets

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Content in review

MY PROJECT NEEDS A VARIANCE

WHEN YOUR PROJECT IS THE EXCEPTION TO THE RULE

Reviews of encroachments, projections and architectural embellishments (such as projecting signs, awnings, bay windows) over the public right-of-way

Art Commission Approval

Structures or fixtures that extend over any highway, stream, lake, square, park or other public place in the City

Historical Commission

Construction, alteration and demolition of historically-designated properties in historic districts

*OPTIONAL at the zoning permit stage, but RECOMMENDED if your property is in an historic district

3. What fees?

Zoning Fee:

- \$30.00 Single- or two-family residences
 \$125.00 Parcels 30,000 square feet or less
 \$250.00 Parcels more than 30,000 square feet

Use Registration Fee:

\$ _____.00 ____ registered uses X \$125.00 per registered use

Zoning Board Appeal Filing Fee:

- \$125.00 Single- or two-family residences
 \$250.00 All other properties
 \$625.00 Accelerated hearing, in addition to fee specified above

4. Notify and Meet With Registered Community Groups?

Yes No

* Send notification prior to submitting Petition to Appeal to the Zoning Board. Meet within 21 days of notice

Important Contacts

Licenses & Inspections

Municipal Services Building
1401 JFK Boulevard.
Concourse Level
215.686.2576
www.phila.gov/li

Planning Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.4615
www.philaplanning.org

Philadelphia Water Department

Aramark Tower
1101 Market Street, 2nd Fl
215.685.6387
www.phillyriverinfo.org

Streets Department

Municipal Services Building
1401 JFK Boulevard, Rm 830
215.686.5578
www.phila.gov/streets

Art Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.2095
www.phila.gov/visitors/arts

5. Public Notice: How and When?

Yes No

*Sign posting required at least 21 calendar days prior to the date of the Zoning Board hearing

6. Must I attend a public hearing?

Yes No Zoning Board of Adjustment

Yes No Planning Commission (If deemed necessary by the Commission staff)

Yes No Art Commission (If deemed necessary by Art Commission staff, or cannot be approved administratively)

7. How do I find out about...

The Zoning for My Property

Look up the base zoning and any applicable overlay district for your parcel using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>

PWD Conceptual Plan Review

PWD must approve your stormwater management controls. You can find PWD's online Conceptual Plan Review application at www.phillyriverinfo.org. This site also contains PWD's Stormwater Management Guidance Manual, which defines earth disturbance.

Wissahickon Watershed Overlay

Section 14-411(4) describes the impervious coverage limits within the overlay. You can see if your parcel is in this overlay by using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

MY PROJECT NEEDS A VARIANCE

WHEN YOUR PROJECT IS THE EXCEPTION TO THE RULE

Steep Slopes

Section 14-604(5) describes the development restrictions on steep slopes. You can see if there are steep slopes on your parcel using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

Perennial / Intermittent Water Course

Section 14-604(6) lists the perennial and intermittent water courses in the City

100-year floodplain

The Flood Emergency Management Agency (FEMA) publishes floodplain maps. You can reference the FEMA maps on file at the City Planning Commission and at the public libraries.

Center City Overlay District

Section 14-402(9)(b) shows the areas included in the façade review area. You can see if your parcel is in this overlay by using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

Neighborhood Conservation Overlay District

Section 14-404 shows the boundaries of this district and details the design guidelines. You can see if your parcel is in this overlay by using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

Art Commission Review Areas

Sections 14-402(7) and 14-805(7) shows the boundaries of the areas where Art Commission must review your signs. Section 14-402(9) shows the boundaries of the areas where Art Commission must evaluate all construction. You can see if your parcel is in this overlay by using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

More information on the ZBA appeal process

See the ZBA's info sheet at <http://www.phila.gov/li/UpdDocs/Instructions%20on%20how%20to%20appeal.pdf>



MY PROJECT IS IN A MASTER PLAN DISTRICT

PLAN ON STICKING TO THE PLAN



YES, MINOR AMENDMENT

The Commission will approve the amendment and may attach conditions to ensure that it complies with the zoning district standards and approved Master Plan.



NOT A MINOR AMENDMENT

The Commission will refer the proposed amendment, with its recommendations, to City Council. Your amendment will not be effective unless approved by City Council by ordinance and the Mayor.

Specific approval is required to build in the areas that fall within any master plan. In this chapter, you will learn about the criteria, requirements, and process necessary for receiving approval to amend your Master Plan.

The Step-by-Step Process

If you are proposing to build in accordance with an adopted Master Plan, then the process is the same as a by-right project. Go to Chapter 2.

If you are proposing a major amendment to an adopted Master Plan or proposing to map a new Master Plan District, then the process is the same as a zoning text/map amendment. Go to Chapter 9. See §14-304(3) for activities that constitute a “major amendment”, such as proposing a land use that is not allowed in the district or proposing to deviate significantly from the building, parking, landscape or open area dimensions of the adopted Master Plan.

If you are proposing a minor amendment to an existing Master Plan:

Step 1.

Submit your draft amendments to the Master Plan to the Commission.

Step 2.

The Commission will schedule a public meeting. At least 15 days prior to the meeting, the Commission will post a newspaper notice.

Step 3.

Attend the scheduled public meeting to present your plans. The Commission will determine if you meet the criteria for a minor amendment to Master Plans (see §14-304(3)):

Important Contacts

Planning Commission
One Parkway Building
1515 Arch Street, 13th Fl
215.683.4615
www.philaplanning.org

Process Checklist

1. What submittals?

Written description of your amendment proposal

2. What fees?

Yes None

3. Notify and Meet With Registered Community Groups?

Yes No

4. Public Notice: How and When?

Yes No

5. Must I attend a public hearing?

Yes No Planning Commission

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My Project Needs...

MY PROJECT NEEDS A MINOR SUBDIVISION APPROVAL

HOW LOT ADJUSTMENT BECOMES A MAJOR IMPROVEMENT

WHEN DO I NEED A SUBDIVISION PLAT APPROVAL?

The Plat Approval process and the subdivision standards in §14-710 apply to a subdivision of a lot into 3 or more lots. A subdivision of a lot into 2 lots, the combination or reconfiguration of previously subdivided lots, or the relocation of lot lines may be approved by Commission staff in the Minor Subdivision and Land Development Review Process (see Chapter 7).

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MY PROJECT NEEDS A MAJOR SUBDIVISION APPROVAL

HOW SUBDIVISIONS ADD UP

WHEN DO I NEED A SUBDIVISION PLAT APPROVAL?

The Plat Approval process and the subdivision standards in §14-710 apply to a subdivision of a lot into 3 or more lots. A subdivision of a lot into 2 lots, the combination or reconfiguration of previously subdivided lots, or the relocation of lot lines may be approved by Commission staff in the Minor Subdivision and Land Development Review Process (see Chapter 7).

In this chapter, you will learn about the criteria, requirements, and approval process necessary for subdividing a lot into 3 or more lots

The Step-by-Step Process

Step 1.

Prepare required plans:

- **Property Data Map** that shows all existing and planned conditions affecting the property to be subdivided. The Streets Department Survey District will verify the accuracy of the Property Data Map.
- **Preliminary Plat** that identifies proposed street and lot layouts, sewerage, drainage and water supply in sketch form on the Property Data Map.

Step 2.

Submit your completed Property Data Map and Preliminary Plat to the Commission for review and approval. The Commission will distribute copies of the Preliminary Plat to the Water Department to approve the proposed method of stormwater run-off.

Step 3.

Attend the scheduled public Commission meeting to present your subdivision plans. The meeting must be held within 30 days from the date of filing your plans with the Commission. If your proposed lots meet the requirements of the base and any applicable overlay districts, the Commission will approve your Preliminary Plat and forward a copy of the approved Preliminary Plat to the Department of Streets. The Preliminary Plat approval is not the final subdivision approval. It is an approval of the general layout of the lots and a guide for the preparation of the Final Plat.

Step 4.

Prepare your Final Plat and get approvals from the following agencies:

- **Water Department** will verify that the proposed sewerage,

¹ Moved to the ZAM from §14-204(6)(a)(.2) of the Consolidated Draft Code.

drainage, including the method for the control of on-site stormwater runoff and water supply satisfy Water Department Regulations.

- **Streets Department** will verify that the proposed street design satisfies the Streets Code and Street Department Regulations. If your subdivision plans propose a new right-of-way, alterations to a right-of-way, or vacating a right-of-way, the Survey Bureau will require you to apply for a City Plan Action to modify the official City Plan through City Council Ordinance.
- **Philadelphia Parks and Recreation** will verify that you meet the street tree planting requirements (see §14-607(3)).
- **Board of Revision of Taxes** will assign temporary addresses and tax accounts from the Board of Revision of Taxes. This is required for L&I to process zoning permit applications if you are pursuing zoning approval for your lots concurrently with subdivision approval. (Note that L&I cannot issue a final zoning approval until the Commission has approved your Final Subdivision Plat.)

Step 5.

Submit your Final Plat to the Commission for review and approval within 15 months after approval of the Preliminary Plat. You may file for an extension if you need more time to prepare the Final Plat and obtain the approvals outlined in Step 4. The Commission will verify administratively (no public meeting required) that your subdivision satisfies the standards in §14-610. If the Commission does not make a decision on your Final Plat within 45 days, your subdivision is deemed approved.

Subdivision approved

- An approved Final Plat is valid for 3 years. Go to Step 6.

Subdivision disapproved.

- In the event of disapproval, the Commission must notify you within 7 days of its decision and provide the reason(s) for disapproval.

MY PROJECT NEEDS A MAJOR SUBDIVISION APPROVAL

HOW SUBDIVISIONS ADD UP

Step 6.

In the 3-year period in which your Final Plat is valid, complete a final as-built survey of your subdivided lots. Submit the final as-built survey to the Commission and Streets Department. Within the 3-year time period, you must also go to the Records Department to record your Final Plat and conveyance and confirmatory deed document in the public records or your Final Plat will be null and void.

Process Checklist

1. Does my Subdivision Require Plat Review?

To start, let's see if you even need a plat review. Answer YES to any of these conditions and the answer is YES.

- Yes No The subdivision of land into 2 or more lots for sale, conveyance, lease, development or redevelopment.
- Yes No The combination of previously platted lots into fewer or differently configured lots for sale, lease, development or redevelopment.
- Yes No The sale, conveyance or lease of land 3 acres or less for the purposes of land subdivision or improvement.

2. What application submittals?

You will need the following in order to complete your application.

At the Preliminary Plat Stage:

- Property Data Map (2 copies)
 - Name and seal of PA-licensed engineer, architect or surveyor who prepared the map
 - Scale 1"=100' or less, North Arrow and Date
 - Names of subdivider and registered owner

- Tract boundaries with bearings and distances
- Topography with elevations based on City Datum at 5' contour interval
- Approximate location of water courses, tree masses, rock outcrops, existing buildings
- Actual location of sewers, inlets, water mains, easements, fire hydrants, railroads, existing or confirmed streets and their established grades
- Adjacent streets

Preliminary Plat (25 copies)

- Scale 1"=100' or less, North Arrow and Date
- In sketch form, may be on the Property Data Map
- Proposed street layout, street names, lot-lines and lot identification numbers. Lots shall show approximate dimensions and areas when required by the Commission; streets shall indicate proposed cartway and right-of-way widths, approximate radii of curvature and approximate grades
- Sites dedicated or reserved for non-residential purposes
- Proposed sewerage, drainage, including the method for the control of on-site stormwater runoff and water supply
- Subsoil conditions, only if requested by the Commission

At the Final Plat Stage:

- Final Plat (1 stable reproducible copy and 10 additional print copies)
 - Drawn in ink on cloth
 - Name and seal of PA-licensed engineer, architect or surveyor who prepared the map
 - Scale 1"=100' or less, North Arrow and Date
 - Names of subdivider and registered owner
 - Primary control points, approved by the Department of Streets, or ties to such control points to which all pertinent engineering data shall be referred;
 - Boundaries, with distances, bearings and location

My Project Needs...

MY PROJECT NEEDS A MAJOR SUBDIVISION APPROVAL

HOW SUBDIVISIONS ADD UP

of monuments. Such dimensions shall be in feet and hundredths of a foot;

- Street lines, street names, lot names and lot identification numbers, easements, and other land divisions and their purpose;
- Radii, lengths of curves and tangent bearings for all streets;
- Right-of-way and cartway widths for all streets;
- When required by the Department of Streets, street profiles, details of culverts or other necessary data;
- Building lines or street set-back lines;
- Calculated area of all lots where area approximation is within 5% of the minimum area requirements;
- Location and boundaries of all non-dedicated ways or easements, and of drainage ways;
- Location and outline place of all existing structures to remain;
- Location of all watercourses;
- When required by the Commission the location, depth, and size of sewers, storm-water drains, waterlines, location of wells and cesspools or septic tanks;
- A certification showing that applicant is owner of the land;
- Statement dedicating streets, rights-of-way or other areas for public use as may be required by the City;
- Such other certificates, affidavits or endorsements as the Commission may require for the enforcement of this Chapter.

3. What fees?

Yes No

4. Notify and Meet With Registered Community Groups?

Yes No

Important Contacts

Licenses & Inspections

Municipal Services Building
1401 JFK Boulevard.
Concourse Level
215.686.2576
www.phila.gov/li

Planning Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.4615
www.philaplanning.org

Philadelphia Water Department

Aramark Tower
1101 Market Street, 2nd Fl
215.685.6387
www.phillyriverinfo.org

Streets Department

Municipal Services Building
1401 JFK Boulevard, Rm 830
215.686.5578
www.phila.gov/streets

Art Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.2095
www.phila.gov/visitors/arts

5. Public Notice: How and When?

Yes No

6. Must I attend a public hearing?

Yes No Planning Commission, Preliminary Plat

7. How do I find out about....

Here are some helpful resources to consult on the more complicated aspects of your project:

City Plan Action

Read the Streets Department's information sheet about the City Plan amendment process, including applicability, fees and application requirements. http://www.phila.gov/streets/pdfs/City_Plan_Application.pdf

PWD Stormwater Management

PWD's Stormwater Management Guidance Manual describes acceptable methods for controlling stormwater. Visit www.phillyriverinfo.org to download the manual.

Street Tree Requirements

Section 14-707(3) of the zoning code describes the minimum street tree requirements and explains the procedure for establishing a tree escrow with the Department of Parks and Recreation. You will also need to refer to the Department's Recommended Street Tree List at <http://www.fairmountpark.org/RecommendedTreeList.asp>.

A ZONING TEXT OR ZONING MAP AMENDMENT

WHEN NEIGHBORHOODS CHANGE, WE EVOLVE

In this chapter, you will learn about the criteria, requirements, and approval process necessary for amending the official zoning text or zoning map.

The Step-by-Step Process

Step 1.

Submit your draft amendments to the Commission for preliminary review and discussion.

Step 2.

The Commission will translate your proposal into draft legislation.

Step 3.

Attend the scheduled Commission public meeting to present your proposal. The Commission may recommend to City Council that the ordinance be approved if it meets the criteria listed in §14-304(2).

Step 4.

Attend the scheduled City Council hearing to present your proposal. The City must post a newspaper notice at least 15 days before the City Council hearing. City Council has 45 days for ordinances affecting streets and land subdivision plans and 30 days for all other zoning ordinances to approve, approve with changes or disapprove the amendment.

Process Checklist

1. What submittals?

- Written description of your amendment proposal

Important Contacts

Planning Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.4615
www.philaplanning.org

2. What fees?

Yes None

3. Notify and Meet With Registered Community Groups?

Yes No

4. Public Notice: How and When?

Yes No Not required by applicant. City Council will post newspaper notice)

5. Must I attend a public meeting or hearing?

Yes No Planning Commission

Yes No City Council

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MY PROJECT NEEDS CIVIC DESIGN REVIEW

NEIGHBORHOODS THRIVE ON OPEN COMMUNICATION

NOTE:

Your project may require pre-requisite plan review (see definition in Chapter 1) by another department or commission. Civic Design Review must occur after these other pre-requisite reviews so that the Civic Design Review Committee can take into account the content of those reviews. If necessary, the Committee will extend the timelines for review so that it may receive the recommendations from the other departments or commissions.²

Major development projects may require oversight from the Civic Design Review as a part of their approval process. In this chapter, you will learn about the criteria, requirements and process necessary for receiving a successful Civic Design Review.

The Step-by-Step Process

Step 1.

Confirm your project exceeds the Civic Design Review thresholds (See 1. Civic Design Review or No Civic Design Review? below in Process Checklist).

Step 2.

Send early notice to the Registered Community Organizations (RCOs) in your project's area about your Civic Design Review project within 7 days of filing your zoning application with L&I. The Commission maintains the registry and can provide contact information. Schedule a time to meet with the RCOs to discuss your application **no later than 21 days from date of notification, but before the Civic Design Review (CDR) meeting.**

Step 3.

Document the findings of your meeting(s) with the RCOs and send them to the Commission within 28 days of filing your zoning application with L&I.

Step 4.

Submit plans and drawings that are listed on the checklist below to the CDR Committee at least 14 days before date scheduled for your CDR meeting.

Step 5.

Attend the scheduled CDR meeting to present your project. The primary purpose of this informational meeting is to hear the public's and the CDR Committee's feedback about your project's impacts on the public realm. The CDR Committee will may decide to schedule a second CDR meeting **within the next 30 days.**

² Moved to the ZAM from §14-204(6)(a)(.2) of the Consolidated Draft Code.

CIVIC DESIGN REVIEW AND THE TWO-STAGE PERMITTING PROCESS

If you opt to apply for your zoning permit through a two-stage process (see §14-304(9)(c)), Civic Design Review is required prior to the issuance of the Final Zoning Permit. This provides two opportunities to complete Civic Design Review:

Opportunity #1

Complete Civic Design Review while obtaining approval of the Preliminary Zoning Permit. You are not required to repeat the Civic Design Review process when you apply for your Final Zoning Permit.

Opportunity #2

After you have received your Preliminary Zoning Permit, complete Civic Design Review while obtaining approval of the Final Zoning Permit.

*Note: A property affects your property if
 (a) it shares all or part of a side or rear property line, or
 (b) is separated from your property by only an alley, driveway, railroad line or creek, or
 (c) is located on the same blockface and the closest points on the two properties are less than 200 ft. apart, or
 (d) is located on the blockface across the street from your front property line and (i) the street is less than 100 ft. wide (measured curb to curb) and (ii) the closest points on the two properties are less than 200 ft. apart.

Step 6.

If you have incorporated the CDR's recommendations into your project design, amend your zoning permit application, if necessary, to alert L&I to these changes.

Process Checklist

1. Civic Design Review or No Civic Design Review?

To start, let's see if you even need Civic Design Review. Answer YES to any of these conditions and the answer is YES.

Yes No The project parcel is located in any zoning district

AND affects any zoning districts
 AND is not for an industrial building in an industrial district*

Yes No The project parcel is located in a C, I or SP zoning district

AND affects one or more RM or RMX zoning district*

AND has more than 50,000 sq ft of new construction or more than 50 new dwelling units or includes buildings that are more than 20 ft. taller than the tallest building on an RM or RMX lot within 400 ft. of the property

Yes No The project parcel is located in a C, I, SP, RM or RMX zoning district

AND affects one or more RSD or RSD zoning districts*

AND has more than 25,000 sq ft of new construction or more than 25 new dwelling units or includes buildings that are more than 20 ft. taller than the tallest building on an RM or RMX lot within 400 ft. of the property.

MY PROJECT NEEDS CIVIC DESIGN REVIEW

NEIGHBORHOODS THRIVE ON OPEN DOORS AND OPEN COMMUNICATION

2. What application submittals?

Concept Plans

3. What fees?

Yes None

4. Notify and Meet With Registered Community Groups?

Yes No

* Send notification prior to submitting Petition to Appeal to the Zoning Board. Meet within 21 days of notice.

5. Public Notice: How and When?

Yes None

6. Must I attend a public hearing?

Yes No Civic Design Review Committee



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ACCESSORY SIGN OR TO ALTER AN EXISTING ACCESSORY SIGN

MAKING SURE YOUR SIGN GETS THE SIGN OFF



YOU COMPLY:

L&I has determined that your application complies with the zoning code. L&I will approve and issue your permit, which will be valid for 3 years. Within this timeframe, you need to get your building permit, if applicable, from L&I and build your sign or else your permit will expire. You can ask for 1 one-year extension if you need more than 3 years to begin your project.



YOU DON'T COMPLY:

If L&I determines that your proposal does not satisfy the zoning code, it will issue a refusal to your application. You have two options:

Option 1:

Revise your application to bring it into compliance.

Option 2:

Appeal L&I's decision before the Zoning Board of Adjustment and request a variance. If you choose Option 2, jump to Chapter 5 (Variances).

In this chapter, you will learn about the criteria, requirements and process necessary for posting new or replacement signage.

The Step-by-Step Process

Step 1.

Apply for a **zoning permit for your sign** at the Department of Licenses & Inspections (L&I). Make sure that you bring all of the application submittals on the checklist below.

Step 2.

L&I will confirm that you have satisfied all of the zoning provisions of the base district and any applicable overlay districts in which your project lies.

Process Checklist

1. Permit or No Permit?

To start, let's see if you need a permit. Each of the items on the list below does not require a permit. If you answer YES to ANY of these conditions, then you do not need a permit.

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | For sale or for rent sign |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Display of advertising matter on vehicles, pedestrians or newsstands |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Placement of information required by law to be placed on structures |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Face Change - Changing the content on the face of an existing sign that is accessory to a permitted or a use previously-approved by the Zoning Board |

NOTE:

L&I strongly recommends that you apply for your sign permit concurrently with the zoning permit application for your use and/or building.

2. What application submittals?

You will need the following in order to complete your application.

Required for All Applications:

- Application Form (1 copy)
 - Available online at <http://www.phila.gov/li/UpdDocs/zoningapplication.pdf>
- Plot Plan (6 copies)
 - Professional seal not required
 - Scale 1"=10', 20', 40', 50', 60' or 100'
 - Minimum Sheet Size = 11" x 17" | Maximum Sheet Size = 24" x 36"
- Sign elevation
- Artistic rendering with dimensions on sign face
- 3 photographs of each building face that will display the accessory sign(s)

Additional pre-requisite plan reviews depending on your proposal:

- Streets Dept Approval
 - Signs that project over the right-of-way that do not meet the requirements of §14-905(1)(b), Maximum Projection over Sidewalks.
- Art Commission Approval
 - Structures or fixtures that extend over any highway, stream, lake, square, park or other public place in the City
 - Signs in the Chestnut/Walnut/S. Broad St Area, North of Race Street Area, Benjamin Franklin Parkway Buffer Area, Washington Square Area, and Broad Street Area of the Center City Overlay (/CTR) district (§14-502(8))

ACCESSORY SIGN OR TO ALTER AN EXISTING ACCESSORY SIGN

MAKING SURE YOUR SIGN GETS THE SIGN OFF

- Signs in the Passyunk Avenue Area of the Neighborhood Commercial Areas (/NCA) Overlay district (§14-503(5))
- Signs in the Overbrook Farms Area of the Neighborhood Commercial Areas (/NCA) Overlay district (§14-503(6))
- Signs in the East Falls Area of the Neighborhood Commercial Areas (/NCA) Overlay district (§14-403(6))³
- Signs in the Cobbs Creek Parkway Area, Roosevelt Blvd Area, and Fairmount Park Area (§14-905(7))
- Signs that project more than 12" beyond the property line

Philadelphia Parks and Recreation

- Signs in the Cobbs Creek Parkway Area, Roosevelt Blvd Area, and Fairmount Park Area (§14-905(7)).

³ The next revision of the Consolidated Draft Code will contain the existing sign provisions for East Falls in the /NCA Overlay §14-403(2).

2. What fees?

Zoning Fee:

- \$0.00 Repairing an existing sign
- \$200.0 Accessory sign

Use Registration Fee:

- \$ _____.00 ____ registered uses X \$125.00 per registered use

3. Notify and Meet With Registered Community Groups?

- Yes No

4. Public Notice: How and When?

- Yes No

Important Contacts

Licenses & Inspections

Municipal Services Building
1401 JFK Boulevard.
Concourse Level
215.686.2576
www.phila.gov/li

Streets Department

Municipal Services Building
1401 JFK Boulevard, Rm 830
215.686.5578
www.phila.gov/streets

Art Commission

One Parkway Building
1515 Arch Street, 13th Fl
215.683.2095
www.phila.gov/visitors/arts

Parks and Recreation Department

One Parkway Building
1515 Arch Street, 10th Fl
215.683.3600
www.phila.gov/recreation

5. Must I attend a public hearing?

Yes No If deemed necessary by Art Commission staff

How do I find out about....

Here are some helpful resources to consult on the more complicated aspects of your project:

Accessory Signs

Accessory signs direct attention to the business use on the property. Chapter 14-200 contains definitions for various types of accessory signs.

Art Commission and Philadelphia Parks and Recreation Special Review Areas

Sections 14-502(8) and 14-905(7) show the boundaries of the areas where the Art Commission and/or the Parks and Recreation Department must review your signs. You can see if your parcel is in this overlay by using the Zoning Overlay webtool at <http://citymaps.phila.gov/zoningoverlay/>.

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BEST PRACTICES

MAKING BEST PRACTICES THE PERFECT FOUNDATION TO BUILD ON

Public Notice

(1) My Zoning Application Requires Notice to Registered Community Organizations

The Zoning Code requires you to notify the Registered Community Organizations (RCOs) of your project if (1) your project requires Civic Design Review or (2) you must seek approval from the Zoning Board for a special exception, regulated use or variance.

You should take the following steps to fulfill your RCO notification requirements:

A. Contact the Commission to determine which RCOs you need to notify.

B. Send notice to the RCOs. The Commission's registry will indicate each RCO's preferred method of contact, such as email or mail. In the notice:

- Provide your name and contact information.
- Provide a short description of your proposed project.
- Indicate whether your project requires Civic Design Review or approval by the Zoning Board.
- List all of the RCOs you are contacting so that multiple RCOs can coordinate a common neighborhood meeting date.
- Send a copy of the notice to the Commission at: 1515 Arch Street, 13th floor, Philadelphia PA 19102, c/o Community Planning Division.
- Sending a copy to the office of the City Councilperson in whose district the project is located is strongly recommended. To find the correct City Council District, visit <http://www.phila.gov/cityCouncil/>.

C. Submit a copy of your notice with your zoning permit application (for projects requiring Civic Design Review) or your Petition to Appeal to the Zoning Board (for projects requiring Zoning Board approval). If a meeting cannot be arranged within the 21-day period, you will need to document your good faith effort to arrange the meeting.

- If you send mailed notice, you may want to use certified mail and submit that receipt with your application.
- If you send email notice, you may want to use your email provider's delivery confirmation option to confirm receipt of your email by the RCO(s).

(2) My Zoning Application Requires Notice to the Public

The Zoning Code requires you to notify the public of your project via sign posting if you seek approval from the Zoning Board for a special exception, regulated use or variance. You have to post your sign notice at least 21 days before your scheduled Zoning Board hearing. The Zoning Board's Board Administration Unit will provide you Orange Posters to satisfy your sign posting requirements.

The Zoning Code (see §14-303(7)(c)) and the regulations of the Zoning Board require you to:

- **Do** post 1 sign per each street frontage.
- **Do** post signs in unobstructed plain view, at eye level and as close to the sidewalk (or street line if no sidewalk is present) as possible. Use a stake in the ground if necessary.
- **Do** post signs so that they are readable by passersby without having to come onto the property.
- **Do NOT** post signs on moveable gates, doors, windows, trees or utility poles.
- **Do** photograph (4"x6" images) each of your posted sign notices:
 - Photographs must show all structures on your property and structures on the immediate adjoining properties.
 - If your appeal involves the side or rear of your property, take pictures of the affected side(s) or rear.
 - Date and record the photographer's name and address and a brief

BEST PRACTICES

MAKING BEST PRACTICES THE PERFECT FOUNDATION TO BUILD ON

description on each photograph.

The ZAM recommends the following to ensure clear and adequate notice:

- Do post your sign 3-5 feet above ground level and within 5 feet of your street-fronting property line. If your existing building is built to the property line, place your sign in a front, street-level window.
- On larger parcels, do post signs on your property every 200 feet along each street frontage.
- Do notify your abutting neighbors by mail or word-of-mouth.

What if the Zoning Board has continued my public hearing?

If the continuation date is 7 or more days from your original hearing date, then §14-303(7)(c) requires you to post notice of the continued hearing date. The Zoning Board will provide you with a sticker which displays the continued hearing date. You must affix this sticker onto your already-posted orange sign notice and photograph the reposted notice as described above.

Zoning Board Hearings

The Zoning Board meets weekly and its hearing schedule is available online at <http://www.phila.gov/li/ContentPage.asp?TopNode=services&level1=142&level2=206&level3=> . You can read the list of cases that will be reviewed at each hearing.

If your proposal is a relatively minor variance from the code, your case may be eligible for the Fast Track . Your case would be scheduled for the beginning of the hearing and the Zoning Board will likely approve your request as long as the Commission has no objection, there is no public opposition and there is no opposition from the District Councilperson. For more information, go to http://www.phila.gov/li/upddocs/ZBA_FastTrack.pdf.

Refer to regulations of the Zoning Board to review the submission requirements for appellants, rules on representation, and additional

guidance to the Zoning Board for making decisions.

Best Practices for Community Organizations

(1) Registry of Community Organizations

Community organizations are invited to register with the Philadelphia City Planning Commission. As stated in §14-203 of the Zoning Code, a Registered Community Organization (RCO) will receive formal notice from zoning applicants of cases that are going to the Zoning Board of Adjustment or that require Civic Design Review. RCOs will be eligible to participate on the Civic Design Review Committee for projects located within its boundaries. In addition, zoning applicants for these types of cases will be required to attend a meeting with any RCO(s) whose boundaries include the project. If there is more than one RCO for the area, the RCOs must coordinate to convene a single meeting with the applicant. The meeting must be scheduled within 21 days of notice being sent.

RCO status is available to community associations, civic associations, neighborhood groups, and similar community-based organizations.

Community-based organizations that meet all of the requirements below are encouraged to register:

- Organizations whose mission includes involvement in physical planning and zoning issues.
- Organizations that hold regularly-scheduled meetings (open to the public).
- Organizations that seek membership from as many community residents as possible.

How to Register:

- The Commission will accept new registrations during June and December each year.
- Applications for annual renewal must be submitted in June of each year.
- The Commission's application form is posted on its website, www.philaplanning.org.

BEST PRACTICES

MAKING BEST PRACTICES THE PERFECT FOUNDATION TO BUILD ON

(1) Managing a Registered Community Organization

Forming a zoning or development committee of your organization:

- Determine the role of this sub-committee. Craft a mission statement and set of operating principles or by-laws. Will this sub-committee review all proposed development projects? Will it meet with zoning applicants? Will it speak for the organization on such matters or make a recommendation to the full organization?
- Determine who (this committee or another group), will reach out to near neighbors of development projects.
- Determine in advance the method for making decisions on development projects. Is a majority vote of the committee members present adequate? Does the entire group need to achieve consensus? Do other members of the organization attend and vote? Do near neighbors of the project have a special role in the decision?
- The ideal number of members can vary but it is best to keep the size manageable, usually 12 or fewer.
- Most groups do not set professional requirements for committee members; however, many groups seek professionals in related fields (architects, engineers, planners, etc.) whose expertise is related to the role of the committee.
- Most groups require that voting members, must be current in dues, and be a resident, business owner, or property owner in the area.

4 Planning Commission is in the process of determining the application requirements and will post these materials once they are finalized.

Convening Meetings:

- Hold regular bi-weekly or monthly meetings.
- Draft an agenda and list of planned presenters ahead of time and share with all members (to the fullest extent possible).
- If you are a Registered Community Organization, zoning applicants will notify you of projects that are going before the Civic Design Committee or the Zoning Board. Contact the applicant to schedule a meeting and if necessary, coordinate with other RCOs indicated on the applicant's project notice. You may

**Timelines established
by the Zoning Code for
RCOs**

Section 14-303(1)
requires RCOs to meet
with applicants within 21
days after the notice is
sent and to submit their
recommendations to
the Civic Design Review
Committee or the Zoning
Board, as applicable, within
30 days of notice.

need to convene a special meeting to meet the timelines set in the Zoning Code.

- Notify your Board, members, and the public of upcoming meetings: Post a meeting calendar on your website, ask local print or electronic newspapers to advertise your meetings, send email blasts, put flyers in gathering places such as the local supermarket and laundromat, and conduct home visits to the “nearest neighbors” — neighbors within one square block of projects on the agenda.

Conducting Meetings

- A typical agenda for a community meeting includes:
 - Introductions
 - Presentation by zoning applicant
 - Committee asks questions
 - Committee takes comments from attendees
 - Discussion and recommendations from the Committee
- Community groups should use the Commission’s District Plan and neighborhood plans, if available, as guides and criteria to evaluate project proposals.
- Community groups should invite the Commission’s Community Planner for their area to attend the meeting.

Documenting Meetings

- The Committee should document its recommendation for opposition or support in a written statement and, if the organization’s rules require, submit it to the Board of the community organization. The document should reflect:
 - The opinions of the Committee
 - The opinions of the majority of attendees
 - The opinions of the majority of the nearest neighbors
 - Any significant minority opinions
- Send copies of the recommendation to the zoning applicant and to the Commission. If you are an RCO and the recommendation concerns a Civic Design Review or Zoning Board case, you must submit your recommendation to the Civic Design Review Committee or the Zoning Board, as applicable, within 28 days after the notice was sent by the applicant.

DEVELOPMENT STANDARDS APPLICABILITY CHECKLIST

APPENDIX A

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§14-701 - Dimensional Standards

Applies to:

- All primary and accessory structures

§14-702 - Floor Area Bonuses

Applies to:

- The provisions of this section are optional. This section awards additional floor area for the provision of a prescribed set of public amenities. See §14-702(2) for eligibility requirements.

§14-703(3) - Attached Building Design Standards

Applies to:

- Five or more attached buildings developed as part of a single development project

Exceptions:

- Detached and semi-detached buildings in which the principal use is single-family or two-family residential
- Structures in which the principal use is one of the following: a) Parks and open space; b) Wireless service facility; c) Utilities and services, basic; d) Parking, non-accessory; e) Utilities and services, major; f) Urban agriculture

§14-703(4) - Multi-Family Residential and Non-Residential Uses (Except Industrial)

Applies to:

- Multi-family buildings that contain 10 or more residential units
- Lots of 10,000 sq. ft or more and lots with structures of 10,000 sq ft or more of total gross floor area that have 51% or more of the total gross floor area in one or more of the following use categories:
 - Public, Civic, Institutional:
 - Office:

- Retail Sales:
- Commercial Services

Exceptions:

- Detached and semi-detached buildings in which the principal use is single-family or two-family residential
- Structures in which the principal use is one of the following:
 - Parks and open space
 - Wireless service facility
 - Utilities and services, basic
 - Parking, non-accessory
 - Utilities and services, major
 - Urban agriculture

§14-703(5) - Additional Standards for Large Retail Buildings

Applies to:

- Retail buildings with 65,000 sq ft or more floor area on a single story and one user/tenant occupies more than 75% of GFA

Exceptions:

- Detached and semi-detached buildings in which the principal use is single-family or two-family residential
- Structures in which the principal use is one of the following:
 - Parks and open space
 - Wireless service facility
 - Utilities and services, basic
 - Parking, non-accessory
 - Utilities and services, major
 - Urban agriculture

§14-703(6) - Industrial Design Standards

Applies to:

- An industrial use in a building with a total GFA < 100,000 sq ft that is located in an IRMX or ICMX district

DEVELOPMENT STANDARDS APPLICABILITY CHECKLIST

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Exceptions:

- Detached and semi-detached buildings in which the principal use is single-family or two-family residential
- Structures in which the principal use is one of the following:
 - Parks and open space
 - Wireless service facility
 - Utilities and services, basic
 - Parking, non-accessory
 - Utilities and services, major
 - Urban agriculture

§14-703(7) - Multi-Building Project Design Standards

Applies to:

- All developments that are subject to §14-703(4), (5), (6) or (7) and that have more than one principal building

Exceptions:

- Detached and semi-detached buildings in which the principal use is single-family or two-family residential
- Structures in which the principal use is one of the following: a)
 - Parks and open space;
 - Wireless service facility
 - Utilities and services, basic
 - Parking, non-accessory
 - Utilities and services, major
 - Urban agriculture

§14-703(8) - Parking Design Standards

Applies to:

- Accessory parking in Residential and Commercial Districts
- Non-accessory parking lots
- Accessory parking lots for multi-dwelling buildings and non-residential uses, except for uses in the “wholesale, distribution or storage” or “industrial” use categories

- Non-accessory parking garages in RMX-3 and Commercial districts
- Accessory parking garages in RMX-3 and Commercial districts

§14-704 - Connectivity Standards

Applies to:

- All development not specified in exceptions

Exceptions:

- Single-family or two-family dwelling
- Developments whose principal use is one of the following: a) Wholesale, Distribution, Storage; b) Industrial

§14-705 - Transit-Oriented Development Standards

Applies to:

- New construction and expansions of more than 30% of GFA on lots located within transit nodes listed in §14-705(3)

§14-706(2) - Steep Slope Protection

Applies to:

- Undeveloped land containing natural slopes of 15% or greater than are adjacent to selected waterways (as shown on the map in §14-706(2)(.3))

Exceptions:

- Lots developed with primary or accessory buildings or used for active commercial service or industrial uses without construction of buildings prior to the date of the Zoning Code

§14-706(3) - Stormwater Management

Applies to:

- All developments that satisfy the criteria of §600.0 of the Philadelphia Water Department Regulations, and any development located in the /WWO overlay district described in §14-509

DEVELOPMENT STANDARDS APPLICABILITY CHECKLIST

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Exceptions:

- Development activities on individual lots that are part of a larger subdivision that has a stormwater management system previously approved by appropriate regulatory agencies

§14-706(4) - Flood Protection

Applies to:

- All development within the 100-year flood plain along any of the selected waterways

§14-706(5) - Stream Buffers

Applies to:

- All development immediately adjacent to a perennial or intermittent water course, including selected waterways

§14-707 - Landscape and Trees

Applies to:

- Subdivision of five or more lots:
- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture:
- Accessory and non-accessory surface parking lots with 10 or more parking spaces:
- All other development (not including exceptions)

Exceptions:

- Single-family and two-family dwellings except when part of subdivisions that include five or more lots

§14-707(2) - General Landscape Standards

Applies to:

- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture:
- Accessory and non-accessory surface parking lots with 10 or more parking spaces:

§14-707(3) - Street Trees

Applies to:

- Subdivision of five or more lots:
- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture

§14-707(4) - Parking Lot Landscape

Applies to:

- Accessory and non-accessory surface parking lots with 10 or more parking spaces:

§14-707(5) - Landscape Buffering Between Different Land Uses

Applies to:

- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture

§14-707(6) - Alternative Landscape

Applies to:

- Subdivision of five or more lots:
- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture:
- Accessory and non-accessory surface parking lots with 10 or more parking spaces

§14-707(7) - Tree Preservation

Applies to:

- Subdivision of five or more lots:
- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture:
- Accessory and non-accessory surface parking lots with 10 or more parking spaces:
- All other development (not including exceptions)

§14-707(8) - Tree Replacement Requirements

Applies to:

- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture:
- Accessory and non-accessory surface parking lots with 10 or more parking spaces

§14-707(9) - Installation and Maintenance for Landscaping and Trees

Applies to:

- Subdivision of five or more lots:
- Lots \geq 5,000 sq ft, and a principal use other than parks/open space or urban agriculture:
- Accessory and non-accessory surface parking lots with 10 or more parking spaces:
- All other development (not including exceptions)

§14-708 - Fencing and Walls

Applies to:

- All Development

§14-709 - Outdoor Lighting

Applies to:

- Exterior site and parking lot lighting installed on private lots

Exceptions:

- Outdoor lighting for a single-family or two-family dwelling:
- Outdoor lighting fused exclusively for public recreational activities, sporting events at stadiums and ball fields, concerts, plays or other outdoor events that are open to the public:

DEVELOPMENT STANDARDS APPLICABILITY CHECKLIST

- Outdoor lighting for emergency equipment and work conducted in the interest of law enforcement or for public health, safety or welfare:
- Outdoor lighting for a temporary event lasting less than 14 days:
- Seasonal outdoor lighting used less than 60 days per calendar year:
- Outdoor parking lot lighting in Special Purpose zoning districts

§14-710 - Subdivision Standards

Applies to:

- Subdivision of a lot into 3 or more lots

Exceptions:

- Sale or conveyance of land in excess of five acres for purposes other than land subdivision:
- Land subdivision plans that pertain to land abutting one or more legally open, physically improved streets shown on the City Plan, provided the land area does not exceed more than three acres and all proposed lots are on existing street frontage

Applies to:

- Subdivision of a lot into 3 or more lots

Exceptions:

- Sale or conveyance of land in excess of five acres for purposes other than land subdivision:
- Land subdivision plans that pertain to land abutting one or more legally open, physically improved streets shown on the City Plan, provided the land area does not exceed more than three acres and all proposed lots are on existing street frontage

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1. Online Tools:

The Web-Based Zoning Code

Offers several user-friendly features that promote understandability of the Zoning Code by the general public. It contains explanatory illustrations and graphics, unofficial instructive commentary, and links between zoning text and defined terms for instantaneous cross-referencing.

CityMaps Portal <http://citymaps.phila.gov/portal/>

Provides access to public records on Philadelphia properties from the Board of Revision of Taxes, the Department of Records, and the Department of Licenses and Inspections, as well as basic information on parcels. Searchable by address.

Zoning Overlay <http://citymaps.phila.gov/zoningoverlay/>

Enables users to see base zoning districts and relevant zoning overlay districts. Searchable by address.

Zoning Archive <http://www.phila.gov/zoningarchive/>

This service by the Department of Licenses and Inspections offers electronic scans of over 200,000 zoning applications, approved usages, and site drawings dating to the 1930s. Searchable by address.

Business Services Portal <http://business.phila.gov>

Provides all the information you need from the City to start or grow your business. Incorporates interactive features that allow business owners to apply for licenses, pay taxes and conduct other business with the City.

2. Other Codes:

Building Construction and Occupancy Code (Title 4, the Philadelphia Code)

Contains the Administrative Code, which governs fees and penalties for administrative permits. Title 4 also contains the Building Code, Electrical Code, Fire Code, Mechanical Code, Plumbing Code and Property Maintenance Code, among others.

The Streets Code (Title 11, the Philadelphia Code)

Contains laws governing our public rights-of-way, including rules on projections and encroachments into the sidewalk such as sidewalk cafes, awnings, canopies, signs and bay windows

3. The Comprehensive Plan

The City Planning Commission is responsible for the preparation and adoption of the Comprehensive Plan for the city which shows its present and planned physical development. The Zoning Code is a tool for implementing the Comprehensive Plan's long-range vision for the city and its neighborhoods

4. Citizens Planning Institute

The Citizens Planning Institute's mission is to empower citizens to take a more effective and active role in shaping the future of their neighborhoods and of Philadelphia, through a greater understanding of city planning and the steps involved in development projects. Visit www.citizensplanninginstitute.org