

City of Philadelphia Zoning Board of Adjustment



APPLICATION FOR SPECIAL EXCEPTION

CALENDAR # _____ (FOR OFFICE USE ONLY)

WHEN COMPLETED, MAIL TO:

CITY OF PHILADELPHIA
Department of Planning & Development
Zoning Board of Adjustment
One Parkway Building
1515 Arch St, 18th Floor
Philadelphia, PA 19102

APPLICANT MUST COMPLETE ALL INFORMATION BELOW. PRINT CLEARLY AND PROVIDE FULL DETAILS

LOCATION OF PROPERTY (LEGAL ADDRESS)

PROPERTY OWNER'S NAME:

PROPERTY OWNER'S ADDRESS (INCLUDE CITY, STATE, AND ZIP)

PHONE #: _____

E-MAIL: _____

A CORPORATION MUST BE REPRESENTED BY AN ATTORNEY LICENSED TO PRACTICE IN PENNSYLVANIA

APPLICANT:

APPLICANT'S ADDRESS (INCLUDE CITY, STATE, AND ZIP)

FIRM/COMPANY:

PHONE #:

E-MAIL:

RELATIONSHIP TO OWNER: TENANT/LESEE ATTORNEY DESIGN PROFESSIONAL CONTRACTOR EXPEDITOR OTHER

SPECIAL EXCEPTION REFERRAL OF ZONING/USE REGISTRATION PERMIT APPLICATION #

PLEASE PROVIDE AN EXPLANATION OF EACH OF THE FOLLOWING CRITERIAAS REQUIRED FOR THE GRANTING OF A SPECIAL EXCEPTION

Will the special exception cause congestion in public streets or transportation systems beyond what would normally be expected from the proposed use? Explain.

Will the special exception cause overcrowding of the land beyond what would normally be expected from the proposed use? Explain.

Will the special exception impair the adquate supply of light and air adjacent properties? Explain.

Will the special exception burden the water, sewer, school, park or other public facilities beyond what would be normally expected from the proposed use? Explain.

Will the special exception impair or permanently injure the use of adjacent properties? Explain.

Will the special exception impair the adequate supply of light and air adjacent properties? Explain.

Additional details:

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein I am subject to possible revocation of any license issued as result of my false application, and such other penalties as may be prescribed by law.

Applicant's Signature: _____ Date: _____
MONTH DATE YEAR

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Project Information Form

Applicants must also complete a **Project Information Form (PIF)**.

This form can be found at: <https://forms.phila.gov/form/project-information-form/>.

You **MUST** print out your completed Project Information Form (PIF) and submit it to the Zoning Board of Adjustment (ZBA) with your appeal paperwork.

NOTE: THE ZBA WILL NOT ACCEPT YOUR APPEAL PAPERWORK WITHOUT A COMPLETED PROJECT INFORMATION FORM.

This requirement can be found in Section §14-303 (15)(a)(.3)(.A) of the Philadelphia Code, "an applicant who seeks either a special exception or a variance must submit to the Board, at the time the appeal is filed, a copy of the Project Information Form for such application, if the preparation of a Project Information Form is required for such application..."