

**MEETING DATES AND DEADLINES FOR 2017**  
**PHILADELPHIA HISTORICAL COMMISSION**  
**1515 ARCH STREET, 13<sup>TH</sup> FLOOR, PHILADELPHIA, PA 19102**  
**TEL: 215-686-7660; WEB: WWW.PHILA.GOV/HISTORICAL**

<b>Submission Deadline♠</b>	<b>Architectural Committee Meeting Date♣</b>	<b>Historical Commission Meeting Date♥</b>
Tuesday, November 29, 2016	Tuesday, December 13, 2016	Friday, January 13, 2017
Monday, January 9, 2017	Tuesday, January 24, 2017	Friday, February 10, 2017
Tuesday, February 7, 2017	Wednesday, February 22, 2017	Friday, March 10, 2017
Tuesday, March 14, 2017	Tuesday, March 28, 2017	Thursday, April 13, 2017
Tuesday, April 11, 2017	Tuesday, April 25, 2017	Friday, May 12, 2017
Tuesday, May 9, 2017	Tuesday, May 23, 2017	Friday, June 9, 2017
Tuesday, June 13, 2017	Tuesday, June 27, 2017	Friday, July 14, 2017
Tuesday, July 11, 2017	Tuesday, July 25, 2017	Friday, August 11, 2017
Tuesday, August 8, 2017	Tuesday, August 22, 2017	Friday, September 8, 2017
Tuesday, September 12, 2017	Tuesday, September 26, 2017	Friday, October 13, 2017
Tuesday, October 10, 2017	Tuesday, October 24, 2017	Friday, November 10, 2017
Tuesday, October 31, 2017	Tuesday, November 14, 2017	Friday, December 8, 2017
Tuesday, December 5, 2017	Tuesday, December 19, 2017	Friday, January 12, 2018

- ♠ The Historical Commission accepts applications at 1515 Arch Street, 13<sup>th</sup> Floor until 4:30 p.m. on deadline date.
- ♣ The Architectural Committee meets at 9:00 a.m. in Room 18-029, 1515 Arch Street. Each application is assigned a time slot.
- ♥ The Historical Commission meets at 9:00 a.m. in Room 18-029 at 1515 Arch Street.

**The Committee on Historic Designation meets bimonthly in Room 18-029 of 1515 Arch Street on the following dates:**

- Wednesday, February 15, 2017
- Wednesday, April 19, 2017
- Wednesday, June 21, 2017
- Wednesday, September 13, 2017
- Wednesday, October 18, 2017
- Wednesday, December 13, 2017

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The Philadelphia Historical Commission is the City's regulatory agency responsible for ensuring the preservation of the city's historically significant buildings, structures, sites, objects, interiors, and districts. The Commission identifies and designates historic resources, listing them on the Philadelphia Register of Historic Places. It regulates the preservation of designated resources through the City's building and other permitting processes, reviewing applications to alter, add to, and demolish historic resources and erect new buildings in historic districts. The Commission's staff reviews and approves most applications without referral to the Commission itself, the 14-member appointed body. However, some applications propose alterations, additions, and demolitions that exceed the staff's authority to review, which is defined in Section 6.10 of the Commission's *Rules & Regulations*. When applications exceed the staff's authority, the staff refers them to the Commission for review at its next monthly meeting. The review occurs in two steps. First, the Architectural Committee, a technical advisory committee, reviews the applications and formulates non-binding recommendations to the Historical Commission at a public meeting. Second, the Commission reviews the applications and recommendations and renders decisions, also at a public meeting. Applicants are encouraged to attend both public meetings to present their applications. All applications must comply with the Commission's *Rules & Regulations* and include the following:

- Completed *Application for Building Permit*
  - the City's official building permit application form
  - available at Commission, Dept. of Licenses & Inspections, and [https://business.phila.gov/Documents/Permits/Bldg\\_permit\\_App.pdf](https://business.phila.gov/Documents/Permits/Bldg_permit_App.pdf)
  - must state whether the application requests final or in-concept approval
- Cover letter introducing the project
  - stating whether the application requests final or in-concept approval
  - discloses the names of all property owners and/or equitable owners
- Photographs of the subject property
  - documenting all primary facades and areas within the scope of work
  - documenting visibility of work area from public rights-of-way
  - documenting context, especially for new construction
  - must be labeled with address and date
- Copies of any historic documentation informing design decisions
  - for example, historic maps, photographs, or insurance surveys
- 7 sets of architectural drawings and other documentation detailing the proposal
  - must comply with Section 6.7 and other applicable sections of the Commission's *Rules & Regulations*
  - 8½" x 11" or 11" x 17"
  - if larger than 11" x 17", one additional set reduced to 11" x 17" or smaller
  - documents larger than 8½" x 11" must be folded
  - rolled drawings will not be accepted
- Adobe pdf file(s) of all submission documents on compact disc, thumb drive, or other common media

The staff may request additional information, depending on the nature of the application. The Commission will accept complete applications in its offices, 1515 Arch Street, 13<sup>th</sup> Floor, until 4:30 p.m. on Submission Deadlines. The Submission Deadlines and corresponding dates of Architectural Committee and Commission meetings are noted on the reverse of this sheet.