

**OFFICE OF PROPERTY ASSESSMENT (OPA)**  
**Guidelines for Planned Unit Development (PUD)**

**Step 1: Proposed Account/I.D.**

**When applying for new addresses and tax I.D.s, OPA requests the following**

- Attach OPA's [New Address Application](#) (*see next page*) to the following documents.
- Original large sized Site Plans with stamp (stamp contains approved permit numbers)
- Draft Declaration with Declaration Plat (unrecorded) which contains a perimeter legal description as well as legal description for the common elements.
- Require legal descriptions (signed or sealed) for each unit.
- Approved Zoning Permit for relocation of lot lines
- Large print copy of miscellaneous Site Plan Exhibits within Declaration i.e. common areas
- Written request for address preferences (final decision reserved by OPA)
- Send all above documents to [Nancy.Johnston@phila.gov](mailto:Nancy.Johnston@phila.gov)

**Step 2: Setting up New OPA Accounts**

- Record Deed of Consolidation, if necessary.
- Record Declaration with Declaration Plats and Plans
- Record Confirmatory Deed from Declarant to Declarant containing the legal descriptions for all the units and the common elements.
- Record a separate deed from the Grantor(s) to the Homeowners Association for all common areas
- Notify OPA Account Evaluator\* and [Nancy.Johnston@phila.gov](mailto:Nancy.Johnston@phila.gov) when all above Deeds and Declarations are recorded; submit correlating document IDs to OPA.
- Submit large sized floor plans to OPA Account Evaluator
- Abatements: Each new property owner must submit a signed abatement application along with Certificate of Occupancy to OPA Abatement Unit: [Abatements@phila.gov](mailto:Abatements@phila.gov) \*\*

**Step: Completion and Sale of Units**

\* Account Evaluator is noted on the "Address Notice", the document which proposes new account numbers and addresses.

\*\* Submit abatement applications within 60 days of permit, see [OPA Website](#) for specifics.

**"NOTE:** Amendments/changes on behalf of the applicant after the process has been initiated may cause substantial delay. Often, amendments/changes require the process to be terminated and require the applicant to start over with Step 1 of the application process. Applicants are encouraged to commence the application process only after all underlying matters are finalized and it is determined that future amendments/changes will be unlikely."

OFFICE OF PROPERTY ASSESSMENT (OPA)

**Application for New Account Number & Addresses**

Date: \_\_\_\_\_

- Address of Parent (Existing \*\*) Account(s): \_\_\_\_\_

Who to Contact (Your Name) : \_\_\_\_\_

Email: \_\_\_\_\_ (for confirmation email upon receipt of application)

Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_

**MANDATORY: Future Use of Property** (i.e.: retail, industrial, row house, apts etc., specify if different for each)

\_\_\_\_\_  
\_\_\_\_\_

- **If Future Use is Condominium**, Please contact Frank Gray [Frank.Gray@phila.gov](mailto:Frank.Gray@phila.gov)
- Estimate year and month when new deed will be recorded \* \_\_\_\_\_
- **If there is a preferred address please attach request; however, OPA reserves the final decision on the address.**
- **Required Documentation** submitted/attached to this application (please circle):
  - 1) **Original Stamped Site Plan (Not Electronic)** with L & I stamp with zoning permit numbers \*\*\*
  - 2) **Sealed** or **Signed** Legal Description(s)
  - 3) Approved Zoning Permits, numbers **matching** the approved site plan in the stamp area
  - 4) **Planned Unit Development (PUD) ONLY: Declaration Required**

Once the above referenced 3 documents (**Original Site Plan with original ink stamp is mandatory**) are submitted we will send proposed new addresses and tax account numbers via email or as otherwise specified. Please submit this application and related documents to:

Nancy Johnston ESD Supervisor

Office of Property Assessment

601 Walnut Street, Suite 300 West

Philadelphia, PA 19106

215/686-9238 or [Nancy.Johnston@phila.gov](mailto:Nancy.Johnston@phila.gov)

\*The new addresses and tax account numbers will officially be established after the new deed has been recorded.  
**Please notify the Office of Property Assessment once the deed has been recorded.**

\*\* Please use existing account/address when applying for abatements not subdivision/consolidation ones.

\*\*\* PUDS: common area must be indicated on site plan with unit number; requires a legal description.