



Application for Zoning Administrative Adjustment

Use this application to request an adjustment to a previous variance, special exception, or proviso.

Property Address

Identify the location of work for the permit.

If a specific location applies or the project involves multiple parcels, note additional details or address information in the space provided.

Also identify the previously-issued Zoning Permit number and provide the calendar number issued by the ZBA.

1

Address _____

Specific Location or Additional Parcels _____

Zoning Permit number: **ZP- 2 | 0 | | | - | | | | | | | | | |**

Calendar Number _____

Applicant

Identify how you are associated with the property.

Licensed professionals include design professionals, attorneys, and expeditors. A tradesperson must have an active Philadelphia license for their trade or hold a PA Home Improvement Contractor Registration.

2

I am the: Property Owner Tenant Equitable Owner Licensed Professional or Tradesperson

Name _____ Company _____

Address _____

Email _____ Phone | | | | | | | | | | | | | | | |

Property Owner

Identify the deeded property owner here.

If there was a recent change of ownership, documentation (such as a deed, a settlement sheet, or an agreement of sale) will be required. For multiple parcels, attach a supplementary sheet if there are different owners.

3

Name _____ Check box if new owner is being listed

Address _____

Email _____ Phone | | | | | | | | | | | | | | | |

Timeliness of Application

Use this section to indicate that the application meets one or more of the criteria.

4

Select at least one:

Filed within 180 days of Zoning Board of Adjustment (ZBA) Decision

Change required by City department / agency (must be accompanied by a written request from department)

Other _____

Criteria for Proposed Changes

Indicate that the proposed changes are minor pursuant to the ZBA regulations according to the following criteria and are eligible for Zoning Administrative Adjustment Review.

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Proposed Changes (select at least one):

Minor changes to reduce the footprint, GFA, or height of the approved structure;

Lessens the degree of impact related to dimensional variances;

Lessens the number of approved dwelling units where applicable;

Lessens the number or size of approved signs; or

Makes comparable changes that reduce the intensity of the proposed use.

Reasons for Proposed Changes

Choose if you are requesting an Administrative Adjustment for a 'variance' or a 'special exception'.

6

Proposed changes and reasons for Administrative Adjustment on a (select one):

Variance

Special Exception

Then describe the proposed changes and reasons to support the request in the space provided.



Department of Licenses and Inspections
CITY OF PHILADELPHIA

Job Number: (for office use only)

(ZP – YEAR – NUMBER)

Notifications of Parties

Before filing this request, the applicant **must notify the following parties:**

- Each **Registered Community Organization (RCO)*** whose registered boundaries include the applicant's property;
- **District Councilperson*** for the subject property; and
- **All interested parties**** that entered an appearance in the subject matter before the Zoning Board.

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A copy of the notification is included with this application (*select one*):

Yes No

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

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

Declaration & Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.

Applicant Signature: _____ Date: _____ / _____ / _____

THIS SECTION FOR OFFICE USE ONLY

Examiner's Review Results:

Approved – The proposed changes are minor pursuant to the Zoning Board of Adjustment Regulations.

Denied – The application is denied for one / more of the following:

Administrative Adjustments are substantial.

Timeliness of application.

Explanation of Decision:

Examiner's Signature: _____

Date: _____ / _____ / _____