

# 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

### 1. 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.

### 2. 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

### 3. 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 [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov) or (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

### In-person:

***The applicant shall submit the following completed documentation for review:***

- [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 with prerequisite approval stamps of applicable city departments / agencies.
- A copy of the notification to the applicable RCO, District Councilperson and all interested parties, including full contact list of each.

### Online through [eCLIPSE](#)

***Permits granted by variance prior to the eCLIPSE portal:***

- Login to your eCLIPSE account.
  - Click '[Apply for a Permit or Get a Certificate](#)' on your Home page.
  - Select the same permit type as the original permit type (i.e. 'Change of Use').
- Upload the following completed documentation for review:
  - [Zoning Administrative Adjustment Application](#).
  - The previously approved Zoning permit and any supplemental Administrative reviews.
  - A 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.

***Permits granted by variance from the eCLIPSE portal:***

- Login to your eCLIPSE account.
  - Navigate to the '[My Activities](#)' tab for *Issued* permits associated with your account.
  - Click on the permit record and look for the '[Permit Activities](#)' heading on the right-hand side of the screen.
  - Click on '[Amend Zoning Permit](#)'.
  - Select '[Permit Amendment](#)' from the pull-down menu and enter the reason for the amendment in the '[Amendment Description](#)' box (i.e. "[Request a Zoning Administrative Adjustment to make the following changes...](#)").
  - Upload applicable documentation and click the '[Pay Fees and Submit](#)' button.
- Upload the following completed documentation for review:
  - [Zoning Administrative Adjustment Application](#).
  - The previously approved Zoning permit and any supplemental Administrative reviews.
  - A 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.