

MEETING DATES AND DEADLINES FOR 2019
PHILADELPHIA HISTORICAL COMMISSION
1515 ARCH STREET, 13TH FLOOR, PHILADELPHIA, PA 19102
TEL: 215-686-7660; WWW.PHILA.GOV/HISTORICAL

The Philadelphia Historical Commission is the City's regulatory agency responsible for ensuring the preservation of the city's historically significant buildings, structures, sites, objects, interiors, and districts. The Commission identifies and designates historic resources, listing them on the Philadelphia Register of Historic Places. It regulates the preservation of designated resources through the City's building and other permitting processes, reviewing applications to alter, add to, and demolish historic resources and erect new buildings in historic districts. The Commission's staff reviews and approves most applications without referral to the Commission itself, the 13-member appointed body. However, some applications propose alterations, additions, and demolitions that exceed the staff's authority to review, which is defined in Section 6.10 of the Commission's *Rules & Regulations*. When applications exceed the staff's authority, the staff refers them to the Commission for review at its next monthly meeting. The review occurs in two steps. First, the Architectural Committee, a technical advisory committee, reviews the applications and formulates non-binding recommendations to the Historical Commission at a public meeting. Second, the Commission reviews the applications and recommendations and renders decisions, also at a public meeting. Applicants are encouraged to attend both public meetings to present their applications. All applications must comply with the Commission's *Rules & Regulations* and include the following:

- *Completed Application for Building Permit*
 - the City's official building permit application form
 - available at Commission, Dept. of Licenses & Inspections, and https://business.phila.gov/Documents/Permits/Bldg_permit_App.pdf
 - must state whether the application requests final or in-concept approval
- 8 complete sets of the following, due on the submission deadline;
 - Cover letter introducing the project
 - must state whether the application requests final or in-concept approval
 - must disclose the names of all property owners and/or equitable owners
 - Photographs of the subject property
 - must document all primary facades and areas within the scope of work
 - must document visibility of work area from public rights-of-way
 - must demonstrate context, especially for new construction
 - must be labeled with address and date
 - Copies of any historic documentation justifying the project, if applicable
 - for example, historic maps, photographs, or insurance surveys
 - Architectural drawings and other documentation detailing the proposal
 - must comply with Section 6.7 and other applicable sections of the Commission's *Rules & Regulations* (pages 33-34).
 - must accurately reflect both existing and proposed conditions
 - must be legible, dimensioned, accurately scaled, and annotated
 - must be printed on 8½" x 11" or 11" x 17" paper (please note: rolled/full-size drawings will not be accepted)
 - **NOTE:** Rolled/full-size drawings will **not** be accepted. Please **do not** z-fold or bind submission materials.
- Adobe pdf file(s) of all submission documents on compact disc, thumb drive, via email, or other common media
- Revised drawings may be submitted between the Architectural Committee and Historical Commission meetings, if applicable. These drawings are due seven business days prior to the Historical Commission meeting date.

The staff may request additional information, depending on the nature of the application. The Commission will accept complete applications in its offices, 1515 Arch Street, 13th Floor, until **4:00 p.m.** on Submission Deadlines. The Submission Deadlines and corresponding dates of Architectural Committee and Commission meetings are noted on the reverse of this sheet.