



Application for Zoning / Use Registration Permit

Use this application to obtain permits for compliance with the Philadelphia Zoning Code.

Property Address

Identify the location of work for the permit.

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

1

Address _____

Specific Location or Additional Parcels _____

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 and provide their license number.

2

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

Name _____ Company _____

Address _____

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

License # _____

Property Owner

Identify the deeded property owner.

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 | | | | | | | | | | | | | | | | | | | | | |

Use

Select the category that best describes the **proposed use** of the site. Separately identify **any existing uses to remain** as well.

If 'Other' is selected, provide a description of all uses in the space provided and note the quantity of principal uses.

See § 14-601 for use categories, subcategories, and specific use types.

4

Single-Family Two-Family

Other; describe below and note quantity of uses: _____ (#)

Proposed Use(s): _____

Existing Uses to Remain: _____

Application Scope

Use this section to indicate the project scope. Check the box that best describes your request.

* 'Parking Only' requests should not include any additions or new construction, but may include fencing, retaining walls, and landscaping.

** Sign types may be accessory and / or non-accessory. No other development may be proposed.

*** A Zoning Permit is not required for fencing that meets code requirements. See § 14-706 and A-301.2.1.

**** This option does not include partial demolition. Use change in gross floor area (section 6d on page 2) if scope is partial demolition.

5

Scope of Request (select one):

Change of Use Only

Change of Use to 'Family Day Care'

Parking Only *

Signs Only **

Fencing Only ***

Full Demolition Only ****

New Construction, Addition, or Change in Gross Floor Area of a Building or Structure

Lot Line Relocation Only (Adjustment, Consolidation, or Subdivision)

Combined Lot Line Relocation & New Construction, Addition, or Change in Gross Floor Area

Conditional Zoning Approval



Additional Project Details

Use this section for signage, bonuses, and other review triggers.

(a) Only complete this section if the project was given Conditional Zoning Approval. Attach Civic Design Review letter, if available.

(b) Provide a detailed summary of the proposal.

(c) Select which agencies must perform a review of this project:

- **City Planning:**
Lot adjustments, certain lots bounded by more than one street, lots in certain overlays, properties in master plan districts, etc.
- **Streets Department:**
Right-of-way encroachments, curb cuts, off-street parking, and loading.
- **Art Commission:**
For certain types of signs and projects located in certain overlays.
- **Water Department:**
Projects proposing an earth disturbance of 5,000 square feet or more.

(d) If eligible and bonuses will be used per § 14-702 to increase building height, gross floor area, or unit density, check all bonus options to be used.

(e) If signs are included, note their type, size, illumination, and whether they are accessory or non-accessory. Attach additional sheets if needed.

Signs may **only** be entered if the Application Scope under section 5 (page 1) is 'Signs Only'.

6

(a) Projects with Conditional Approval

If **Conditional Zoning Approval** was previously issued for this project, provide the permit number here: **ZP- 2 | 0 | | | - | | | | | | | | | |**

(b) Project Summary

(c) Pre-Requisite Approvals

- City Planning Commission (One Parkway Building, 1515 Arch St., 13th Floor)
- Streets Department (Municipal Services Building, 1401 JFK Blvd., 9th Floor)
- Art Commission (One Parkway Building, 1515 Arch St., 13th Floor)
- Water Department (1101 Market St., 2nd Floor)

(d) Bonuses for Development

- | | |
|-------------------------------|------------------------|
| Public Space | Public Art |
| Mixed Income Housing | Transit Improvements |
| Underground Accessory Parking | Green Building or Site |
| Trails | Street Extensions |
| Retail Space | Stormwater Management |
| Through Block Connection | Other _____ |

(e) Signs

Sign #	Type <i>(Free-Standing, Wall, Projecting, Marquee, Roof)</i>	Size <i>(length, width, depth, height and/or projection)</i>	Illumination Type <i>(Non-Illuminated, Static, or Animated)</i>	Accessory or Non-Accessory?

Review Type:

Standard

Accelerated (Complete and attach the Accelerated Review Agreement Form available on www.phila.gov/li). *Note: Only certain project scopes are eligible for Accelerated Review.*

Declaration & Signature

All provisions of the Zoning Code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a of this application. 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:** _____ / _____ / _____