

# 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:

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

### Impact

- Changes affecting a variance, special exception, or proviso must meet the following criteria:
- Minor changes to reduce the footprint, GFA, or height of an approved structure; or
- Lessens the degree of impact related to dimensional variances; or
- Lessens the number of approved dwelling units; or
- Lessens the number or size of approved signs; or
- 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:

- Registered Community Organizations (RCOs) whose registered boundaries include the subject property at the time of Administrative Adjustment Application.
- District Councilperson for subject property
- 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:

- Zoning / Use Registration Application
- Zoning Administrative Adjustment Application
- A copy of previously approved Zoning permit and any supplemental Administrative reviews.
- Six (6) copies of site plan and elevation plan. All plans shall be drawn to scale.
- 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.