



# ZONING ADMINISTRATIVE ADJUSTMENT PROCESS GUIDE

**CHANGES TO THE ZONING ADMINISTRATIVE ADJUSTMENT REVIEW PROCESS WERE EFFECTUATED WITH THE ENACTMENT OF BILL NO. 180498-AAA (OCTOBER 18, 2018). THIS GUIDE OUTLINES THE CONSIDERATIONS AND STEPS OF THE ZONING ADMINISTRATIVE ADJUSTMENT REVIEW PROCESS. PLEASE REFER TO SECTION 14-303(16) OF THE PHILADELPHIA ZONING CODE FOR COMPLETE REQUIREMENTS.**

## CONFIRM APPLICABILITY AND ELIGIBILITY

### SCOPE

A Zoning Administrative Adjustment review may only be approved if the proposal affects a previous variance, special exception, or proviso and it meets the timing and impact criteria noted below.

### TIMING

The application must meet the following criteria:

- 1) Filed prior to April 16, 2019; or
- 2) Filed within 180 days of final decision date; or
- 3) Change required by another City Department/ Agency

### IMPACT

Changes affecting a variance, special exception, or proviso must meet the following criteria:

- 1) Minor changes to reduce the footprint, GFA, or height of an approved structure; or
- 2) Lessens the degree of impact related to dimensional variances; or
- 3) Lessens the number of approved dwelling units; or
- 4) Lessens the number or size of approved signs; or
- 5) Makes comparable changes that reduce the intensity of the proposed use.

## CONTACT THE REGISTERED COMMUNITY ORGANIZATIONS

The applicant shall notify the following parties of the Zoning Administrative Adjustment request in advance of application:

- 1) Registered Community Organizations (RCOs) whose registered boundaries include the subject property at the time of Administrative Adjustment Application.
- 2) District Councilperson for subject property
- 3) All interested parties that entered an appearance in subject matter before the Zoning Board.

For a list of RCOs / Councilperson, please contact the Planning Commission at [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov) or (215)-683-4646.

For a list of parties that entered an appearance at the Zoning Board hearing, please contact Zoning Boards Administration at (215)-686-2429.

**NOTICE MUST BE SERVED PRIOR TO APPLICATION. THE APPLICANT MUST CERTIFY THAT ALL PARTIES WERE NOTIFIED ON THE ZONING ADMINISTRATIVE ADJUSTMENT APPLICATION AND PROVIDE A CONTACT LIST / COPY OF NOTIFICATION.**

## REVIEW PROCESS

The applicant shall submit the following completed documentation for review:

- 1) Zoning / Use Registration Application
- 2) Zoning Administrative Adjustment Application
- 3) A copy of previously approved Zoning permit and any supplemental Administrative reviews.
- 4) Six (6) copies of site plan and elevation plan. All plans shall be drawn to scale.
- 5) A copy of the notification to the applicable RCO, District Councilperson and all interested parties, including full contact list of each.

Standard review times apply: 20 business days (Zoning Administrative Adjustment applications are not eligible for accelerated review).

Filing fee: \$200

The changes will be reviewed in accordance with the Code in effect at the time of Zoning Administrative Adjustment Application.

## APPROVAL

The approval process includes two steps to ensure that all interested parties had an opportunity to review request and file any objections:

- 1) L&I may not render a decision of 'Approved' until at least 10 days after application is filed.
- 2) Upon approval, the Department and/or Zoning Boards Administration must notify all parties on the contact list of approval. Any party may request a hearing before the Zoning Board of Adjustment within 14 days of such notice.

A final permit may not be issued until:

- a) At least 14 days have lapsed and there has been no hearing request; or
- b) The conclusion of a requested hearing

POSTING: Permits for administrative adjustment must be posted on-site and may be appealed by affected parties.

## DENIAL

If a request for a Zoning Administrative Adjustment is denied by the Department, the applicant may take the following action:

- If the applicant believes that the decision was rendered improperly, the decision may be appealed to the Zoning Board of Adjustment following standard appeal procedures.