

MEETING DATES AND DEADLINES FOR 2015
PHILADELPHIA HISTORICAL COMMISSION
SAM SHERMAN JR., CHAIR; JONATHAN E. FARNHAM, EXECUTIVE DIRECTOR
ROOM 576, CITY HALL, PHILADELPHIA, PA 19107
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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
 - must state whether the application requests final or in-concept approval
- Cover letter introducing the project
 - must state whether the application requests final or in-concept approval
 - must disclose the names of all property owners and/or equitable owners
- Photographs of the subject property
 - must document all primary facades and areas within the scope of work
 - must document visibility of work area from public rights-of-way
 - must demonstrate context, especially for new construction
 - must be labeled with address and date
- Copies of any historic documentation justifying the project
 - for example, historic maps, photographs, or insurance surveys
- 8 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" and 11" x 17" are preferred
 - 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, Room 576, City Hall, 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.

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Submission Deadline♠	Architectural Committee Meeting Date♣	Historical Commission Meeting Date♥
Tuesday, December 2, 2014	Tuesday, December 16, 2014	Friday, January 9, 2015
Monday, January 12, 2015	Tuesday, January 27, 2015	Friday, February 13, 2015
Monday, February 9, 2015	Tuesday, February 24, 2015	Friday, March 13, 2015
Tuesday, March 10, 2015	Tuesday, March 24, 2015	Friday, April 10, 2015
Tuesday, April 7, 2015	Tuesday, April 21, 2015	Friday, May 8, 2015
Monday, May 11, 2015	Tuesday, May 26, 2015	Friday, June 12, 2015
Tuesday, June 9, 2015	Tuesday, June 23, 2015	Friday, July 10, 2015
Tuesday, July 14, 2015	Tuesday, July 28, 2015	Friday, August 14, 2015
Tuesday, August 11, 2015	Tuesday, August 25, 2015	Friday, September 11, 2015
Tuesday, September 8, 2015	Tuesday, September 22, 2015	Friday, October 9, 2015
Tuesday, October 13, 2015	Tuesday, October 27, 2015	Friday, November 13, 2015
Monday, November 2, 2015	Tuesday, November 17, 2015	Friday, December 11, 2015
Tuesday, December 1, 2015	Tuesday, December 15, 2015	Friday, January 8, 2016

- ♠ The Historical Commission accepts applications in Room 576, City Hall until 4:30 p.m. on deadline date.
- ♣ The Architectural Committee meets in Room 578, City Hall. A 15, 30, 45, or 60-minute time slot is assigned to each application.
- ♥ The Historical Commission meets at 9:00 a.m. in Room 18-029 at 1515 Arch Street (One Parkway).