

# RIGHT OF WAY IMPROVEMENT STANDARDS

## PHILADELPHIA STREETS DEPARTMENT



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Last Rev: N/A*



## **Forward**

Over the past several years, the Streets Department has undergone some transformative changes. From the Great Recession of 2008, we have entered into a time of major construction and development. With this “New Boom”, demands for a better understanding of the technical and regulatory requirements of the Department have grown dramatically. These demands have occurred concurrently with an increasing need for enforcement of Federal, and State laws, as well as a series of laws and initiatives adopted by the City of Philadelphia. In addition to seeking to fulfill the obligations defined within the Philadelphia Home Rule Charter, and the Philadelphia Code, the Streets Department has recognized the need to ensure compliance with the Americans with Disabilities Act (1990), and the Underground Utility Line Protection Act, PA Act 287 (1974, and as revised), all within a framework defined greatly by Philadelphia Code §11-900 (Complete Streets).

The purpose of these Right of Way Improvement Standards is to gather the standard requirements of the Streets Department into a single source. Much of the content of this publication derive from established Streets Department resources, as well as standards established, or influenced, by our sister departments, and partners with the Commonwealth of Pennsylvania and the U.S. Government. As a living document, this Standard is subject to periodic revision, as the needs of this great City continue to grow, and new practices and technologies within our street network become available.

Respectfully Submitted,

Harry P. Wilson, P.E.  
Editor to the April 2015 Edition

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PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS  
TABLE OF CONTENTS

	Forward
	Table of Contents
	Preface
Chapter 1	Design Standards (In Development)
Chapter 2	Plan Review Standards
Chapter 3	Permitting (In Development)
Chapter 4	Developer Services (In Development)
	Appendix

**Preface**

Section

**0.1**

**General Guidelines**

- |       |                                       |
|-------|---------------------------------------|
| 0.1.1 | Authorization                         |
| 0.1.2 | Regarding Streets Department Approval |
| 0.1.3 | Information                           |
| 0.1.4 | Revision Schedule and Notice          |

**0.2**

**Definitions**

## **Chapter I     Design Standards**

### **Section**

#### **1.1     General Standards**

1.1.1           Changes to Meet Current Standards

#### **1.2     Specifications & Standard Details**

1.2.1           Acceptable Construction Specifications

    A           Construction Items

    B           Street Lighting

    C           Traffic Signals

    D           Special Items

1.2.2           Standard Details

1.2.3           Availability of Standards

#### **1.3     Roadway Construction Plan Standards**

1.3.1           Existing Conditions

    A           Recently Constructed Non-Conforming Conditions

    B           Existing Driveways

    C           Street Trees

1.3.2           Utility Plans

    A           PA One Call

    B           Preferred Drafting Standards

    C           Temporary Drains

    D           Prohibited Utilities

1.3.3           Grading Plans

1.3.4           Landscaping Plans / Street Trees

1.3.5           Roadway Geometry

1.3.6           Roadway and/or Footway Cross Sections

    A           Curb Standards

    B           Footway Standards

    C           Cartway Standards

    D           Material Restrictions

#### **1.4     Traffic Engineering Standards**

1.4.1           General Standards

1.4.2           Lane Widths

1.4.3           Line Striping

1.4.4           Street Name Signs

1.4.5	Regulation Signs
1.4.6	Traffic Impact Studies
1.4.7	Parking Standards
1.4.8	Acceptable Driveway Locations
1.4.9	Driveway Sight Distances
<b>1.5</b>	<b>Driveway and Ramp Standards</b>
1.5.1	Acceptable Driveway Designs
A	Non-Signalized Driveways
B	Signalized Driveways
1.5.2	ADA Accessible Curb Ramps
1.5.3	Service Curb Ramps
1.5.4	ADA and Service Ramps for Buildings (Encroachments)
<b>1.6</b>	<b>Survey Standards</b>
1.6.1	City Datum
1.6.2	Horizontal Standards
1.6.3	City Plan
1.6.4	Property Plans
<b>1.7</b>	<b>Encroachments Above the Right of Way</b>
1.7.1	Awnings, Canopies & Marquees
1.7.2	Bays, Bay Windows, and Balconies
1.7.3	Pedestrian Bridges
<b>1.8</b>	<b>Encroachments On and Under the Street</b>
1.8.1	General Encroachment Standards
A	Sidewalk Zones
B	Minimum Spacing
C	Visibility
D	General Restrictions
1.8.2	Walking Zone Encroachments
1.8.3	Furnishing Zone Encroachments
A	Curb or Sidewalk Posts (Bollards)
C	Newsstands
D	Relocation of Existing Street Furniture
E	Placement of Street Furniture
1.8.4	Building Zone Encroachments
A	Architectural Embellishments

- B Bicycle Racks
- C Bulk Windows
- D Cellar Doors, Steps & Areaways
- E Fences & Rails
- F Retaining or Parapet Walls
- G Steps and Building Access (ADA) Ramps
- H Wheelchair Elevators

**1.9 Common Encroachments Not Requiring Streets' Approval**

**1.10 Common Illegal Encroachments**

**1.11 Pedestrian Enhancements (In Development)**

**Chapter II Plan Review Standards**

Section

**2.1 General Review Standards**

- 2.1.1 Application & Checklists
- 2.1.2 Supplemental Complete Streets Checklist
- 2.1.3 Completeness Review
- 2.1.4 Anticipated Technical Review Times
- 2.1.5 Review Responses
- 2.1.6 Review Expiration
- 2.1.7 Approval Stamps
- 2.1.8 Plan Changes
- 2.1.9 Appeals
- 2.1.10 Inter Agency Coordination

**2.2 Zoning and Building Permit Review Classifications**

- 2.2.1 Completeness Review
- 2.2.2 Zoning Review
- 2.2.3 "Checklist 1" Building Permit Review (Minor Developments)
- 2.2.4 "Checklist 2" Building Permit Review (Minor Developments)
- 2.2.5 "Checklist 2" Building Permit Review (Major Developments)
- 2.2.6 Foundation Permit Review
- 2.2.7 Encroachment Legislation
- 2.2.8 Major Utility Projects

**2.3 Supplementary Review Applications**

- 2.3.1 ADA Corner Curb Ramps

- 2.3.2 Areaway & Cellar Doors/Steps (Encroachments)
- 2.3.3 Large Driveways
- 2.3.4 Historic Streets
- 2.3.5 Street Lighting (Private Cost)
- 2.3.6 Preliminary Review of Temporary Traffic Control Plans
- 2.3.7 Preliminary Review of Traffic Impact Studies (TIS)
- 2.3.8 Legislation Required for City Plan Actions
- 2.3.9 City Plan Actions without Legislation
- 2.3.10 Legislation Required for Changes to Parking Regulations or Roadway Direction
- 2.3.11 Sidewalk Cafes
- 2.3.12 Newsstands
- 2.3.13 Bicycle Racks (Sidewalk)
- 2.3.14 Pedestrian Enhancements (In Development)

## **2.4 Supplementary Agreements**

- 2.4.1 Maintenance Agreements
- 2.4.2 Private Paving Agreements

## **2.5 Developer Services**

- 2.5.1 Meetings for Major Developments
- 2.5.2 Meetings for Minor Developments
- 2.5.3 General Questions & Consultations

# **Chapter III Permitting Standards**

## **Section**

### **3.1 General Permitting Standards**

- 3.1.1 Authorization
- 3.1.2 Information
- 3.1.3 Conflict Resolution
  - A Right of Way Unit Coordination
  - B Priority of Permits
- 3.1.4 Code Violation Notices (CVN)
- 3.1.5 Appeals
  - A Permit Appeals – Streets Department, Right of Way Unit
  - B Permit Appeals – Others Streets Department Units
  - C Permit Appeals – Other Departments and Agencies

## **3.2 Street Closure Permits**

- 3.2.1 General Provisions
  - A Applications (Minimum Standards)
  - B Temporary Traffic Control (TTC)/  
Maintenance and Protection of Traffic (MPT) Plans
  - C Engineer Certification of TTC/MPT Plans
  - D Payment
  - E Completeness
  - F Expedited Permit Review
  - G Non-Emergency Applications
  - H Emergency Applications
  - I Restrictions & Conditions
  - J Permit Issuance
  - K Permit Compliance
  - L Permit Renewals/Extensions
- 3.2.2 Street Closures for Site Development
- 3.2.3 Street Closures for Utility Work
  - A Street Closures for Plumbers Projects
  - B Street Closure for Non-Excavation Utility Projects (General)
  - C Street Closure for Test Borings & Monitoring Wells
  - D Street Closure for Excavation Utility Projects
- 3.2.4 Equipment Placement (Construction Equipment)
  - A Boom or Lifts (excludes cranes)
  - B Demolitions
  - C Construction Dumpsters
  - D Equipment Delivery
  - E Façade Restoration
  - F Construction Fence
  - G Footway Restoration
  - H Scaffolding
  - I Shelter Platforms
  - J Construction Trailers
  - K Window Washing
- 3.2.5 Crane Placement
- 3.2.6 Helicopter Lift

	3.2.7	Street Furniture (Generally)
	A	Bicycle Racks
	3.2.8	Temporary No Parking for Moving Trucks & PODS (aka “Moving Permit”)
	A	Paper Permit Applications
	B	Online Applications
<b>3.1</b>		<b>Street Opening</b>
	3.3.1	General Provisions
	3.3.2	Right of Way Use Licenses
	3.3.3	Non-Excavation Utility Projects (Test Borings & Monitoring Wells) (Non-GPIS)
	3.3.4	Street Openings to Turn On or Shut Off Service (GPIS)
	3.3.5	Tier I Street Openings (GPIS)
	3.3.6	Tier II Street Openings (GPIS)
	3.3.7	Process Flow for GPIS Tier I and Tier II Permits
<b>3.4</b>		<b>Emergency Utility Notification (EUN)</b>
	3.4.1	General Provisions
	3.4.2	Police Notification for Utility Emergencies
	3.4.3	Excavation Required Emergencies
	3.4.4	Non-Excavation Related Emergencies
<b>3.5</b>		<b>Other Permits Issued by the Streets Department, Right-of-Way Unit</b>
	3.5.1	Street Furniture (Generally)
	A	Bicycle Racks
	B	Pedestrian Plazas
	3.5.2	Banner Permits
	3.5.3	Special Event Permits
	3.5.4	Encroachments Not Requiring Permits
<b>3.6</b>		<b>Permits Issued by the Streets Department Highway Districts</b>
	3.5.1	Curb or Sidewalk Pipe Posts (Bollards)
	3.5.2	Curb and Footway Permits
<b>3.7</b>		<b>Permits Issued by the Streets Department Traffic Engineering Unit</b>
	3.7.1	Bus Carrier Zone Permits
	3.7.2	Driveway Paint Marking Permit

- 3.8 Permits Issued by the Streets Department Bridge Design Unit**
  - 3.8.1 Special Hauling Permits (for Oversize and Overweight Vehicular Transports)
- 3.9 Permits Issued by the Streets Department Sanitation Division**
  - 3.9.1 Trash/Recycling Bins
- 3.10 Permits Issued by the Department of Licenses and Inspections (L&I)**
  - 3.10.1 Building, Foundation and Zoning Permits
  - 3.10.2 News Stand Licenses
  - 3.10.3 Sidewalk Café Licenses

## **Chapter IV Process Flow**

### **Section**

- 4.1 General Provisions**
- 4.2 Typical Flow Process**
  - 4.2.1 Standard Development
  - 4.2.2 Legislative Approval
- 4.3 ADA Compliant Corner Curb Ramps**
- 4.4 Altering Curblines Without Legislation (City Plan Actions)**
- 4.5 Changing City Street Lighting**
- 4.6 Changing City Traffic Signals**
- 4.7 Constructing and Paving Streets**
  - 4.7.1 Existing Streets, Currently Paved
  - 4.7.2 Existing Streets, Currently Unpaved, or Partially Paved
  - 4.7.3 Proposed Streets, Public
  - 4.7.4 Proposed Streets, Private
- 4.8 Special Provisions**
  - 4.8.1 Philadelphia Water Department

## **Appendix**

- A Listing of Streets Department Standard Details (In Development)
- B Listing of Streets Department Specifications (In Development)
- C Plan Review Application & Checklists
- D Street Closure Permits Fee Schedule
- E Listing of Referenced Streets Department Publications
- F Approved Non-Standard Products
- G Streets Department Highway and Survey District Maps

## **0.1 General Guidelines**

The majority of Street-related permits are issued by the Streets Department's Right of Way Unit. However, there are several that are issued by other Streets Department units, as well as the Department of Licenses and Inspections.

### **0.1.1 Authorization**

Departmental authority is included within the Philadelphia Code and Streets Department Regulations. Familiarity with the following sections and regulations will provide all stakeholders with a better understanding of the role of the Streets Department, as reflected within this publication.

- **Philadelphia Code:**
  - § 9-200 Commercial Activities on Streets
  - §11-200 Openings and Excavations in the Streets
  - §11-400 City Plan
  - §11-500 Paving
  - §11-600 Construction, Encroachments, and Projections Over, On & Under Streets
  - §12-907 Designation of Public Carrier Stands
  - §14-301 Open Air Parking & Parking Garages
  - §14-804 Bicycle Parking
- **Streets Department Regulations:**
  - Regulations Governing Sidewalk Closure Permits for Construction Activity (5-16-2014)
  - Regulations Governing Bus Loading Zones (3-14-2013)
  - Bicycle Parking Regulations (5-7-2014)
  - Regulations Governing Street Openings, Excavations & Restoration (1-9-2015)
  - Regulations Governing Construction of ADA-Compliant Curb Ramps (8-25-2014)
  - Regulation Governing Applications for the Installation of Curb or Sidewalk Pipe Posts on Paved Streets (2-20-1963)
  - Regulations Governing Fees and Charges for Various Permitted Activities (9-25-2012)

### **0.1.2 Regarding Streets Department Approval**

As relating to approvals sought by parties outside of the Streets Department, an approval stamp (on plans) or a permit is generally the only proof of approval acceptable by the Department. Most plans that have been given an approval stamp also require a permit or license from either the Departments of License and Inspections, or the Department of Streets. Examples of types of commonly requested approvals, the method of approval, and the approving unit, are included in the table below:

## Right-of-Way Improvement Standard

### Preface

Approving Streets Department Unit	Approves	Section References
Right of Way Unit, Permits Group	Street Closures, Street Openings, Banners, Bike Racks, Special Events (Block Parties)	2.3.13, 3.2, 3.3, 3.5
Right of Way Unit, Plan Review Group	Zoning Plans*, Building Permit Plans*, Encroachments (with or without legislation)**, MPT/TTC Plans, Roadway Paving Plans, Maintenance Agreements	2.2.2, 2.2.3, 2.2.4, 2.2.6, 2.2.7, 2.3.2, 2.3.3, 2.3.4, 2.3.6, 2.3.7, 2.3.11*, 2.3.13, 2.4.1
Highway Division, District Offices	Sidewalk Post Permits, Curb & Footway Permits	3.5.1, 3.5.2
Transportation Planning & Analysis Section	Major Utility Plans, Private Paving Agreements, ADA Corner Curb Ramps	2.2.8, 2.3.1, 2.4.2
Street Lighting Unit	Private Cost Street Lighting Plans, Signal/Striping/Sign Plans***	2.3.5
Traffic Engineering Unit	Parking Regulations and Roadway Direction, Bus Carrier Zones, Driveway Paint Markings	2.3.10, 3.7.1, 3.7.2
Survey Bureau	City Plan Actions**, Subdivision Plans	2.3.8, 2.3.9
Construction Unit	Notice to Proceed (Related to Private Paving Agreements, Acceptance of All Utility and Private Paving Work	2.4.2
Bridge Design Unit	Special Hauling Permits	3.8.1
Sanitation Division	Does not approve plans or issue permits	3.9

*Table 1 – Approving Streets Department Units*

\* Permits or Licenses Issued by the Department of Licenses and Inspections

\*\* Ordinance of City Council required for certain projects

\*\*\* Approved during the coordinated review of plans by the Right of Way Unit

#### 0.1.3 Information

Design Standards, Permitting and Plan Review documents can be obtained from the Streets Department at:

Streets Department, Right of Way Unit  
 Technical Services Counter  
 1401 John F. Kennedy Blvd  
 Municipal Services Building, Room 960  
 Hours: Monday through Friday, 9:00 AM-2:00 PM

Or online:

[www.philadelphiastreet.com/customer-service/downloads-and-links](http://www.philadelphiastreet.com/customer-service/downloads-and-links)

# Right-of-Way Improvement Standard

## Preface

### 0.1.4 Revision Schedule and Notice

Revisions to these Standards will occur semi-annually, and on an as-needed basis. Changes will be posted by the first day of June and December, to take effect on the first day of July and January, respectively. Posting revisions to a website maintained for this purpose by the Department of Streets will be considered sufficient notice after the initial release of these Standards.

## 0.2 Definitions

These definitions are provided for informational purposes only. Source materials are, generally, from the Philadelphia Code, Streets Department regulations, and City of Philadelphia publications, or common professional terminologies. References for common terms are not provided in all instances. Most upon, or relating to the items defined herein are subject to approval by the Streets Department, either by plan approval or permit, and in some instances by ordinance of City Council.

Term	Definition	Last Revised
<b>ACT 287 (1974)</b>	Underground Utility Line Protection Act, PA Act 287 (1974, and as revised). This is the legal foundation of the Pennsylvania One Call System, Inc.	June-2015
<b>ADA</b>	Americans with Disabilities Act of 1990.	June-2015
<b>ADA Standards</b>	Generally, the various National (U.S. Access Board), State (PennDOT) and City of Philadelphia standards used to ensure compliance with the Americans with Disabilities Act of 1990.	June-2015
<b>Areaways</b>	An opening in the ground level of a building perimeter to allow natural lighting, or for periodic access or to a basement for the purpose of emergency egress, utility access, or the loading or unloading of stored goods or materials. <i>Also known as egress wells, or bulkhead doors.</i>	June-2015
<b>Art Commission</b>	A City Commission, having authority to “approve any structure or fixture to be erected by any person upon or to extend over any highway, stream, lake, square, park or other public place within the City.” In particular, the code requires Art Commission approval for canopies and marquees.	June-2015
<b>Arterial (Street)</b>	<i>Per Federal Highway Administration (FHWA) Flexibility in Highway Design, Chapter 3 (Functional Classification):</i> Arterials provide the highest level of service at the greatest speed for the longest uninterrupted distance, with some degree of access control.	June-2015
<b>Auto-Oriented Commercial/Industrial Street</b>	<i>Per Complete Streets Handbook Section 3.5:</i> These streets are characterized by an auto-oriented development pattern with buildings set back significantly from the street, generally with parking lots in front of commercial uses. Auto-oriented streets generally do not provide a pedestrian-friendly environment and are not likely to attract high levels of pedestrian activity other than at transit stops and individual activity centers.	June-2015

## Right-of-Way Improvement Standard

### Preface

<b>Awning</b>	<i>Per §11-601(1) of the Philadelphia Code:</i> A structure made of cloth, plastic, metal or similar materials with a metal frame not of permanent construction attached to a building and not ( <i>in any way</i> ) supported by the ground or sidewalk, which projects more than 18 inches over a sidewalk or other thoroughfare, but not including signs. <i>See also Canopy.</i>	June-2015
<b>Balcony</b>	<i>Per §11-601(2) of the Philadelphia Code:</i> A platform, enclosed by a parapet or railing, projecting from the wall of a building.	June-2015
<b>Basement Steps</b>	An opening in the ground level of a building perimeter to allow for regular access to a basement door.	June-2015
<b>Basketball Pole and Backboard</b>	A basketball pole with a backboard generally erected in the grass plot area of the footway. Occasionally, the backboard is attached to a utility pole.	June-2015
<b>Bay</b>	While used synonymously with <i>Bay Window</i> by many design professionals, a <i>Bay</i> is not defined within, §11-601 of the Philadelphia Code. As observed by the Philadelphia Streets Department, the primary design difference between a bay and a bay window is in the extension of floor space beyond the building line, as seen in bays, but not bay windows. Also, Per Section 14-203(35) - Bay Window: A window structure that projects from the wall of a building and is at least 24 in. above the finished floor surface.	June-2015
<b>Bay Window</b>	<i>Per §11-601(2) of the Philadelphia Code:</i> A window above the first story extending beyond the wall of the building. <i>See also Bulk Window.</i>	June-2015
<b>Bilco Door</b>	Bulkhead doors, as commonly referred to by the name of a prominent manufacturer.	June-2015
<b>Bicycle Rack</b>	<i>Per §11-601(4) of the Philadelphia Code:</i> A fixed rack installed on the sidewalk for parking bicycles.	June-2015
<b>Bike Corral</b>	<i>Per §11-601(8)(c) of the Philadelphia Code:</i> A portion of a curbside parking lane that is closed to motor vehicle parking, and equipped with fixed racks so as to permit the parking and securing of bicycles.	June-2015
<b>Bollard</b>	<i>See Curb or Sidewalk Post.</i>	
<b>Building Access (ADA) Ramp</b>	Ramps used to provide wheelchair access to buildings, in accordance with ADA Standards.	June-2015
<b>Building Zone</b>	<i>Per Complete Streets Handbook Section 4.4.1:</i> The Building Zone is the area of the sidewalk immediately adjacent to the building face, wall, or fence marking the property line, or a lawn in lower density residential areas. The Building Zone includes architectural elements such as steps, bay windows, or planters and commercial activities, such as sidewalk cafes, that intrude into the sidewalk. These elements can enhance the pedestrian environment, but also narrow the walking zone and can limit accessibility.	June-2015
<b>Bulkhead Door</b>	A flush set of metal doors used for basement access.	June
<b>Bulk Window</b>	<i>Per §11-601(5) of the Philadelphia Code:</i> A window on the first story extending beyond the wall of the building.	June-2015

## Right-of-Way Improvement Standard

### Preface

<b>Bus/Transit Shelter</b>	A shelter erected on the legal footway to protect the citizens of the City who use public transportation from inclement weather.	June-2015
<b>Business Day</b>	Every standard working day of the week (i.e. Monday through Friday), <i>excluding</i> City of Philadelphia holidays, days on which snow operation occur, and the day after the end of any snow operation.	June-2015
<b>Commissioner</b>	<i>Per §11-701(1)(k) of the Philadelphia Code:</i> Collectively, the Streets Commissioner and designees.	June-2015
<b>Canopy</b>	<i>Per §11-601(6) of the Philadelphia Code:</i> A structure made of cloth, plastic, metal or other similar materials with a metal frame not of permanent construction, extending from a building and ( <i>at least in part</i> ) supported by the ground or sidewalk, projecting more than 18 inches over a sidewalk or other thoroughfare, but not including signs. <i>See also Awning.</i>	June-2015
<b>Cartway</b>	<i>Per §11-101(1) of the Philadelphia Code:</i> The portion of a street reserved for vehicular use and contained between the curb lines.	June-2015
<b>Cellar Doors</b>	<i>See Areaways.</i>	
<b>City Neighborhood Street</b>	<i>Per Complete Streets Handbook, Section 3.8:</i> City Neighborhood Streets include the majority of the grid streets in older sections of Philadelphia. These streets serve an equally important role for local vehicle and pedestrian traffic. The fronts of buildings on these streets typically meet the street line (edge of sidewalk), unlike Lower Density Residential Streets where dwellings are set back from the sidewalk.	June-2015
<b>City Plan</b>	A master plan of the City of Philadelphia street network, as created and maintained by the Streets Department's City Plan Section and Survey Bureau, in accordance with §11-400 of the Philadelphia Code. <i>See also Curb Line and Street Line.</i>	June-2015
<b>City Plan Action</b>	Any development resulting in changes to the City Plan.	June-2015
<b>Civic/Ceremonial Streets</b>	<i>Per Complete Streets Handbook, Section 3.2:</i> This small group of streets includes some of the first mapped streets in the city (e.g., Broad Street, Market Street). These streets have great symbolic importance, house major ceremonial functions, and play a unique role in the life of the City (e.g., the Parkway). Sidewalks on Civic/Ceremonial streets operate as generous pedestrian promenades. As major arterials, these streets also have high vehicle significance.	June-2015
<b>Collector</b>	<i>Per Federal Highway Administration (FHWA) Flexibility in Highway Design, Chapter 3 (Functional Classification):</i> Collectors provide a less highly developed level of service at a lower speed for shorter distances by collecting traffic from local roads and connecting them with arterials.	June-2015

## Right-of-Way Improvement Standard

### Preface

<b>Complete Streets</b>	See <i>Complete Streets Handbook</i> . A policy enacted per §11-900 of the Philadelphia Code, as related to roadway development. Complete Streets recognizes that road and sidewalk space is a limited public good that must be shared by public transit service, pedestrians, taxicabs, bicycles, personal, emergency, commercial and utility vehicles, parked vehicles, sidewalk vending and cafes, bicycle racks, newsstands, bus stops and shelters, newspaper boxes and planters, among other things.	June-2015
<b>Complete Streets Handbook</b>	A handbook, the creation and maintenance of which, serves to create a Complete Streets policy for the City that: (a) Gives full consideration to accommodation of the safety and convenience of all users of the transportation system, be they pedestrians, bicyclists, public transit users or motor vehicle drivers; (b) Balances the needs of all users in planning, design, construction, maintenance, and operation of the right of way and facilities therein; and (c) Contributes to a comprehensive and integrated transportation network and prioritize the safety of those traveling in the public right-of-way, and in particular the safety of children, the elderly, and persons with disabilities. A major part of the Complete Streets Handbook, and many references made to it, derive from, or are influenced by, the Philadelphia Pedestrian & Bicycle Plan.	June-2105
<b>Curb</b>	The physical separator between the footway and cartway customarily made of concrete or stone.	June-2015
<b>Curb Cut</b>	The portion of a driveway, or ramp, at the curb line, the width of which is measured along the curb line, and without the added length of any grade adjustment, curb returns, or flares, on either end.	June-2015
<b>Curb Line (or Curbline)</b>	The lines on the City Plan demarking the boundary between the cartway and sidewalk(s) on a City street. Curblines are used in the mapping and location of underground utilities, and as such cannot be changed without a City Plan Action.	June-2015
<b>Curb Return</b>	A curb that curves inward towards the sidewalk, typically as a method of grade adjustment for driveways and service ramps. The use of curb returns is no longer permitted by the Streets Department.	June-2015
<b>Curb Reveal</b>	The vertical measurement from the pavement to the top of a curb.	June-2015
<b>Curb or Sidewalk Post</b>	A concrete-filled metal post, permanently mounted within the footway for the purpose of protecting pedestrians and property from vehicular intrusion. Also known as bollard.	June-2015
<b>DRPA</b>	Delaware River Port Authority	June-2015
<b>Driveway</b>	<i>Per §14-203(100) of the Philadelphia Code:</i> A paved or unpaved right-of-way strip providing access to a vehicle parking space, loading space, or maneuvering facility.	June-2015
<b>DVRPC</b>	Delaware Valley Regional Planning Commission	June-2015
<b>Egress Wells</b>	See <i>Areaways</i>	

## Right-of-Way Improvement Standard

### Preface

<b>Elevator Shaft</b>	Elevator shafts of permanent construction, which extend over the legal street line, are primarily used to transport commercial equipment or material from below to above grade. Occasionally, they may be intended to transport a physically handicapped person, however, if so, they are not to be confused with Wheelchair Elevators which are not structurally attached to the building.	June-2015
<b>Emergency Condition</b>	A condition that constitutes an imminent risk to the health, welfare, or safety of the public, or is likely to cause existing utilities to be unusable and result in loss of the services provided through the facilities.	June-2015
<b>Encroachment</b>	Any privately owned structure within the public right of way.	June-2015
<b>Encroachment Ordinance</b>	A legislative act of the Philadelphia City Council for permission to encroach upon the Right of Way in a manner not otherwise permitted by the Philadelphia Code.	June-2015
<b>Facility</b>	<i>Per §11-701(1)(p) of the Philadelphia Code:</i> Conduit, pipes, cables, wires, lines, towers, optic fiber, antennae, poles, associated equipment and appurtenances, and any other facilities (exclusive of water and sewer pipes in Plumber's Ditches and End User Devices) located in the Right-of-Way and designed, constructed, and/or used, by Telecommunications Providers, Cable Service and OVS Service providers, Information Service Providers, Public Utilities, or other Persons for transmitting, transporting, or distributing communications, telecommunications, electricity, natural gas or manufactured gas, oil, gasoline, steam, water, waste water, or any other form of energy, signal or substance.	June-2015
<b>Footway</b>	<i>See Sidewalk.</i>	
<b>Furnishing Zone</b>	<i>Per Complete Streets Handbook Section 4.4.2:</i> The furnishing zone is the area of the sidewalk between the walking zone and curb. The furnishing zone provides pedestrians a buffer from traffic and provides a space for plantings, street furniture, and other amenities. These elements can enhance the pedestrian environment, but also narrow the walking zone and can limit pedestrian mobility and comfort.	June-2015
<b>Ground Lights</b>	Lights installed in the footway, generally close to the building wall, for the purpose of providing aesthetics and/or security.	June-2015
<b>High Volume Pedestrian Street</b>	<i>Per Complete Streets Handbook Section 3.1:</i> Streets that serve as important pedestrian destinations and connections in high-density commercial, residential, and mixed use neighborhoods. High-Volume Pedestrian streets serve more than 1,200 pedestrians per hour during the midday. Many of these streets also provide important connections for vehicle traffic and serve high vehicle volumes. As a result, these streets must often be designed to prioritize pedestrian movement and accommodate high vehicle traffic volumes.	June-2015
<b>Houseline</b>	<i>See Street Lines</i>	
<b>Large Driveway</b>	A driveway with a curb cut greater than 24'-0". Large driveways are subject to the Complete Streets Standards.	June-2015

# Right-of-Way Improvement Standard

## Preface

<b>LOC</b>	Letter of Credit	June-2015
<b>Local Street</b>	<i>Per Complete Streets Handbook Section 3.11:</i> Local streets are streets in residential or non-residential neighborhoods that are smaller than City Neighborhood Streets and Low Density Residential Streets. This classification includes service streets and minor residential streets. Parking is provided on at least one side of the street and sidewalks are usually present. <i>Per Federal Highway Administration (FHWA) Flexibility in Highway Design, Chapter 3 (Functional Classification):</i> Local Streets consist of all roads not defined as arterials or collectors; primarily provides access to land with little or no through movement.	June-2015
<b>Low Density Residential Street</b>	<i>Per Complete Streets Handbook Section 3.9:</i> Lower Density Residential Streets include most residential streets outside Center City, North, South Philadelphia, and West Philadelphia. These streets were generally constructed more recently than City Neighborhood Streets and are characterized by dwellings that are set back from the sidewalk. These streets serve local vehicle, pedestrian, and bicycle traffic.	June-2015
<b>Marquee</b>	<i>Per §11-601(7) of the Philadelphia Code:</i> An overhanging, substantially horizontal structure of permanent construction attached to a building, whether or not supported by the ground or sidewalk, projecting more than 18 inches over a sidewalk or other thoroughfare, but not including balconies.	June-2015
<b>MPT</b>	Maintenance and Protection of Traffic. <i>See also: Temporary Traffic Control (TTC)</i>	June-2015
<b>MUTCD</b>	The Manual on Uniform Traffic Control Devices	June-2015
<b>Paper Street</b>	A street which is on the City Plan, either confirmed or awaiting confirmation by the Board of Surveyors, not legally opened and not physically existing, is considered to be a "paper street" since it exists, in a real sense, only on "paper."	June-2105
<b>Parklet</b>	<i>Per §11-601(8)(b) of the Philadelphia Code:</i> A removable platform made available for recreational use by pedestrians that occupies a portion of a parking lane that is closed to motor vehicle parking.	June-2015
<b>Park Road</b>	<i>Per Complete Streets Handbook Section 3.6:</i> Park roads provide transportation routes for vehicles and pedestrians within local parks. These streets typically have lower speed limits compared to Scenic Drives. These streets should include shared-use side paths for pedestrians and bicyclists and/or sidewalks and bike lanes or shared roadway facilities.	June-2015
<b>Patio</b>	An uncovered structure of permanent construction extending from the front, side or rear of the building and encroaching onto the legal right-of-way. Also, from the Zoning Code, § 14-203(224)): An open structure less than 12 inches above the ground that is located in the front yard, rear yard, or side yard of a property.	June-2015

## Right-of-Way Improvement Standard

### Preface

<b>Pavement Markings</b>	Lines on the street to channel pedestrian and vehicular traffic, such as crosswalk lines, or single or double yellow lines in the center of the street.	June-2015
<b>Philadelphia Pedestrian &amp; Bicycle Plan</b>	The Philadelphia Pedestrian & Bicycle Plan was adopted by the City Planning Commission in June 2012. The Plan identifies strategies and specific recommendations to increase the number of people walking and bicycling in the City by improving the safety, connectivity, convenience, and attractiveness of the pedestrian and bicycle networks. Per §11-902 of the Philadelphia Code: All construction projects subject to § 11-901(2) shall conform to the street types and standards set forth in the Pedestrian and Bicycle Plan established by the Philadelphia City Planning Commission, consistent with and subject to the City Plan, classifying street types by intended use and, setting forth minimum dimensional requirements for sidewalk features.	June-2015
<b>Pedestrian Bridge</b>	A pedestrian bridge as used here is generally a privately-owned structure constructed above the 1st floor as a means of transporting people and/or conduits from one building to another over the legal right-of-way.	June-2015
<b>Pedestrian Enhancement</b>	<i>Per §11-601(8) of the Philadelphia Code:</i> Any of the following: Pedestrian Plaza, Parklet, Bike Corral	June-2015
<b>Pedestrian Plaza</b>	<i>Per §11-601(8)(a) of the Philadelphia Code:</i> An area in the cartway of a street, or in the cartway at the intersection of two or more streets, or an island within the cartway, which is closed to vehicular traffic, and made available for recreational use by pedestrians pursuant to this Chapter. The term excludes any area in or surrounded by a traffic circle. Unlike a parklet, a pedestrian plaza does not include any form of decking, but lies directly upon the surface of the paved or unpaved street.	June-2015
<b>PennDOT</b>	Pennsylvania Department of Transportation (On occasion, referred to as PADOT)	June-2015
<b>Pennsylvania One Call System, Inc.</b>	Pennsylvania One Call System, Inc. is a non-profit 501(c)(6) Pennsylvania corporation created to help protect the underground facilities of members through communication with any person planning to disturb the earth. This communication network receives and processes underground line location requests from excavators, contractors, plumbers, builders, designers, and the general public; and disseminates this work location information to all members based on their service agreements.	June-2015
<b>Planter</b>	Planters as used here are above ground decorative containers, generally constructed with concrete, in which trees, shrubs, or flowers are planted.	June-2015
<b>Plumbing Permit</b>	Authorization to open the street for the purpose of installing a new or replacing a defective water or sewer service.	June-2015
<b>Porch</b>	A covered structure of permanent construction extending from the front, side or rear of the building and encroaching onto the legal right-of-way.	June-2015
<b>PPA</b>	Philadelphia Parking Authority	June-2015
<b>Private Interest Ordinance</b>	<i>See Encroachment Ordinance</i>	

## Right-of-Way Improvement Standard

### Preface

<b>Private Paving</b>	The paving of a confirmed and legally-opened City street by a developer for the purpose of providing access to a housing development. All cost for the work is incurred privately by the developer. Not to be confused with the paving of a private street ( <i>See Private Street</i> ).	June-2015
<b>Private Street</b>	A street not placed on the City Plan and not legally opened. A private street is not to be confused with a "paper street." <i>Per §11-505 of the Philadelphia Code:</i> The sidewalks of all public streets, and the roadways and sidewalks of all private streets, shall be graded, curbed, paved and kept in repair at the expense of the owners of the land fronting thereon.	June-2015
<b>PROWAG</b>	Public Right of Way Access Guidelines. Published in the <i>Federal Register</i> on July 26, 2011, and as revised. Provides guidance establishing specifications for accessible pedestrian paths within the public right of way.	June-2015
<b>PWD</b>	Philadelphia Water Department	June-2015
<b>Retaining Wall</b>	Generally concrete, brick or stone structures of limited height which sits or project over the legal footway and constructed to support the grass area in front or on the side of the property. There is a distinction, and special limitations, relating to the use of retaining walls within the right of way, as opposed to the use within a parcel of land. <i>Per §11-701(1)(dd) of the Philadelphia Code:</i> The surface of and space above and below any real property in the City in which the City has a regulatory interest, or interest as a trustee for the public, as such interests now or hereafter exist, including, but not limited to, all Streets, highways, avenues, roads, alleys, sidewalks, pedestrian and vehicle tunnels and passageways, concourses, viaducts, bridges, and skyways under the control of the City, and any unrestricted public or utility easements established, dedicated, platted, improved or devoted for Utility purposes.	June-2015
<b>Right of Way</b>	Provided, that the following lands are not included in the Right-of-Way: lands administered by the Division of Aviation of the Commerce Department; lands owned by the City that are not Streets; and lands, other than the following Streets, that are under the care and jurisdiction of the Fairmount Park Commission: Belmont Avenue, Bells Mill Road, Benjamin Franklin Parkway, Cobbs Creek Parkway, Cresheim Valley Drive, Haverford Avenue, Henry Avenue, Hunting Park Avenue, Kelly Drive, Lansdowne Avenue, Lincoln Drive, Montgomery Drive, Parkside Avenue, Rhawn Street, Roosevelt Boulevard, the Schuylkill Expressway, Southern Parkway, and West River Drive. The phrases "in the Right(s)-of-Way" and "in the right(s)-of-way" mean "in, on, over, along, above and/or under the Right(s)-of-Way" or "right(s)-of-way".	June-2015
<b>Right of Way Boundary</b>	<i>See Street Lines</i>	
<b>Roadway</b>	<i>See Cartway</i>	

## Right-of-Way Improvement Standard

### Preface

<b>Scenic Drive</b>	<i>Per Complete Streets Handbook Section 3.7:</i> Scenic Drives are major or minor arterials that provide a scenic view along parks or waterways. These streets typically have higher speeds than Park Roads and local streets. Scenic Drives often accommodate pedestrian travel via Shared-use paths. Shared-use paths and/or bike lanes or shared roadway facilities may be used to accommodate bicyclists.	June-2015
<b>SEPTA</b>	The Southeastern Pennsylvania Transportation Authority	June-2015
<b>Shared Narrow Street</b>	<i>Per Complete Streets Handbook Section 3.10:</i> These streets are very narrow local streets, primarily located in older areas of the City. Sidewalks also tend to be narrow on these streets, but pedestrians and bicyclists can generally walk and ride comfortably in the street similar to pedestrian priority streets. On-street parking is precluded on streets with cartways of 13' or less.	June-2015
<b>Sheeting &amp; Shoring</b>	A reinforcement of excavation areas in large building projects where the construction of the foundation can weaken or collapse the abutting street. Therefore, the contractor is required to line the excavation with sheeting generally made of wood and held in position with cross-bracing or shoring.	June-2015
<b>Shelter Platform</b>	Similar to scaffolding in that it is a temporary elevated structure for the support of workmen. Differs from scaffolding in that it allows pedestrian movement beneath it. In general, the applicant is the contractor who may be replacing a store-front window, sand-blasting or some other exterior work to the building facade.	June-2015
<b>Sidewalk</b>	<i>Per §11-101(7) of the Philadelphia Code:</i> That portion of a street contained between the street line and the nearest curb line and consisting of a paved footway and optional planting strips, the cross-section of which shall be determined by the Department. <i>Per §11-505 of the Philadelphia Code:</i> The sidewalks of all public streets, and the roadways and sidewalks of all private streets, shall be graded, curbed, paved and kept in repair at the expense of the owners of the land fronting thereon.	June-2015
<b>Sidewalk Cafe</b>	A restaurant places tables and chairs on the footway sometimes encompassed by a railing. The portable fixtures are removed at the end of the business day.	June-2015
<b>Sign</b>	<i>Per §11-601(9) of the Philadelphia Code:</i> A structure or device, whether or not attached to a building, which is primarily intended to advertise or communicate, including ground signs, illuminated signs, projecting signs, swinging signs, temporary signs and wall signs, but excluding: (a) advertising matter displayed on vehicles, pedestrians or newsstands; (b) information required by law or ordinance to be placed on structures; (c) notice to the public that a property is for sale or rent.	June-2015
<b>Sign, A-Frame</b>	A-Frame signs a.k.a. "ground signs" are signs supported by uprights or braces intended to be placed on ground level of the legal footway for the purpose of advertising parking-lot rates, lottery sales, daily restaurant fare, or any other such commercial use.	June-2015

## Right-of-Way Improvement Standard

### Preface

<b>Sign, Illuminated</b>	Any sign which has characters, letters, figures, designs, or outlines illuminated by artificial lighting. As used here these "flashing-lighted" signs are sometimes mounted on wheels or braces placed on the legal footway to advertise new business openings, sales or any other such commercial use.	June-2015
<b>Sign, Projecting</b>	Any sign attached to a building or other structure which projects in such a manner that both sides thereof are visible.	June-2015
<b>Sign, Wall</b>	Any flat sign which is placed against the building or other structure and attached thereto in such a manner that only one side is visible.	June-2015
<b>Speed Bump</b>	An asphaltic protuberance constructed in the travel lanes of parking lots in order to slow vehicular movement.	June-2015
<b>Speed Cushion</b>	A variation of a speed bump or speed hump, with breaks to allow for larger vehicles to pass over it unaffected.	June-2015
<b>Speed Hump</b>	A variation of a speed bump that generally flatter, and therefore having less impact upon vehicles while remaining an effective traffic calming device.	June-2015
<b>Stairwell, Enclosed</b>	Stairwells, enclosed by any type of building material, leading to the second floor or above and which encroach beyond the street line.	June-2015
<b>State Route</b>	Any route owned and maintained by PennDOT	June-2015
<b>Storm Enclosure</b>	A walled-in area of permanent construction attached to an existing exterior doorway to prevent wind from entering the building.	June-2015
<b>Street</b>	<i>Per §11-101(8) of the Philadelphia Code: A strip of land or part thereof within the right-of-way, whether dedicated or not, intended or used for vehicular and/or pedestrian traffic. Commonly used synonymously with Cartway.</i>	June-2015
<b>Street, Cul De Sac</b>	<i>Per §14-203(311) of the Philadelphia Code: A street having but one vehicular access point to another street and terminated by a paved vehicular turn- around.</i>	June-2015
<b>Street, Major</b>	<i>Per §14-203(312) of the Philadelphia Code: A street that carries traffic, generally local, to or from the system of major highways or that serves as main circulation for a large area.</i>	June-2015
<b>Street, Major Highway</b>	<i>Per §14-203(313) of the Philadelphia Code: A street used primarily for traffic not local in destination.</i>	June-2015
<b>Street, Primary Residential</b>	<i>Per §14-203(314) of the Philadelphia Code: A street that serves the prime function of collecting or distributing residential traffic within a neighborhood or area.</i>	June-2015
<b>Street, Secondary Residential</b>	<i>Per §14-203(315) of the Philadelphia Code: A street that is used primarily for residential access.</i>	June-2015
<b>Street, Tertiary Residential</b>	<i>Per §14-203(316) of the Philadelphia Code: A street that provides access to homes on lots in excess of 20,000 sq. ft., having 100 ft. frontage at the building line, and having no house or garage located within 50 ft. of that right-of-way, or one that serves not more than six lots.</i>	June-2015

## Right-of-Way Improvement Standard

### Preface

<b>Street, Marginal Access</b>	<i>Per §14-203(317) of the Philadelphia Code:</i> A minor street, parallel and adjacent to a major street or major highway, providing access to abutting properties and controlling the location of intersections with that major street or highway.	June-2015
<b>Street Frontage</b>	<i>Per §14-203(319) of the Philadelphia Code:</i> The edge of a lot that is contiguous to any confirmed street.	June-2015
<b>Street Line</b>	<i>Per §11-101(9) of the Philadelphia Code:</i> The lines of demarcation between public and private properties on plotted or legally opened streets, defining the land reserved for use as a street. <i>Per §14-203(319) of the Philadelphia Code:</i> The outward edge of a street confirmed on the City Plan.	June-2015
<b>Street Closure Permit</b>	A permit to occupy a portion of the legal right-of-way for the purpose of installing and/or maintaining of utilities, pavements, construction fence, or other structures; as well as for the delivery and staging of construction materials & safety equipment, and large equipment such as cranes & helicopters.	June-2015
<b>Street Opening Permit</b>	A permit to privately open or perform utility maintenance work in the street. All street restoration is permanently performed, in kind, at the permittees expense. This is NOT a plumber's permit.	June-2015
<b>Streetscape</b>	<i>Per §14-203(319) of the Philadelphia Code:</i> All elements that impact the character of streets and sidewalks, including, but not limited to, paving patterns, curbs and curb cuts, crosswalks, landscape plantings, and street furnishings, such as lighting and bicycle parking facilities.	June-2015
<b>Temporary Traffic Control (TTC)</b>	Self defining term. Any traffic control measures used for the temporary control of traffic. TTC measures are commonly employed due to control traffic in construction/emergency operations, and civic events. Also known locally as Maintenance and Protection of Traffic (MPT).	June-2015
<b>Underground Facility</b>	<i>Per §11-701(1)(oo) of the Philadelphia Code:</i> Facilities located under the surface of the ground or pavement, excluding the underground foundations or supports for Aerial Facilities. Also known as an underground utility.	June-2015
<b>Urban Arterial Street</b>	<i>Per Complete Streets Handbook, Section 3.4:</i> Urban Arterials are major and minor arterials that carry high through traffic volumes. These streets usually have surface transit routes and must provide adequate pedestrian facilities to allow safe and comfortable access and waiting areas for transit users. Urban Arterials generally have more travel lanes and higher speeds, compared to City Neighborhood Streets. They may have commercial uses, but are not as pedestrian-friendly as Walkable Commercial Corridors.	June-2015
<b>Vault</b>	<i>Per §11-601(10) of the Philadelphia Code:</i> An underground room or space. An underground room or compartment beneath the footway generally constructed as an extension of the basement, or as part of a large underground utility system.	June-2015
<b>Veranda</b>	<i>See Porch</i>	
<b>Vestibule</b>	Similar to a storm enclosure in that its expressed purpose is to prevent wind from entering the building.	June-2015

## Right-of-Way Improvement Standard

### Preface

<b>Walkable Commercial Corridor</b>	<i>Per Complete Streets Handbook, Section 3.3:</i> These streets are active commercial corridors with pedestrian-friendly physical development patterns (e.g., commercial sections of Germantown Ave. and Girard Ave.) On these streets, parking and access needs of local businesses often compete for limited right-of-way with pedestrian and bicycle facility needs. These streets have lower pedestrian volumes than High-Volume Pedestrian Streets, but are more pedestrian friendly than Auto-Oriented Commercial areas.	June-2015
<b>Walking Zone</b>	<i>Per Complete Streets Handbook, Section 4.3.2:</i> Walking zone or “clear” width refers to the clear portion of the sidewalk where pedestrians can walk unobstructed. The standard walking zone width depends on the number of pedestrians using or expected to use a particular sidewalk. All sidewalks should provide at least 5' of clear space to allow wheelchair passage.	June-2015
<b>Wheelchair Elevator</b>	<i>Per §11-601(11) of the Philadelphia Code:</i> An elevator or other mechanical device designed to facilitate the transfer of a person confined to a wheelchair or otherwise physically handicapped from street or sidewalk level to the entrance of a building. An elevator or other mechanical device designed to facilitate the transfer of a person confined to a wheelchair or otherwise physically handicapped from street or sidewalk level to the entrance of a building. Generally, these low-rise platform lifts are electrically powered, placed adjacent to the front steps, and enclosed.	June-2015

# Right-of-Way Improvement Standard

## Chapter 1 – Streets Department Design Standards

Design Unit  
Right-of-Way Unit  
June 2015  
Rev. N/A

### 1.1 General Standards

These Design Standards shall be maintained by the Streets Department's Transportation Design Unit, with ongoing revision coordinated internally between the various units within the transportation divisions.

#### 1.1.1 Changes to Meet Current Standards

Proposed changes to existing pavement markings, traffic control signals & signs, street lighting and pavement markings, including relocation or temporary removal, shall serve as justification for the Streets Department to require upgrades of such infrastructure to meet current standards.

- A. *Signs, Traffic Signals & Street Lights*: Upgrades of traffic signals and street lighting is a matter of policy, and compatibility with the most current standards.
- B. *Pavements*: Streets Department regulations identify pavement restoration requirements for work within the Right of Way. All new pavements must conform to current Streets Department standards, which have been developed in consideration of ADA requirements.
- C. *ADA Compliant Corner Curb Ramps*: ADA ramps shall be upgraded as a matter of regulation. Paving restoration regulations may create instances when paving requirements will trigger upgrade requirements for ramps not within the frontage of a parcel, or near a utility installation.
- D. *Pavement Markings*: As a matter of pavement maintenance, thermoplastic pavement markings must be applied after the street has been repaved.

#### 1.1.2 Park Drives

Improvements on any roadway within the City of Philadelphia with a classification of a Park Drive, as denoted within the Philadelphia Code, and called out on City street signs, are subject to approval by the City of Philadelphia Department of Parks and Recreation. Coordination of any such approvals shall be the responsibility of the developer. Proof of such approval may be requested by the Department of Streets at any time.

### 1.2 Specifications & Standard Details

Any specifications not included in the list of acceptable construction specifications must be submitted to the Streets Department for review and approval.

#### 1.2.1 Acceptable Construction Specifications

The acceptable construction specifications of the Philadelphia Streets Department are as follows.

- A. *Construction Items*: PennDOT Publication 408 Construction Specifications (most current edition)
- B. *Street Lighting*: Philadelphia Streets Department, Street Lighting and Traffic Division specifications.
- C. *Traffic Signals*: Philadelphia Streets Department, Street Lighting and Traffic Division specifications.

## Right-of-Way Improvement Standard

### Chapter 1 – Streets Department Design Standards

- D. *Special Provision:* Special Provisions, not included within the PennDOT Publication 408, will be developed and maintained by the Streets Department's Design Unit.

#### 1.2.2 Standard Details

Streets Department standard details will be the standard for all roadway construction in the City of Philadelphia. Where no current standard exists, the most recent edition of the PennDOT Roadway Construction Standards and Design Manuals will apply. A list of all current Streets Department Standard details is available in the appendix.

#### 1.2.3 Availability of Standards

Streets Department details and specifications are available online, as discussed within the preface.

### 1.3 Roadway Construction Plan Standards

#### 1.3.1 Existing Conditions

- A. *Recently Constructed Non-Conforming Conditions:* There is no obligation for the Streets Department to approve anything constructed without approvals being given. Applications for all such projects may be subject to rejection, and are considered as the lowest possible priority.
- B. *Existing Driveways:* For projects involving existing driveways, where no record of approval exists, a Streets Department review is performed as part of any review where existing driveways are noted. There is no guarantee of approval for any existing driveways, their use, or limits upon the controls that may be required to obtain approval by the Streets Department.
- C. *Street Trees:* Trees not conforming with current standards, may be required for removal. In most instances, however, our policy is to request they not be replaced, should they be damaged and removed during construction. The final determination in all cases is related to the impacts of trees upon the visibility and accessibility of vehicles and pedestrians within the Right of Way. Approval by the Department of Parks and Recreation's Urban Street Tree Division is required for the planting of all streets trees.

#### 1.3.2 Utility Plans

- A. *PA One Call:* All developers and contractors will comply with the Underground Utility Line Protection Act, PA Act 287 (1974, and as amended). Designers are required to provide this information to demonstrate compliance with State Law, provide adequate conflict resolution and demonstrate conformance with Departmental restoration requirements. The PA One Call System is accessible at [www.pa1call.org](http://www.pa1call.org), and via telephone (dial 8-1-1).
- B. *Preferred Drafting Standards:* While not required, the preferred drafting standard to denote underground utilities is the City Standard (also known as PWD Standard, and Highway Supervisor Standard), and PennDOT DM3 (Publication 14M).
- C. *Temporary Drains (As coordinated with the PWD, Office of Watersheds)*
  - The standard for temporary drains, as permitted by Section 11-205 (Temporary Drains), will be considered to include underdrains for foundation drains, and rainwater collectors. All such drains shall conform with the Plumbing Code. Responsibility to mark out and maintain any

## Right-of-Way Improvement Standard

### Chapter 1 – Streets Department Design Standards

such temporary drain shall be the sole responsibility of the property owner.

- Only the Philadelphia Water Department shall be permitted to infiltrate stormwater runoff within the subgrade soils within the Right of Way. No temporary drain may include stone or geotextile fabric, except for the purpose of collecting groundwater for drainage to an onsite collection system, or as may be permitted by the PWD.
- Barrels, Cisterns and Planters, when installed upon the street and used for the purpose of retaining stormwater runoff, are considered temporary drains, provided they can be disconnected on a seasonal basis, do not overflow onto any paved surface, and can be removed when necessary. When employed within the right of way, all such encroachments are required to abut the street line, and may not encroach upon the walking zone of the sidewalk.

#### *D. Prohibited Utilities*

- No utility line may be placed within the Right of Way without first obtaining an ordinance of City Council, or a Right of Way Use License (Philadelphia Code §11-702). The following are considered as utilities, and are therefore prohibited without the approval(s) listed above:
  - Irrigations Lines
  - Street tree aerators
  - Underdrains for storm water infrastructure (bio-retention systems, and planters)
  - Service connections for newsstands, or other structures within the ROW, such as police lobbies.
- Per §11-203(1) of the Philadelphia Code, “No person shall open, break or tunnel any street for the purpose of making a connection with or repairing any sewer or water pipe or other underground service, unless he has obtained a permit from the Department of Licenses and Inspections. Tunneling will not be permitted without the written approval of the Chief Highway Engineer.”

#### 1.3.3 Grading Plans

Plans must include and conform to the dimension, cross slope and gutter slope requirements of Standard Details SC0101, SC0105, SC0112, and PP0102. Curb P.C., P.T. and P.I. locations and elevations, surveyor’s benchmarks, horizontal measurements (U.S. or District Standard) and vertical datum (City Datum) must also be identified and shown on the plans. These requirements set a universal, safe and constructible standard for the Right of Way. Grading plans should be presented in accordance with City of Philadelphia Standard Detail PP0102.

#### 1.3.4 Landscaping Plans / Street Trees

- A. Landscaping or site plans must include dimensions showing conformance to the requirements of Standard Detail FZ0202 (Street Tree Planting Diagram).
- B. Tree Grates
  - a. The use of tree grates and cages must be pre-approved by the Philadelphia Department of Parks & Recreation, due to the long term impacts upon tree health by such devices.
  - b. When used, tree grates will be heavy duty cast iron, and cast to a form that is ADA compliant.

## Right-of-Way Improvement Standard

### Chapter 1 – Streets Department Design Standards

- C. The placement of curb, fencing, railing, or other encroachments within a tree pit shall be regulated by the Department of Parks & Recreation. Tree pits are therefore not considered as walkable space by the Streets Department.
- D. The Streets Department recognizes the requirements set forth in the Philadelphia Zoning Code, §14-705(2) (Street Tree Requirements), and particularly, §14-705(2)(c)(.2)(.a). The Street Tree Planting Diagram, Standard Detail FZ0202, was developed in cooperation with the Departments of Parks & Recreation, Water and Streets, and is therefore the governing standard.

#### 1.3.5 Roadway Geometry

Roadway geometry for new streets shall be governed by the Philadelphia Zoning Code, Section 14-708(5), (Subdivision Street Standards), AASHTO, and PennDOT standards for geometric roadway design.

#### 1.3.6 Roadway and/or Footway Cross Sections

Roadway and/or Footway cross section, complying with following City standards, as also called out in Standard Detail SC0101 and SC0112. In all cases, the replacement of materials will be “in-kind”, with restoration requirements for existing conditions superseding current standards, when such conditions exceed current standards.

##### A. *Curb Standards*

- Standard section: eight (8) inches wide (concrete) six (6) inches wide (granite), and eighteen (18) inches deep (concrete and granite).
- Double wide section (for narrow streets): sixteen (16) inches wide, and eighteen (18) inches deep
- Standard curb reveal: four (4) inches (minimum) eight (8) inches (maximum), six (6) inches preferred
- 6 " x 14" of PennDOT 2A stone must be installed under curb
- Concrete and granite are preferred for all curb
- Granite curb joints will be set into concrete chairs

##### B. *Footway Standards*

- Cross slopes: 1.0% (min), 2.0% (max), except as noted by Standard Detail SC0101
- Concrete sidewalk sections will be:
  - i. Subgrade, as prepared per PennDOT Pub 408 Standards
  - ii. Four (4) inches of PennDOT 2A stone subbase, compacted per PennDOT Pub 408 Standards
  - iii. Four (4) inch thick concrete sidewalk (standard)
  - iv. Six (6) inches thick concrete sidewalk (all corners and narrow streets)
- Sidewalk sections for various bricks and pavers will be:
  - i. Subgrade, as prepared per PennDOT Pub 408 Standards
  - ii. Four (4) inches of PennDOT 2A stone subbase, compacted per PennDOT Pub 408 Standards
  - iii. Four (4) inch thick plain cement concrete base.
  - iv. Bricks and Pavers, at corners: set in thin set mortar
  - v. Bricks and Pavers, mid-block: set in one (1) inch sand bed
- Sidewalk pavement width(s) will meet the minimum walking zone requirements, as defined within the Complete Streets Handbook.

## **Right-of-Way Improvement Standard**

### **Chapter 1 – Streets Department Design Standards**

- Walking Zones in any legal footway (as shown on the City Plan) will be paved, or upgraded to conform to current footways standards, as defined within this section. Redevelopment sites will require certification by a licensed design professional to establish where existing conditions conform to current standards.
- Furnishing and Building Zones may be paved in accordance with this section, or be vegetated with grass in accordance with PennDOT specifications. Any encroachment related to landscaping will conform with Section 1.8.
- The use of non-standard sidewalk pavements is discouraged by the Department, due to the difficulty associated with replacement of non-standard sidewalk pavements. The Streets Department will not be responsible for resolving conflicts related to replacement due to construction activity.

#### ***C. Cartway Standards***

- Cartway restoration standards will be in accordance with the Streets Regulations Governing Street Openings, Excavations & Restoration (1-9-2015, and as revised).
- Cross slopes: 1% (min), 2.0% (preferred)
- Gutter slopes: 0.75% minimum (repaving), 1% minimum (new roadways)
- Cartway cross sections will generally be crowned, though reverse crowns may be considered on an individual bases on roadways with either steep topographies, or of a narrow width.
- Standard asphalt roadway sections will be:
  - i. Subgrade, as prepared per PennDOT Pub 408 Standards
  - ii. Six (6) inches of PennDOT 2A stone subbase on geotextile, compacted per PennDOT Pub 408 Standards
  - iii. Eight (8) inch thick plain cement concrete base course (10 inches on State and Bus Routes, or as otherwise directed).
  - iv. Two and one half (2.5) inch asphalt super-pave binder course
  - v. One and one half (1.5) inch asphalt super pave wearing course
- Streets being widened to meet City Plan widths shall conform with these cartway standards, regardless of existing pavement sections.

#### ***D. Material Restrictions***

The following materials are not permitted for use in the public Right of Way.

- Pavement iron/steel reinforcement (curb, footway, or cartway)
- “Modified” versions of the PennDOT 2A stone, as specified in PennDOT Publication 408
- Structural soil, and any soil with an acceptable organic content.
- Asphalt base, without the written approval of the Chief Highway Engineer.

## **1.4 Traffic Engineering Standards**

### **1.4.1 General Standards**

- A. Except as noted herein, the traffic engineering standards for the City of Philadelphia generally defer to the most current standards within the Manual on Uniform Traffic Control Devices (MUTCD) and PennDOT standards.
- B. Contractors are responsible for coordinating new sign replacement with the Streets Department, Traffic Engineering Unit, prior to placement of new footway pavements.

## **Right-of-Way Improvement Standard**

### **Chapter 1 – Streets Department Design Standards**

#### **1.4.2 Lane Widths**

- A. Parking Lanes: Eight (8) feet (preferred), seven (7) feet (min), both sides of the street
- B. Travel Lanes: Ten (10) to Twelve (12) foot travel lanes (min, based on road type)
- C. Bike Lanes: 5'-0" (min), 6'-0" (preferred).

#### **1.4.3 Line Striping**

- A. If vehicular traffic is permitted in two directions, install (2) 4" yellow lines, spaced one (1) foot apart (double yellow) dividing directional traffic flow as follows:
  - If roadway width is equal to or less than 34 feet, install 50 feet of double yellow at every intersection from the stop bar or point of curvature. Install double yellow around curves.
  - If roadway width is greater than 34 feet, install double yellow on the full length of the roadway.
- B. Crosswalks and stop bars to conform to Standard Detail PM0101 (Typical intersection Pavement Marking Detail)
- C. Install 20 foot long parking boxes (four (4) inch wide white markings) as required.
- D. Thermoplastic pavement markings are required on all asphalt roadways. Markings on concrete surfaces shall consist of approved high contrast materials, and will be approved on a case by case basis.

#### **1.4.4 Street Name Signs**

- A. Show the installation of back to back metro street name signs at appropriate locations. Signs must be in accordance with Standard Detail SN0101. Sign details, specific to corridor, must be shown on the plan. In addition, a 2-sign assembly should be used for an intersection where only the minor street is stopped and a 4-sign assembly should be used for an intersection that has an all-way stop.
- B. Street signs for driveways will be white with green lettering, and otherwise match standard metro street sign specifications.

#### **1.4.5 Regulation Signs**

- A. Stop signs will be installed on both corners of the approach.
- B. 'One Way' signs will be installed on near-side right and far-side left of the approach when appropriate.
- C. 'Do Not Enter' signs are only used when street direction is changing. They are not used to denote a one way traffic condition.
- D. If parking is restricted, include 'No Parking Anytime' signs
- E. Utilize existing poles for sign placement when available.

#### **1.4.6 Traffic Impact Studies**

Traffic Impact Study will be required in accordance with PennDOT Policies and Procedures for Traffic Impact Studies Related to Highway Occupancy Permits (Jan 2009, and as revised). Development sites meeting any of the following criteria require Traffic Impact Studies:

- 3,000 trips/day (1,500 vehicles/day)
- 100 trips/peak hour (entering)
- 100 trips/peak hour (exiting)
- 100 additional trips/peak hour (entering and exiting a redevelopment site)
- As required by the Streets Department, determined during review, or as listed below:

## **Right-of-Way Improvement Standard**

### **Chapter 1 – Streets Department Design Standards**

- New, redevelopment, relocation, or expansion of schools (K-12).
- As required by other City agencies (ex. Air Management or Zoning) or PennDOT.

Projects required to submit a Traffic Impact Study for any reason are subject to §11-900 of the Philadelphia Code (Complete Streets Approval).

#### **1.4.7 Parking Standards**

- Onsite Parking Standards are established by §14-803 of the Philadelphia Zoning Code, as shown in Table 14-803-1.
- The Streets Department, Traffic Engineering Unit is the point of contact for all changes to parking restrictions on City Streets.

#### **1.4.8 Acceptable Driveway Locations**

- A. New driveways will conform to the following dimensional standards, as measured from the property corner to the outer edge of the curb cut (excludes flare). Driveways within the areas listed below are subject to review by Streets Departments Traffic Engineering Unit, as shall be coordinated by the Right of Way Unit:
- 120 feet from the approach to a traffic signal
  - 30 feet from the approach to a stop controlled or uncontrolled intersections
  - 30 feet from the exit (downstream corner) of any intersection
- B. The Streets Department is not obligated to approve the location of any existing curb cuts at any site subject to redevelopment.
- C. Existing curb cuts may not serve as placeholders for future development, and must be removed wherever the driveway it served will, or has been, removed.

#### **1.4.9 Driveway Sight Distances**

Sight distances for driveways will be prepared in accordance with PennDOT Form M-950S, Driveway Sight Distance Measurements.

### **1.5 Driveway and Ramp Design Standards**

The Streets Department does not issue driveways permits, but rather approves curb cuts for zoning purposes, and issues permits for construction. As such, our approval is strictly technical. Acceptable placement of driveways is covered in Section 1.4.8.

#### **1.5.1 Acceptable Driveway Designs**

- A. Non-Signalized Driveways: Concrete aprons, in accordance with the latest revision of Standard Detail SC0105.
- Detectable warning surfaces (DWS) shall be required at all heavy duty driveways, and as determined necessary by the Streets Department.
  - 10'-0" is the minimum desired spacing between curb cuts, though a minimum 6'-0" separation may be considered on a case by case basis.
- B. Signalized Driveways: Asphalt aprons, with flush/header curbs, ADA compliant ramps and thermoplastic crosswalks.

#### **1.5.2 ADA Accessible Curb Ramps**

ADA ramps must be upgraded to conform to the latest ADA standards, as required by Streets Department regulations, or as proposed conditions may warrant. They are required on all street corners, and must be called out, with the ADA Unit's package designation, on all site plans.

## **Right-of-Way Improvement Standard**

### **Chapter 1 – Streets Department Design Standards**

ADA Ramp designs must meet current PennDOT District 6.0 guidelines, and applicable design standards, and are subject to Streets Department approval through the ADA Unit, per Section 2.3.1. The preference of the Streets Department is to install ramps at a minimum length, but with allowable tolerances for construction. All designs must consider the prevention of ponding in proximity to the ramp.

#### **1.5.3 Service Curb Ramps**

Service ramps are permitted only for the safe movement of material in and out of a building.

Service ramps will meet all PennDOT ADA design requirements, except for the following:

- No service ramp will be constructed flush with the paved roadway.
- Detectable warning surfaces are not permitted.
- No signing or other devices may be installed that encourage service ramps to be used for the purpose of pedestrian access.

No service ramp will be more than four (4) feet wide, nor be located less than six (6) feet from any driveway or ADA accessible ramp.

#### **1.5.4 ADA and Service Ramps for Buildings (Encroachments)**

See Building Zone Encroachments, Section 1.8.4

### **1.6 Survey Standards**

#### **1.6.1 City Datum**

The City of Philadelphia maintains its own datum. All vertical elevations will be made on the City datum, or the alternate datum provided for any project involving property lines or street work.

#### **1.6.2 Horizontal Standards**

Horizontal dimensions and measurements must be identified as being U.S. or District Standard (D.S.), which are distinct and different. Note: District Standard is a standard of measurement unique to the City of Philadelphia. All property line courses and distances of existing and proposed lots are to be shown in Philadelphia District Standard only. Also include tangent bearings, radii, arc length and degree of curve. Dimensions must be in feet and hundredths of a foot. Consult with the Survey Bureau for additional information.

#### **1.6.3 City Plan**

- A. Any changes to the City Plan will be approved prior to construction.
- B. City Plan information must be provided on all plans, and include:
  - *Survey monuments*
  - *Street/ROW & curb lines*
  - *Point of (curb) Intersection (P.I.) elevations*
  - *Slump & Summit (High & Low Point) elevations*
  - *Roadway grades, and break in grade distances*
  - *Confirmation of City Plan Status (Legally Open & On City Plan)*

## **Right-of-Way Improvement Standard**

### **Chapter 1 – Streets Department Design Standards**

#### **1.6.4 Property Plans**

##### **Required information**

- Point of Beginning of each property as mentioned in deed and dimensioned to nearest legally opened street intersection.
- Areas of existing and proposed lots shown on plan. Show areas in square feet and acres.
- A surveyor's benchmark, set to Philadelphia Datum.
- Horizontal dimensions and measurements must be identified as being U.S. or District Standard (D.S.). Note: District Standard is a standard of measurement unique to the City of Philadelphia. Consult with the Survey Bureau for additional information.
- Rights-of-Way, dedicated or non-dedicated easements of record completely dimensioned. Alleys, driveways, and easements of record mentioned in deed or use, bounding on or across property.
- Engineer or Surveyor's certification that all valves, vents, manholes, inlets and other utility structures have been field verified and will not conflict with proposed curb alignments.

#### **1.7 Encroachments Above the Right of Way**

Due to the presence of underground and overhead utilities, the Streets Department may require applicants for overhead encroachments to demonstrate coordination or approval from any utility that may be affected by such encroachment.

##### **1.7.1 Awnings, Canopies & Marquees**

As the dimensional requirements within the Philadelphia Code differ between awnings, canopies, and marquees, the language used to identify these encroachments must be made in a manner that conforms to the Philadelphia Code, and not current architectural definitions. Generally, the Philadelphia Code considers:

- Awnings are not permanent, are not supported from the ground or sidewalk, and have dimensional restrictions (Philadelphia Code §11-601(1) and §11-603(1)).
- Canopies are not permanent, are supported from the ground or sidewalk, and have special limitations and approval requirements (Philadelphia Code §11-601(6) and §11-603(2)).
- Marquees are permanent, may or may not be supported from the ground or sidewalk, have no dimensional restrictions, and have special limitations and approval requirements (Philadelphia Code §11-601(7) and §11-603(3)).

##### **1.7.2 Bays, Bay Windows, and Balconies**

- A. Bay windows and balconies will be in accordance with §11-603 of the Philadelphia Code. Bays are distinguished from bay windows by increasing the overall floor space of a structure, and as such are not included as permitted encroachments in the Philadelphia Code.
- B. Due to the subtle difference between bays, bay windows, and balconies as relating to added living space, the current standard for bays allows for limited approvals for bays proposed for the second, third and fourth floors, provided they meet the dimensional requirements of a bay window. Bays proposed above the

## Right-of-Way Improvement Standard

### Chapter 1 – Streets Department Design Standards

fourth floor must be set back out of the public Right of Way, or be subject to legislative approval by City Council, via an encroachment ordinance.

- C. No bay, bay window, or balcony will be installed within ten (10) feet of any overhead utility lines.

#### 1.7.2 Pedestrian Bridges & Tunnels

Pedestrian bridges and tunnels are not permitted by the Philadelphia Code, and are therefore all subject to legislative approval by City Council, via an encroachment ordinance. Additional review of the structure and clearances of all pedestrian bridges is required by the Streets Department, in accordance with the Building Code:

*Section B-3104.1.1 Over public way. The installation of a pedestrian walkway over a public way or tunnel beneath a public way shall be subject to the approval of the Streets Department.*

The minimum acceptable clearance for any pedestrian bridge is 14'-6", with clearances over 20'-0" preferred.

#### 1.8 **Encroachments On and Under the Street**

Roadway lanes are defined by established parking and travel lanes, for which changes can only be made by ordinance of City Council. In contrast, sidewalk zones are defined by the Pedestrian and Bicycle Plan, per §11-902 of the Philadelphia Code.

##### 1.8.1 General Encroachment Standards

###### A. *Sidewalk Zones*

The order in which sidewalk zones will be defined as follows:

- *Walking Zone:* Walking zones are the primary zone within the sidewalk, with a width that will be defined as the *greater width* required by roadway type (per Complete Streets Handbook) or 50% of the legal footway (per the City Plan).
- *Furnishing Zone:* Furnishing zone width will be defined by roadway type (per Complete Streets Handbook).
- *Building Zone:* Building zone width may not exceed the difference of the City Plan footway for any given street, less the required walking and furnishing zone widths. In many cases, no building zone may be possible.

###### B. *Minimum Spacing*

The following minimum spacing generally applies to all street furniture:

- Generally:
  - i. Avoiding conflict with existing underground, surface or aerial street furniture, encroachments, and/or utilities.
  - ii. 3'-0" from vents, valves, manholes & handholes, or as required for access.
  - iii. 3'-0" from fire hydrants, or other street furniture with significant underground components.
  - iv. 5'-0" from traffic signals, street lights, school flashers, SEPTA catenary poles, or other street furniture with foundations.
  - v. 18" to 24" minimum spacing from the face of curb.
  - vi. 14'-0" minimum clearance above underground utilities (all such encroachments remain subject to utility approval).
- On paved surfaces:
  - i. 4'-0" from other street furniture
  - ii. 5'-0" from bus shelters and areas in proximity to crosswalks.

## Right-of-Way Improvement Standard

### Chapter 1 – Streets Department Design Standards

#### C. *Visibility*

- Street furniture should be at least thirty (30) inches high, or provided with elements designed to increase visibility and prevent tripping.
- Street furniture cannot impact pedestrian, bicyclist or motorist visibility.

#### D. *General Restrictions*

Street furniture is generally unacceptable between:

- Lay-by lanes and the street line
- Doors and the curb line

### 1.8.2 Walking Zone Encroachments

No encroachment within the footway will generally be permitted by the Streets Department that does not maintain the minimum walking zone requirements of section 4.3.2 of the Complete Streets Handbook. Provided a minimum of five (5) feet of passable space remains after installation, the following walking zone encroachments are permitted to encroach two (2) feet into the walking zone:

- Tree pits
- Storm Water Planters (see PWD Green Streets Design Manual)
- Bus shelters
- Bike Share Kiosks & Bicycles

Projects failing to meet these requirements are subject to review in accordance with §11-900 of the Philadelphia Code (Complete Streets). Any such project must submit a checklist and plan demonstrating how pedestrians have been accommodated.

### 1.8.3 Furnishing Zone Encroachments (Street Furniture)

- A. *Curb or Sidewalk Posts (Bollards)*: Any posts/bollards not conforming to the dimensional and material standards of §11-604(8) will require legislative approval by ordinance of City Council.
- B. *Newsstands*: As permitted by §9-208(4)(b)(.4): Footway (walking zone) space on the sidewalk is at least six (6) feet, with the following additional restrictions:
- The footway (walking zone) space on any high volume pedestrian street is at least eight (8) feet and on any civic/ceremonial street at least ten (10) feet.
  - The Department of Streets may increase the necessary footway (walking zone) space at any location to adjust for increased pedestrian flow. The Department of Streets will designate streets as high volume pedestrian or civic/ceremonial, as appropriate.
- C. *Relocation of Existing Street Furniture*: Relocation of street furniture, structures (bus shelters, newsstands, subway vents), and other various furnishing zone encroachments as may exist, must be resolved during design. Approval documentation from each affected owner will be held as a prerequisite of any form of Streets Department Approval.
- D. *Placement of Street Furniture*: Street furniture will be placed in the furnishing zone, except as may be warranted by the Complete Streets Handbook, or as permitted the Philadelphia Code.

### 1.8.4 Building Zone Encroachments

- A. *Architectural Embellishments*: Various architectural embellishments, and their dimensional restrictions, are contained within §11-603(5) of the Philadelphia Code. Restrictions for embellishments commonly seen by the Streets Department for encroachment approval range from four (4) to eighteen (18) inches above the street. It is advisable to recognize the

## Right-of-Way Improvement Standard

### Chapter 1 – Streets Department Design Standards

difference between the architectural terminology within the Philadelphia Code, and those terms that may be in use by modern design professionals.

- B. *Bicycle Racks*: While customarily located within the furnishing zone, bicycle racks may also be located within the building zone, provided such placement does not encroach upon the walking zone.
- C. *Bulk Windows*: Bulk windows will meet the dimensional requirements of §11-603(3).
- D. *Cellar Doors, Steps and Areaways*: Cellar Doors & Steps and Areaways must consider placement to prevent utility conflicts, cover requirements for service connections, and clearly identify connections of any drain(s) to the building or sewer. In all cases, restrictions apply within the Broad Street corridor (Oregon to Cheltenham Avenues) and Center City (Vine to Spruce, river to river), with exemptions, as noted in §11-606.
  - Cellar Doors and Steps - §11-604(4): Cellar steps must be either covered with a solid top (ex Bilco doors), or surrounded by a railing and gated. Because the City Code expressly restricts areaways from being protected by rails, the distinction between the two encroachments must be clear on all plans.
  - Areaways - §11-608(1): In all cases, areaways must be protected by a fixed, heavy duty (H-20 rated), ADA compliant or solid metal grate, installed with no railings and flush with the pavement. They are not considered to be walkable surfaces unless they have a solid top.
- E. *Fences & Rails*: Fencing and rails will meet the dimensional requirements of §11-603(5). Any area contained within such enclosure will be compliant with all current ADA standards.
- F. *Fire Escapes (Movable)*: Per §B-3406 of the Philadelphia Building Code, fire escapes, “where located on the front of the building and where projecting beyond the building line, the lowest landing *shall not be less than 10 feet or more than 14 feet above grade, and shall be equipped with a counterbalanced stairway to the street.* In alleyways and thoroughfares less than 30 feet wide, the clearance under the lowest landing shall not be less than 12 feet.
- G. *Retaining or Parapet Walls*: Retaining and parapet walls are not permitted in the Right of Way. Footings for any retaining wall constructed along the houseline are permitted, except as restricted by §11-608(3).
- H. *Steps and Building Access (ADA) Ramps*: Dimensional requirements, as set forth by §11-604(4), shall apply at all times to steps, and generally to ADA-compliant egress ramps for buildings, except as permitted below.
  - For renovations, encroachments beyond the maximum permitted spacing permitted by Philadelphia Code §11-604(4) may be required in order to conform with PA Code Title 34, Sections 47.123 (Ramps), and 47.124 (Entrances). The Streets Department standard for accessible encroachments shall conform with the State requirement as follows:
    - i. Entrance landings shall be five (5) feet wide, and project five (5) feet from the entrance, except where such encroachment reduces the walking zone below the greater width of five (5) feet or 50% of the available footway. Where entrance landings cannot be installed without impact to the walking zone, an ordinance of City Council will be required prior to approval to construct this encroachment.
    - ii. Ramp widths will conform with 11-604(4), and have a running slope not to exceed 10:1 (10%) per the Building Code ( *F-1010.1.1 Slope of ramps*). *The governing inside clear minimum ramp width of 32 inches* (PA CODE Title 34, § 47.123. Ramps) exceeds Building Code requirements.
    - iii. Sidewalk within 6'-0" must conform to ADA requirements (5% running slope, 1% minimum & 2% maximum cross slope). A transition zone of up to 15'-0" to meet existing sidewalk grades is permitted for renovations.

set back ramps at least the width of the ramp's protrusion into the ROW from the intersecting ROW lines

## **Right-of-Way Improvement Standard**

### **Chapter 1 – Streets Department Design Standards**

- iv. Each ramp shall have a handrail on at least one side or preferably on both sides
  - v. No additional encroachments, except for steps, awnings, canopies or marquees may be included with ramps.
- I. *Wheelchair Elevators*: The Philadelphia Code does not currently provide dimensional restrictions for the placement of wheelchair elevators. Due to the necessity to provide access, the Streets Department will generally approve wheelchair elevators that do not encroach within the walking zone, or propose acceptable accommodations during the plan and Complete Streets checklist review.

#### **1.09 Common Encroachments Not Requiring Streets' Approval**

Customarily, the Department of Streets is not requested for permission to place these structures on the footway. Approval from other agencies, such as the Department of Licenses and Inspections may be required, however.

- Elevator Shafts, Transit Agencies (Required by Federal Law)
- Mail/Drop Box, U.S. Postal Service
- Fire/Police/Security Call Boxes
- Fire Hydrants
- Fire Standpipes
- Honor Boxes (per Philadelphia Code §9-211)
- Police Lobbies
- Signs, Projecting
- Signs, Wall
- Take Out Windows
- Telephone Booth or Pedestal
- Vent, Air (Transit Agencies, and Utilities-PECO, Veolia, etc)

#### **1.10 Common Illegal Encroachments**

##### *A. Area Restrictions (per Philadelphia Code § 11-606):*

- Broad Street. No bulk window, cellar door, coping, enclosure wall, fence, platform, railing, step, terrace, or other obstruction to pedestrian travel, shall be erected or maintained beyond the street line, nor may any portion of the footway be occupied, on Broad Street, from Oregon Avenue to Cheltenham Avenue, except that portion of Broad Street between Fisher's Avenue and Olney Avenue, and the east side of Broad Street, between Spruce Street and Lombard Street.
- Center City. No cellar door or entrance, coping, fence, platform, railing, step, storm door, or other obstruction to pedestrian travel, shall be erected or maintained beyond the street line in the area between the Delaware River and the Schuylkill River, Vine Street and Spruce Street, including both sides of the boundary streets, except that the Department of Licenses and Inspections may allow the maintenance or construction of cellar entrances covered with flush iron cellar doors extending not more than 4 feet 6 inches beyond the building line if, in the opinion of the Department of Streets, they will not interfere with pedestrian travel.

## **Right-of-Way Improvement Standard**

### **Chapter 1 – Streets Department Design Standards**

B. *Restricted Encroachments*: The following encroachments are not permitted by §11-600 of the Philadelphia Code. No City department or agency is authorized to permit these encroachments to be erected above the legal right-of-way without an ordinance of City Council.

- Air Conditioners
- Air Conditioner Compressors
- Automatic Teller Machines (ATM)
- Basketball Pole and Backboard
- Benches
- Clocks
- Drop Box, Private Commercial (such as for UPS, or FedEx)
- Elevator Shafts
- Exhaust Fans
- Fire Escapes (Fixed)
- Flag Poles
- Garages
- Gasoline/Fuel Tanks
- Ground Lights
- Patios
- Planters
- Porches & Verandas
- Posters/Placards on Utility Poles
- Sculptures
- Signs, A-Frame
- Signs, Illuminated
- Stairwell, Enclosed
- Storm Enclosures
- Street Lighting, Privately Owned
- Transit Shelter, Privately Owned
- Vending Machines
- Vehicle Charging Stations (Electric, or other)
- Vestibules
- Waste Collection Baskets, Private

#### **1.11 Pedestrian Enhancements**

*This section is in development.*

# Right-of-Way Improvement Standard

## Chapter 2 – Streets Department Plan Review Standards

Right-of-Way Unit  
March 2015  
Rev. June 2015

### 2.1 General Review Standards

The Streets Department review standards were implemented both to enforce the Complete Streets standards (Section 11-900 of the Philadelphia Code), and to create a comprehensive approval process for the purpose of better Right of Way Management.

#### 2.1.1 Application & Checklists

Design Standards, Permitting and Plan Review documents can be obtained from the Streets Department's Technical Services Counter and are available online. See Section 0.1.2 (Information) for current links.

Plan Review applications and *one* of several review checklists are required with all plan review submissions. Applications include an application questionnaire, which must be affirmed by the design professional. Incomplete applications will not be processed (see section 2.1.3, Completeness Review).

All Streets Department plan review applications must be delivered for processing to the:  
Streets Department, Right of Way Unit  
Technical Services Counter  
1401 John F. Kennedy Blvd  
Municipal Services Building, Room 960  
Phone: 215-686-5502

The Right of Way Unit does not accept, and cannot be held responsible for, email submissions, or plans not delivered to the Technical Services Counter.

#### 2.1.2 Supplemental Complete Streets Checklist

A single comprehensive Complete Streets Checklist has been created in a more user friendly format. Applicants required by the regulations of the Philadelphia City Planning Commission to submit a Complete Streets Checklist will submit a preliminary checklist to the Planning Commission during the Zoning/Civic Design Review process, and a final checklist to the Streets Department prior to applying for a building permit. The Complete Streets checklist and the Plan Review Checklists are not the same documents. Failure to submit both, when required, will result in an incomplete submission.

#### 2.1.3 Completeness Review

A completeness review is required for all plan review applications, prior to plan distribution and/or review. Plans to be reviewed at the Technical Services Counter are typically reviewed at the counter. All others are subject to a three (3) business day review period. This review time is in addition to the technical review and/or review coordination necessary for larger projects.

Upon request by the applicant, Administratively Incomplete submissions will be held for pickup for no more than three (3) business days prior to disposal.

Minor and Major "Checklist 2" review resubmissions need only complete the first two (2) pages of Checklist No. 2; but are still subject to the Completeness Review.

## Right-of-Way Improvement Standard

### Chapter 2 – Streets Department Plan Review Standards

#### 2.1.4 Anticipated Technical Review Times

The Streets Department Right of Way Unit reviews most applications with the applicant, or their representative, at the Technical Services Counter. Scheduling for the review of projects requiring additional time is subject to current staffing and workload. Generally, “Minor” projects will take from one (1) to five (5) business days for review, whereas “Major” projects will take up to 20 business days, due to the need for coordination required on projects of this size. The time for technical review is in addition to any time needed to perform a completeness review.

#### 2.1.5 Review Responses

All review and approval letters are directed to the Owner, as identified on the application form. The owner, or an owner's representative must be identified on the review application, and a valid email address provided. Design professionals, contractors, and other representatives will now be copied on these correspondences. All review reports, except approvals, are sent only by email.

Approval letters and approved plans will no longer be sent via e-mail, but will be available for pick up at the Technical Services Counter.

#### 2.1.6 Review Expiration

Projects that have been returned to the applicant with anything other than an unconditional final approval of site plan are now required to resubmit plans and supporting documents within three (3) calendar months of the date a review letter or other less formal correspondence was issued.

Partial resubmissions or resubmissions appearing to be made to delay expiration will be rejected. Expired projects may also be subject to revocation of permits, as may be determined necessary by the Right of Way Unit.

Extensions may be requested within one (1) week of expiration, and may be requested up to three (3) times, allowing a project to continue on hold for up to one (1) calendar year.

Our office will attempt, but will not guarantee, to issue formal e-mail warning notifications regarding pending expirations.

#### 2.1.7 Approval Stamps

There are four (4) total approval stamps, all of which can be used to obtain permits from the Department of Licenses and Inspections and other permitting agencies:

*Approval for Zoning Only:* Additional review by the Streets Department is required prior to the issuance of a building permit.

*Final Approval of Site Plan:* may be used to obtain or finalize:

- Zoning and/or Building Permits (Department of Licenses & Inspections)
- Curb, sidewalk & bollard permits (Streets' Highway Districts)
- Private Paving Agreements (Streets' Transportation Planning & Analysis Section)
- City Plan Actions (Streets' Survey Bureau)

*Note: Final Approval does not grant utility or encroachment approval.*

*Utility Approval:* may be used to obtain foundation permits, or for the placement of vaults, and areaways within the Right of Way.

## Right-of-Way Improvement Standard

### Chapter 2 – Streets Department Plan Review Standards

*Encroachment Approval:* may only be used in conjunction with the Final Approval of Site Plan stamp.

#### 2.1.8 Plan Changes

Any plan bearing the seal of a design professional will not be approved with hand mark-ups, unless initiated by the design professional that has sealed the plans. This policy applies to all plans bearing a professional seal, including plans that may not commonly be sealed, such as zoning plans.

#### 2.1.9 Appeals

There are two routes an applicant may make to appeal a decision by the Streets Department. In all cases, consultation through Developer Services (below) should be sought prior to appeal.

- *Streets Department, Right of Way Unit:* The Right of Way Unit operates as the sole portal to the Department for private developers and their contractors. Any appeals related to any Streets Department plan review requirements or denials must therefore be directed to unit managers in the following order:

1. Projects Control Engineer (Plan Review Group Supervisor)
2. Right of Way Manager

The Department cannot be held responsible for any delay or misdirection resulting from appeals to individuals other than those listed above.

- *Department of Licenses and Inspections Review Board:* Unless otherwise directed, any appeal relating to a final decision of an appeal to the Streets Department may be taken to the L&I Review Board. The Streets Department will not prepare legislation for any such denial. Information regarding the L&I Review Board is maintained online by the Department of Licenses and Inspections, and not by the Streets Department.

#### 2.1.10 Inter Agency Coordination

The Streets Department works in partnership with the:

- A. *Pennsylvania Department of Transportation (PennDOT):* A PennDOT Highway Occupancy Permit (HOP) must be obtained for all projects on a State Route prior to receiving plan review approval from the Streets Department. Issuance of a PennDOT does not exempt applicants from all City permit and plan approval requirements. PennDOT approval does not supersede Streets Department approval, who maintain jurisdiction on all matters regarding lane closures, roadway openings, line striping, street and traffic signal lighting, signing, curb and footways on State Routes.
- B. *Department of Licenses and Inspections (L&I):* In partnership with L&I, the Streets Department is able to better manage the impacts to the public right of way caused by both public and private development, while also managing our charter, code and regulation requirements.
- C. *Water Department (PWD):* Coordination with two separate units is routine. Applicants are advised separate approvals are typically required from these units:
  - Design Branch: Private Cost water/sewer work
  - Stormwater Plan Review Group: Regulatory compliance

## Right-of-Way Improvement Standard

### Chapter 2 – Streets Department Plan Review Standards

- D. *City Planning Commission*: The Streets Department meets regularly with representatives of the Planning Commission for the purpose of coordinating compliance with the requirements related to Complete Streets approval and City Plan Action requests.
- E. *Department of Parks and Recreation*: While projects containing street trees, or projects fronting park roads, are periodically coordinated with Parks and Recreation, applicants are advised to seek direct contact with this department. While they are rare, approval by the Department of Parks and Recreation for projects fronting park roads is required as a prerequisite of plan review approval from the Streets Department.
- F. *Philadelphia Historical Commission*: The Historical Commission is consulted on all projects fronting a historic street. Furthermore, Streets Approval stamps are also void without a concurrent stamp from the Historical Commission, when related to any improvement that may impact the historical character of a historic structure. It is the responsibility of the applicant to obtain the necessary stamps, as and where applicable.
- G. *Law Department*: The Streets Department has three (3) transportation units that handle legislation of interest to the development community:
  - Encroachments (Right of Way Unit)
  - Direction and channelization of footway and cartway lanes (Traffic Unit)
  - Changes to the City Plan (City Plan Section).

For purposes of Right of Way Unit approvals, encroachments are considered to be any uses not permitted by § 9-200 (Commercial Activities on Streets), or §11-600 (Construction, Encroachments, and Projections Over, On and Under Streets).

Legislation sought for technical matters are directed to be appealed to the L&I Review Board. *Examples: Technical refusal of driveway curb cuts, installation requirements for curb, sidewalk, ADA ramp and pavement (re)placement.*

## 2.2 Zoning and Building Permit Review Classifications

The Streets Department's classification system for the review of roadway development projects was established as a comprehensive guide for the development community to better understand the requirements of the department. It also serves as a means for the Streets Department to manage the regulatory functions required by the Philadelphia Code and Streets Department Regulations. This classification system was further revised to reflect the terminology chosen for it by the development community since its original release in April 2014.

The contents of this section include most Streets Department approvals required to receive various permits from the Department of Licenses and Inspections, particularly zoning, foundation, and building permits.

### 2.2.1 Completeness Review (All Applications)

Submit: Plan Review Application and supporting/required documents  
Anticipated Review Time: 0 to 3 Business Days

Review by the Streets Department, ROW Unit (Plan Review Group) prior to distribution for technical review. All incomplete applications will be made available for pickup, upon request.

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

#### **2.2.2 Zoning Review (All Applications)**

Submit: Plan Review Application, Plan Review Checklist No. 1

Anticipated Review Time: 0 to 3 Business Days

Review by the Streets Department, ROW Unit (Plan Review Group) for zoning permit approval (only). For applications seeking concurrent Zoning and Building Permit approval, see below.

- Streets Department Zoning Review is limited to:
  - Preliminary approval of curb cut locations.
  - Approval of Parking Facilities; per Philadelphia Code
    - §14-301(9)(b) (Open Air Parking & Parking Garages)
    - §14-804 (Bicycle Parking)
- During the Zoning Review, the ROW Unit Plan Review Group also identifies projects that impact City owned facilities, are subject to review per Philadelphia Code §11-900 (Complete Streets), and Streets Department regulations related to pavement restoration and ADA ramp replacement.
- Plans that meet the criteria established by the Zoning Code will be conditionally approved (for zoning), with further Streets Department review required.
- Zoning approval does not include approval of encroachments or final driveway layout/design.

#### **2.2.3 “Checklist 1” Building Permit Review (Minor Developments)**

Submit: Plan Review Application, Review Checklist No. 1 (All Sections)

Anticipated Review Time: 0 to 3 Business Days

Review by the Streets Department, ROW Unit (Plan Review Group) for ROW encroachments, zoning & building permit approvals, ADA curb ramp requirements, tree placement & asset replacement. Plans that meet the criteria below will either be approved, or conditionally approved (for zoning), with further Streets Department review required.

- Driveways with curb cuts 24 feet or less (with no other improvements).
- Encroachments (Windows, balconies, canopies, steps, ramps, etc, per Philadelphia Code §11-600. Note: areaways, and cellar doors/steps are subject to additional review due to the potential for utility conflicts).
- Bicycle Rack Applications (for new construction)
- Developments meeting all the following criteria:
  - A total of five (5) or fewer residential units (regardless of single lot or multi-lot submission)
  - A total frontage under one hundred (100) linear feet
  - Not situated on a historical street.

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

#### **2.2.4 “Checklist 2” Building Permit Review (Minor Developments)**

Submit: Plan Review Application, Review Checklist No. 2

Anticipated Review Time:     3 Business Days (Completeness)  
  5 Business Days (Technical Review)

Review by the Streets Department, ROW Unit (Plan Review Group) for curb reveal, sidewalk width & cross slope, tree placement & asset replacement (pavement restoration, street lighting & sign relocation, ADA compliant curb ramp construction).

- Final Plan Review Approval for developments meeting any of the following criteria:
  - A total of six (6) or more residential units (regardless of single lot or multi-lot submission)
  - A total frontage of one hundred (100) linear feet or greater (but less than a full City block)

#### **2.2.5 “Checklist 2” Building Permit Review (Major Developments)**

Submit: Plan Review Application, Review Checklist No. 2

Anticipated Review Time:     3 Business Days (Completeness)  
  20 Business Days (Technical Review and Coordination)

Review coordinated by the Streets Department, ROW Unit (Plan Review Group Supervisor) for distribution to the various Transportation Divisions of the Streets Department, and other City agencies. This level of major review also serves as a catch-all for projects not otherwise defined, above. Projects at this level of review often require submission of a checklist demonstrating conformance with the City’s Complete Streets Policy. Note: Projects proposing curb cuts greater than twenty four feet (24’-0”) are not by themselves subject to “Checklist 2” review, but are usually associated with larger development projects, with additional triggers, below.

- Private paving contracts (roadway reconstruction or paving new streets)
- Projects involving City Plan Actions
- Projects that affect a signalized intersection
- Projects requiring a Traffic Impact Study
- Developments requiring Civic Design Review (CDR)
- Capital projects (excluding Streets Department) that materially alter the public ROW. Our current interpretation of this trigger is any capital project involving a City Plan Action.
- Projects considered by the Right of Way Unit as warranting special attention for the purpose of public safety and general sustainability. This is the established catch-all classification.

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

#### **2.2.6 Foundation Permit Review**

Submit: Plan Review Application, Review Checklist No. 3

Anticipated Review Time:       3 Business Days (Completeness)  
  20 Business Days (Technical Review and Coordination)

The applicant is required to distribute sheeting and shoring plans to utilities for review and approval. Copies of all approvals are required in order to obtain plan review approval from the Streets Department. Additional requirements include advanced identification of all crane placement on sheeting and shoring plans (as applicable), and concurrent application of lane closure and roadway opening permits.

#### **2.2.7 Encroachment Legislation**

All projects with encroachments not permitted by §11-600 of the Philadelphia Code will require approval for encroachments by ordinance of City Council. Currently, there are two methods used to prepare encroachment legislation to be introduced before City Council.

*Prepared within the Streets Department:*

Submit: Plan Review Application, Review Checklist No. 4

Anticipated Review Time:       3 Business Days (Completeness)  
  20 Business Days (Technical Review and Coordination)

Additional Time:                 As required by the Law Department and City  
  Councilperson supporting the legislation.

Encroachment Legislation to be prepared by the Streets Department must meet the application and checklist requirements set forth by the Right of Way Unit as a prerequisite to prepare legislation. Upon approval, legislative documents will be prepared by the Right of Way Unit, the Streets' Director of Legislation, and the Law Department. Once these documents have been prepared, applicants are advised to direct status inquiries to your District Council office. It is the responsibility of the applicant to track legislative approval(s).

*Prepared outside the Streets Department:*

Prior to introduction of any bill, submit copies of all legislative documents and supporting plans to the Streets Departments' Right of Way Unit, and the Planning Commission. Failure to do so will impede the ability of our respective offices to provide accurate and timely testimony to City Council.

*Approval Stamp:*

Hard copies of plans previously submitted are not retained. Upon receipt of legislative approval, the applicant is required to bring new plans, and a copy of the signed ordinance, to the Technical Services Counter for review and approval per Section 2.3.1, above ("Checklist 1" Building Permit Review).

*Additional Guidance:*

Encroachments shown on any plan that require legislation or a Right of Way Use License cannot be approved prior to the approval of legislation and/or license

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

documents. This may cause a delay in the applicant's application for a building permit. Special coordination may therefore be warranted. Consider removing such encroachments from your building permit plan, and submit a separate application *with or after the* plan review application. A revised approval can then be issued upon receipt of the encroachment legislation or ROW Use License.

#### **2.2.8 Major Utility Projects**

Submit:	Review Request, Plans
Anticipated Review Time:	3 Business Days (Completeness) 20 Business Days (Technical Review)
Exclusions:	City Plan Actions and Private Development
Reviewing Unit:	Transportation Planning & Analysis Section

Major utility project reviews are for the purpose of providing roadway restoration requirements. Such requirement letters are included in utility contract documents, and are typically obtained prior to the applicant applying for a street opening permit (see Section 3.3.5, regarding Tier II Street Openings). Utility projects reviewed under this classification may not involve material changes (City Plan Actions) to the Right of Way.

### **2.3 Supplementary Review Applications**

Unless otherwise noted, review for these applications is coordinated by ROW Unit (Plan Review Group) for distribution to the various Transportation Divisions of the Streets Department, other City or State agencies and public utilities. These classifications are supplemental to the classifications above. In all cases of overlapping classifications, the longer review time will be applied.

#### **2.3.1 ADA Corner Curb Ramps**

Submit:	Transmittal Letter (w/curb ramp summary), ADA Ramp Plans, PennDOT CS 4401 and TIF Forms (as applicable).
Anticipated Review Time:	20 Business Days
Reviewing Unit:	ADA Unit

ADA ramps are required in accordance with Streets Regulations Governing Construction of ADA-Compliant Curb Ramps (8-25-2014), with PennDOT regulations also applying on state routes. ADA curb cut ramp design and construction must comply with Penn DOT's RC-67M and Penn DOT Publication 13M (DM-2). Additional design guidance is provided in the Penn DOT District 6-0 ADA Curb Reference Guide. Additional guidance can be found by referencing the Philadelphia Streets Department ADA Curb Ramp Design/Construction Approval Submission Requirements, last revised 9-13-2012.

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

#### **2.3.2 Areaways & Cellar Doors/Steps (Encroachment)**

Submit: Plan Review Application, Review Checklist No. 1 or 2

Anticipated Review Time:     3 Business Days (Completeness)  
  5 Business Days (Technical Review)

Approvals of all areaways and cellar doors/steps are subject to a utility conflict review, which is typically included in the review of a larger application. Notification for such approvals will now be presented to the utility representatives of the Committee of Highway Supervisors on a regular basis. Steps on or above the sidewalk are also subject to utility review, but are not reviewed under this specification.

#### **2.3.3 Large Driveways**

Submit: Plan Review Application, Review Checklist No. 1 or 2, Complete Streets Checklist

Anticipated Review Time:     3 Business Days (Completeness)  
  20 Business Days (Technical Review)

Any project proposing curb cuts greater than twenty four (24) feet is subject to review for conformance with §11-900 (Complete Streets) and Streets Department standards. This review replaced the previous Committee of Highway Supervisors review of curb cuts greater than thirty (30) feet.

#### **2.3.4 Historic Streets**

Submit: Plan Review Application, Review Checklist No. 2

Anticipated Review Time:     3 Business Days (Completeness)  
  20 Business Days (Technical Review)

The Historical Commission will be included in the Streets Departments review of all projects subject to a “Checklist No. 2” Building Permit review that front any street listed on the Historic Streets Thematic District, a list for which is available from Streets Departments’ Right of Way Unit.

#### **2.3.5 Street Lighting (Private Cost)**

Submit: Private Cost Street Lighting Application and Supporting Documents

Anticipated Review Time:     3 Business Days (Completeness)  
  20 Business Days (Technical Review)

A separate Private Cost Street Lighting application and workflow process is required for all projects involving the installation of new, or the removal or relocation of existing street lighting. All applications are subject to completeness review by the Right of Way Unit, prior to review and subsequent approval by the Street Lighting Unit.

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

#### **2.3.6 Preliminary Review of Temporary Traffic Control (TTC)/ Maintenance & Protection of Traffic (MPT) Plans**

Submit: Plan Review Application and Supporting Documents

Anticipated Review Time:       3 Business Days (Completeness)  
  20 Business Days (Technical Review)

Also known as Maintenance and Protection of Traffic (MPT), the preliminary review of TTC/MPT Plans is offered as a service, and is not required. The primary reason for a preliminary review is to ensure conflicts between permitting agencies, such as PennDOT, are resolved prior to the applicant seeking a lane closure permit from the Streets Department.

- The only final approval of TTC/MPT Plans available from the Streets Department is the issuance of a Lane Closure Permit, which is required prior to the start of any work within any public Right of Way within the City, excluding the Interstate Highways (I-95, I-76 and I-676).
- There is no policy allowing for the expedited issuance of any permit related to a plan that has been granted a Preliminary MPT review. The benefit therefore, is limited to ensuring conflicts were resolved prior to construction.
- Applications for Foundation (Sheeting & Shoring) Review are already subject to an MPT review as part of that application. However, a preliminary review can be performed prior to the submission, but is not required.

#### **2.3.7 Preliminary Review of Traffic Impact Studies (TIS)**

Submit: Plan Review Application, Cover Letter (explaining need), Traffic Impact Study

Anticipated Review Time:       3 Business Days (Completeness)  
  20 Business Days (Technical Review)

Traffic impact studies are often produced and reviewed to either demonstrate regulatory compliance (Federal, State or City), or ahead of a full investment in site design. Such review is coordinated by the Right of Way Unit, with feedback requested by both Traffic Engineering and the Design Unit. Under either circumstance, review of TIS can be requested for initial feedback or acceptance, but does not represent final acceptance of any design documents subsequently submitted.

#### **2.3.8 Legislation Required for City Plan Actions**

*Prepared within the Streets Department, Division of Surveys, Design & Construction*

Submit: City Plan Action Request

Anticipated Review Time:       3 Business Days (Completeness)  
  Up to 2-3 Months (Technical Review and Coordination)

Additional Time:               As required by the Law Department and City  
  Councilperson supporting the legislation.

Changes to the City Plan that require legislation include the creation or striking of City streets, or utility right of way. Extensive coordination between multiple City agencies is required. Final legislation authorizes the Streets Department's Survey Bureau to approve the requested changes. Typically, approval for a City Plan Action must also be approved

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

as a major roadway development, and is subject to a "Checklist 2" Building Permit Review (Major Developments).

#### **2.3.9 City Plan Actions without Legislation**

*Prepared within the Streets Department, Division of Surveys, Design & Construction*

Submit: City Plan Action Request

Anticipated Review Time: 3 Business Days (Completeness)  
Up to 2-3 Months (Technical Review and Coordination)

Additional Time: As required by the Law Department.

Changes to the City Plan that do not require legislation include curb “bump outs” and lay –by lanes, and similar modifications that do not include whole city blocks. Extensive coordination between multiple City agencies is required. Typically, approval for a City Plan Action must also be approved as a major roadway development, and is subject to a "Checklist 2" Building Permit Review (Major Developments). Capital (City) projects involving these changes are considered to be “materially altering” the right of way, and are subject to Complete Streets approval in accordance with §11-900 of the Philadelphia Code.

#### **2.3.10 Legislation Required for Changes to Parking Regulations or Roadway Direction**

*Prepared within the Streets Department, Traffic Engineering & Street Lighting Division*

Submit: Plan Review Application, Review Checklist No. 4

Anticipated Review Time: 3 Business Days (Completeness)  
Up to 2-3 Months (Technical Review and Coordination)

Additional Time: As required by the Law Department and City Councilperson supporting the legislation.

Changes to parking or roadway direction that require legislation are defined within Title 12 of the Philadelphia Code (Traffic Code). Extensive coordination between multiple City agencies and the community may be required. Final legislation authorizes the Streets Department's Traffic and Street Lighting Division to implement a eight to nine month trial period, prior to the changes becoming permanent.

#### **2.3.11 Sidewalk Cafes**

Submit: Sidewalk Cafe Review Application and Supporting Documents

Anticipated Review Time: 3 Business Days (Completeness)  
5 Business Days (Technical Review), or  
90 Business Days (Technical Review & Inspection)

- Applications prepared by a licensed design professional are subject to a five (5) business day review.
- Plans not prepared by a licensed design professional are subject to a ninety (90) day review and site inspection schedule.
- Sidewalk café applications requiring legislation will also be subject to the requirements established for Encroachments (Legislation) applications.

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

#### **2.3.12 Newsstands**

Newsstands are not currently part of the plan review process. All such applications are subject to inspection. Such inspections may take in excess of ninety (90) business days.

#### **2.3.13 Bicycle Racks (Sidewalk)**

Bicycle rack permits are issued for both existing conditions, and for new construction. In both cases, the approved plans will be part of the permit issued upon plan review approval.

Submit: Bike Rack Permit Application and Supporting Documents

Anticipated Review Time: 3 Business Days (Completeness)  
5 Business Days (Technical Review), or  
90 Business Days (Technical Review & Inspection)

- Applications prepared by a licensed design professional are subject to a five (5) business day review. When included in a larger project, the greater review time will apply.
- Plans not prepared by a licensed design professional are subject to a ninety (90) day review and site inspection schedule.

#### **2.3.14 Pedestrian Enhancements**

Permits for pedestrian enhancements, including pedestrian plazas, bicycle corrals, and parklets, are issued for both renewal of existing enhancements, and for new construction. In both cases, a permit will be issued upon plan review approval. At present, management of Pedestrian Enhancements is by the Mayor's Office of Transportation and Utilities. Revision to this policy and guidelines are ongoing, however, and permits for Pedestrian Enhancements will be issued by the Streets Department's Right of Way Unit in mid-late 2015.

### **2.4 Supplementary Agreements**

The improvements listed below require additional agreements between the developer and the City of Philadelphia. The Streets Department coordinates this activity internally between the applicant, Streets Administration, and the Law Department.

#### **2.4.1 Maintenance Agreements**

Maintenance Agreements are typically required for roadway improvements which the Streets Department or other City or State agencies will not accept ownership. All such agreements will be prepared by the City of Philadelphia, and must be signed by both the parties.

Examples include, but are not limited to:

- Curb islands, bumpouts, and lay-by lanes
- Structural connections to City owned infrastructure (bridges, retaining walls, etc)

## **Right-of-Way Improvement Standard**

### **Chapter 2 – Streets Department Plan Review Standards**

- Green stormwater infrastructure
- Private traffic warning devices (rapid flash beacons)

Maintenance Agreements must typically be in place prior to plan review approval, and in all cases prior to construction of the proposed improvement.

#### **2.4.2 Private Paving Agreements**

Private paving agreements are currently the only mechanism by which a private developer may pave the street in Philadelphia. These requirements will be determined during review of a development plan for smaller projects. Developers with projects involving the creation or planned repaving/reconstruction of a city street are encouraged to begin the process ahead of, or concurrently to obtaining plan review approval.

The Streets Department's Contract Unit will develop a Highway Work Proposal of all items for bidding purposes. The Contract Unit will send out a developer letter that details the steps of the process as well as the private paving package. The package will include the following documents:

- Proposal for Private Paving Cover Sheet
- Highway Work Proposal Items and Unit Price Bid
- Paving Application
- List of approved Pavers (if using a contractor that is not on the list, a resume must be submitted for City approval)
- Letter of Agreement to use City Approved Paving Contractors
- Labor & Materialsmen Bond
- Performance Bond
- Compensation Affidavit
- Five Year Maintenance Bond as per City Code, Chapter 11-500 (developer and contractor must decide who will be responsible). In some cases a Letter of Escrow may be used in lieu of a Maintenance Bond. Contact the Contracts Unit (215-686-5511) for information on the requirements for a letter of escrow.
  - The Bank must be acceptable to the City of Philadelphia.
  - Letter of Credit ("LOC") should clearly state it is IRREVOCABLE.
  - The effective period should be continuous until appropriately cancelled or it should be "evergreen" until beneficiary, City of Philadelphia, provides written final acceptance under the applicable contract provisions.
  - There should be no indication of a delay in the release of funds should the beneficiary be in the position to draw on the LOC.
  - Reference should be made to the contract for which the LOC is being issued and/or the contract number in the LOC to eliminate possible ambiguity.

## Right-of-Way Improvement Standard

### Chapter 2 – Streets Department Plan Review Standards

#### 2.5 Developer Services Meetings

The following services are offered on a first-come, first-served basis, in order to provide preliminary guidance and help ease projects through the plan review process. These meetings are specific to the Streets Department, as opposed to the more general meetings coordinated by the Commerce Department. This section also provided additional guidance, as related to common mistakes seen during the plan review process.

##### 2.5.1 Meetings for Major Developments

Scheduling Contact: ROW Unit Plan Review Group (215-686-5531)  
Submit: Preliminary plan and agenda with up to five (5) detailed topics to discuss  
Meeting Schedule: 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month (10:00-11:00, or 11:00-12:00)  
Meeting Location: 1401 JFK Blvd, MSB Room 830 Conference Room  
Special: a) A preliminary meeting with the Right of Way Unit, Plan Review Group will generally be required to determine if the needs of the project warrant the attention of the senior staff.  
b) Applicants will be required to submit meeting minutes for concurrence by the Streets Department.

Meetings attended by transportation division chief engineers, or their assistants. Invitations may also be extended to PennDOT, the City Planning Commission, Water Department, and Mayor's Office of Transportation and Utilities, as warranted by the project impacts and requirements. A preliminary plan and detailed list of discussion topics/requests is required in order to confirm an appointment. *Guidance provided by the senior staff during these meetings will be documented, and used during the formal review process.*

A meeting invitation will follow to the requestor, to be forwarded to all others to be included. Due to space limitations, please limit your team to six (6) attendees. The applicant is advised there is no standard for preliminary sketches, though unclear plans will limit our ability to provide guidance.

##### 2.5.2 Meetings for Minor Developments

Scheduling Contact: ROW Unit Plan Review Group (215-686-5531)  
Submit: Preliminary plan and agenda with up to five (5) detailed topics to discuss  
Meeting Schedule: 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of each month (1/2 hour each, 10:00-12:00)  
Meeting Location: 1401 JFK Blvd, MSB Room 960

Meetings attended by the Right of Way Unit Plan Review staff only, with special needs coordinated accordingly, and as identified in advance.

A meeting invitation will follow to the requestor, to be forwarded to all others to be included. Due to space limitations, please limit your team to six (6) attendees. The applicant is advised there is no standard for preliminary sketches, though unclear plans will limit our ability to provide guidance.

##### 2.5.3 General Questions & Consultations: For questions or additional information regarding plan submission requirements, please contact the Technical Services Counter Staff at (215) 686-5502, or our Technical Services Counter (1401 JFK Blvd, MSB Room 960) Monday-Friday, from 9:00-2:00, except for City Holidays and snow emergencies.

### **3.1 General Permitting Standards**

The majority of Street-related permits are issued by the Streets Department's Right-of-Way Unit. However, there are several permits or licenses that are issued by other units within the Streets Department, as well as the Department of Licenses and Inspections. Special events, which are managed jointly by the Managing Director's Office and the Right-of-Way Unit, are not included within this standard.

#### **3.1.1 Authorization**

Permits are issued under the authorization(s) within the Philadelphia Code and Streets Department Regulations, as shown in the preface.

#### **3.1.2 Information**

Permit documents can be obtained from the Streets Department's Technical Services Counter, or online, as provided within the preface. Contact information for agencies and units referenced herein are contained on the permit documents.

#### **3.1.3 Conflict Resolution**

Coordination for any conflict between the terms of two or more permits cannot be resolved by the permittees cooperatively, such coordination will be resolved by the permitting agency/unit.

##### ***A. Right-of-Way Unit Coordination***

Where more than one permitting unit or agencies are involved in the issuance of conflicting permits, the Right-of-Way Unit, Permit Group supervisor, or a designated subordinate, will be the coordinating agent.

##### ***B. Priority of Permits***

Priority of permits is initially a first-come, first-served practice. Permittees are required to work together to resolve conflicts, prior to engaging City agencies for this purpose. Where direct coordination by the Right-of-Way Unit is required, a primacy of permit type or activity will be as follows:

1. Emergency Utility Notifications (Section 3.4), *or*  
Emergency Demolitions (Section 3.2.4(B))
2. Special Events (Major/High Profile Civic Events)
3. City Paving Operations, *or*  
Tier II Utility Work (Sections 3.2.3.D and 3.3.5)
4. Street Closures for Crane Placement or Helicopter Lift (Sections 3.2.5 and 3.2.6)
5. Tier I Utility Work (Sections 3.2.3.D and 3.3.4)
6. Street Closures for Equipment Placement (Section 3.2.4)
7. Special Events (including Block Parties)
8. All other permit types

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

#### **3.1.4 Code Violation Notices (CVN)**

- A. Permit fees for unpermitted activity following issuance of a CVN will be increased, as permitted by Streets Department regulation.
- B. Failure by an applicant to identify they are applying for a permit following issuance of a CVN will be considered as fraudulent activity, resulting in the immediate revocation of any issued permit(s) and request of an immediate stop work order.

#### **3.1.5 Appeals**

There are two routes an applicant may make to appeal a decision by the Streets Department. In all cases, consultation through Developer Services (below) should be sought prior to appeal. The Department cannot be held responsible for any delay or misdirection resulting from appeals to individuals other than those listed above.

##### **A. *Permit Appeals - Streets Department, Right of Way Unit***

Appeals related to any permit requirements or denials made by the permitting staff of the Right-of-Way Unit must be directed to unit managers in the following order:

1. Permits Officer (Permits Group Supervisor)
2. Right of Way Manager

Appeals regarding any decision of the Right of Way Manager will be coordinated by the Right of Way Manager. The Department cannot be held responsible for any delay or misdirection resulting from appeals to individuals other than those listed above.

##### **B. *Permit Appeals – Other Streets Department Units***

Appeals related to any permit requirements or denials made by the permitting staff of other Streets Department units must be directed to unit managers in similar order of appeal for the Right-of-Way Unit.

##### **C. *Permit Appeals – Other Departments and Agencies***

Appeals related to any permit requirements or denials made outside of the Streets Department are subject to the established protocols of the department or agency with jurisdiction for the issuance of such permit(s).

### **3.2 Street Closure Permits**

There are several kinds of Street Closure Permits issued by the Streets Department, Right-of-Way Unit, all of which are addressed below. Permits applications for all street closure applications are to be directed to:

Streets Department, Right of Way Unit

Technical Services Counter

1401 John F. Kennedy Blvd

Municipal Services Building, Room 960

Phone: 215-686-5503

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

#### **3.2.1 General Provisions**

The following provisions apply to all types of Street Closure Permits.

##### **A. *Applications (Minimum Standards)***

- Be clearly understood and legible.
- Bear the actual submission date, and all dates on which work is to occur.
- Include:
  - Accurate contact information, including a working email address.
  - Copies of additional permits (as noted below)
  - A cover letter, addressing any coordination issues that may be identified by the applicant or Streets Department, including: location sensitivity, area restrictions, conflicting work, police requirements
  - One (1) copy of the applicant's Contractors or Commercial Activity License. These licenses are issued by the Department of Licenses and Inspections, who also maintain an online listing of licensees.

##### **B. *Temporary Traffic Control (TTC)/ Maintenance & Protection of Traffic (MPT) Plans***

- Required for all full lane closures (footway or travel lanes, including bike lanes), and any partial lane closure in excess of one (1) week.
- TTC/MPT Plans shall be site specific, and consistent with PennDOT Publication 213 (Work Zone Traffic Control Guidelines), as made available online by PennDOT.
  - Plans must identify which Pennsylvania Typical Application (PATA), or combination thereof, are being used.
  - All traffic control and channelizing devices must be identified. Devices must consider the impacts upon the walkable surface of any pedestrian route on which they are placed.
  - All required taper/buffer/work space lengths, and traffic control/channelizing device distances and spacing must be provided.
  - Crash attenuators must be provided for concrete barrier blunt ends.
  - Deviations from these standards must be documented on the TTC/MPT plans.
  - Police support for street closures, as may be required by the Streets Department, is addressed in a separate document titled "Guidelines for Assigning Police Support for Utility Construction" dated February 5, 2013, and as revised.
- TTC/MPT plan preparers, traffic control supervisors, flaggers, and all other office and field staff with duties associated with work zone traffic control, are expected to be trained in accordance with the more conservative requirements of the FHWA, OSHA, and PennDOT.
- TTC/MPT plan preparers may request a preliminary review, as explained in Section 2.3.6. This service is offered by the Street Department in advance of a

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

permit application in order to avoid coordination delays immediately prior to construction.

#### *C. Engineer Certification of TTC/MPT Plans*

- When required, TTC/MPT plans must be prepared signed and sealed by a professional civil engineer, licensed in the Commonwealth of Pennsylvania.
- Full footway closures in excess of one (1) week must be accompanied be certified by a professional engineer, licensed in the Commonwealth of Pennsylvania, that a covered walkway in compliance with Title 4 of the Philadelphia Code is impracticable in the circumstances. All such certifications are to be signed and sealed by the engineer making such certification.

#### *D. Payment*

- Payments for all permit applications at the Right-of-Way Unit's Technical Services Counter will be by check or money order, payable to the City of Philadelphia.
- E-Pay System: Street closures can also be paid for using the City of Philadelphia E-Pay system.
- Escrow Accounts: Escrow accounts can be established for high-volume permittees.

#### *E. Completeness*

All applications are subject to an initial review for administrative completeness. Any application not meeting the basic submission requirements will be deemed Administratively Incomplete, and subject to rejection, at any time during the review period.

#### *F. Expedited Permit Review*

There is no formal provision for an expedited issuance of any street closure permit.

#### *G. Non-Emergency Applications*

Non-emergency applications (i.e. not resulting in the loss of life or property), are subject to a ten (10) day review period. Applications received within that period can be subject to immediate rejection.

#### *H. Emergency Applications*

Emergency applications must include evidence of dangerous conditions, such as a Letter of Imminent Danger from the Department of Licenses and Inspections.

#### *I. Restrictions & Conditions*

- Police assistance is required if the work zone encroaches into a travel lane.
- All sites must maintain access for emergency vehicles (police, fire, emergency management, etc) at all times.
- Center City (Walnut Street to Spring Garden Street, River to River) – Nighttime restrictions for most utility and paving related work. 7:00PM to 5:00AM.
- The permittee is responsible for posting and maintaining all required signs, including temporary "No Parking" signs, for the duration of the project.

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

- The parking of personal vehicles or equipment is prohibited. Any infraction may be subject to a fine or towing of the subject vehicle or equipment.
- Good housekeeping practices are required during and after all work hours. The site will be cleaned upon completion of all work.
- The full roadway must be opened upon completion of work.

#### J. Permit Issuance

- The preferred method for issuing permits is by e-mail. Permits will be issued via fax only in the absence of a valid e-mail address.
- Copies of street closure permits are provided to Right-of-Way Unit clerical staff for distribution to subscription lists.

#### K. Permit Compliance

On site posting of all Street Closure Permits by the permittee is required per §11-612(1)(c) of the Philadelphia Code, which states “*Copies of the permit shall be posted at the site during the entire time of the closure at such locations and in such manner as the Department specifies, so as to permit public inspection of such permit.*” Failures to post this permit may result in immediate shut down.

#### L. Permit Renewals/Extensions

- All extensions will begin from the expiration of the original permit, or last extension.
- Applications for extensions that are applied for after the original permit has expired will be treated as a new application.
- No more than two (2) extensions may be requested for street closure permits with any interval less than twelve (12) months.

### 3.2.2 Street Closures for Site Development

Due to the varied nature of site development, there is no single street closure application related to it. Applicants must identify the various kinds of equipment placement and street openings that will be performed by a site development project. In many cases, multiple permits will be required by multiple applicants. Developers must be aware that, in accordance with current Streets Department regulations, they are responsible for final roadway restoration, as may be required due to the work from multiple contractors, subcontractors, and utilities working as part of a given site development project.

- Applications for site development typically must be accompanied by a permit:
  - L&I: Demolition/Foundation/Building permits
  - Street opening permits
  - Curb/footway permits
  - Private paving agreement

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

#### 3.2.3 Street Closures for Utility Work

Street closures for the purposes of utility work can be sub-divided into three specific categories.

- Plumber's Projects
- Non-Excavation Utility Projects
- Test Borings & Monitoring Wells
- Excavation Utility Projects

Documentation to support and justify applications for closures can vary significantly from one category to another. However, applications for all 3 categories must be filled out on the proper application form (Utility Work: Application for Street Closure).

##### A. *Street Closure for Plumbers Projects*

Submit: Application for Street Closure for Utility Work, copies of all related L&I/PWD: Plumbers' Footway or Roadway Permits, and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Fee: Included with the Plumbers Permit Fee

Plumber's projects involve water and sewer service connections to residential, commercial and industrial customers, and are performed by a licensed plumber or professional to a degree in which the disturbance (trench/opening of street) to the footway does not exceed the PWD standards for simple plumbing projects.

Street closure permits may be granted to close portions of the sidewalk, parking lane, bike lane and travel lane so a plumber can safely trench, install laterals and subsequently backfill any openings. Additional restrictions may be required when closures exceed partial sidewalk closures beyond 20 linear feet.

##### B. *Street Closure for Non-Excavation Utility Projects (General)*

Submit: Application for Street Closure for Utility Work, Street Opening Permit (Section 3.3), PA One Call serial number (less than one year old), Letter(s) of Authorization/Notice(s) to Proceed from respective utility companies granting (sub)contractors the right to work on the facilities for which the permit is requested, and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Fee: None

Street closure permits may be granted to close portions of the sidewalk, parking lane, bike lane and travel lane in order for utility companies, contractors, sub-contractors, and consulting firms to perform the following duties to include but not limited to: manhole inspections and pumping, installation and maintenance by way of rod & rope ducts, installation of innerduct fibers, and the pull/splice/test of fibers.. Additional restrictions may be required when closures exceed partial sidewalk closures beyond 20 linear feet.

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

#### C. *Street Closure for Test Borings & Monitoring Wells*

Submit: Application for Street Closure for Utility Work, PA One Call serial number (less than one week old), Utility Clearance Letter(s) from all utilities within 36 inches of any test boring or monitoring well location, and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Fee: None

Small borings and test wells fall under the category of “Non-Excavation,” if the borings or wells do not exceed excavation “sizes” (diameter of holes, cubic yardage of excavated material, etc.) in a nature that drastically impacts the Right-of-Way. These “sizes” are discretionary to the interpretation of the manager of the Right-of-Way unit.

#### D. *Street Closure for Excavation Utility Projects*

Submit: Application for Street Closure for Utility Work, GPIS Permit (Issued by the Right-of-Way Unit), and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Permit Duration: Up to one (1) year

Fee: None

Excavation Utility Projects are defined as those projects requiring either a Tier I or Tier II street opening permit, as discussed in Section 3.3.

#### 3.2.4 Equipment Placement (Construction Equipment)

Submit: Street Closure Permit Application, and as required by the General Provisions (Section 3.2.1).

Review Time: 10 Business Days

Permit Duration: Up to one (1) year

Fee: See Appendix D (Street Closure Permits Fee Schedule)

The term "construction equipment" shall mean any construction dumpster, trailer, fencing, scaffolding, boom or lift, shelter platform or any other similar piece of equipment or machinery used in connection with any demolition, construction, cleaning, painting, building repair or similar process. It shall not include a motor vehicle licensed under the Pennsylvania Motor Vehicle Code, except as permitted by §11-612 of the Philadelphia Code.

##### A. *Boom or Lifts (Excludes Cranes)*

- Boom trucks are to be placed in the parking lane. If a boom truck is required to be placed in a travel lane, police assistance and a TTC/MPT plan will be required for diversion of vehicular traffic
- If a rolling scissor lift is to be placed on the sidewalk, the sidewalk must be protected with a metal plate, or heavy duty mats constructed for this purpose, at all times for utility box and manhole protection.

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

#### *B. Demolition*

Street closure applications for demolition must be accompanied by a demolition permit from the Department of Licenses and Inspections.

#### *C. Construction Dumpsters*

The term "construction dumpster" shall mean any container larger than a household trash can designed for the storage of any manner of waste, refuse or debris, not including any dumpster licensed pursuant to §10-722 or any other provision of the Philadelphia Code, used in connection with any demolition, construction, cleaning, painting, building repair or similar process and serviced by a private waste hauler.

The following criteria apply to all construction dumpster applications:

- Dumpsters are not permitted to be on a public sidewalk. They must be placed in a parking lane.
- Plywood must be placed on any paved surface before the dumpster is delivered. All dumpsters will be covered with a tarp when not in use.

Refer also to the Construction Dumpster Law Guide for more information, as available online with other Streets Department permits.

#### *D. Equipment Delivery*

Street closures for the delivery of construction equipment are similar in character to moving permits (Section 3.2.8). Permit durations, fees, and conditions of permit differ, however.

#### *E. Façade Restoration*

Street closure applications for façade restoration must be accompanied by a building permit from the Department of Licenses and Inspections.

#### *F. Construction Fence*

- Partial sidewalk closures must maintain a minimum of six feet for pedestrian use at all times. This space must be free and clear of all manner of fence footing or supports, and must be ADA compliant, with regard to grates, and condition of the walkable surface.
- Full sidewalk closures over one (1) week require a site safety plan (showing signage at signalized intersections) and an engineer study stating why a full closure is needed. Full sidewalk closures are necessary for all building demolition projects.
- All applications must include provide accurate linear footage to be occupied on each street.

#### *G. Footway Restoration*

Street closure applications for footway restoration must be accompanied by curb & footway permit from the Department of Streets, District Highway Office. See Section 3.6.2 for additional information.

#### *H. Scaffolding*

Where required, street closure applications for scaffolding must be accompanied by a building permit from the Department of Licenses and Inspections.

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

#### I. Shelter Platforms

Street closure applications for shelter platforms must be accompanied by a building permit from the Department of Licenses and Inspections. Applicants must provide appropriate sidewalk lighting, as required by the Building Code.

#### J. Construction Trailers

Street closures for the delivery of construction trailers are similar in character to moving permits (Section 3.2.8). Permit durations, fees, and conditions of permit differ, however.

#### K. Window Washing

Street closures for window washing are necessary when such operations require closing of the footway for public safety. In many instances, such street closures also involved the use of booms or lifts.

### 3.2.5 Crane Placement

Submit: Street Closure Permit Application (Crane Placement), Copy of Special Hauling Permit (if required, see Section 3.7.1), and as required by the General Provisions (Section 3.2.1).

Review Time: 10 Days

Permit Duration: Up to one (1) year

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Additional approvals or certifications

- SEPTA: For placement on Broad or Market Streets
- PATCO: For placement on 8<sup>th</sup> Street (Race to Locust), and Locust Street (8<sup>th</sup> to 18<sup>th</sup>).
- Philadelphia Traffic Police: For vehicles with a GVW over 145,000 lbs, 14'-0" in height, 11'-5" in width, or 75'-0" in length.
- Streets Department, or PennDOT Bridge units: For placement on bridges or structural retaining walls. It is the responsibility of the applicant to identify the owner of any structure on which a crane is proposed for placement.
- Crane placement in proximity to sheeting & shoring must be accompanied by certification by the geotechnical engineer responsible for the sheeting and shoring plan.
- Applications for cranes weighing in excess of 80,000 lbs, must also be accompanied by a PA One Call serial number, as obtained specifically for site preparation for the purpose of crane placement.

### 3.2.6 Helicopter Lift

Submit: Street Closure Permit Application (Helicopter Lift), and supporting documents, including: helicopter flight path, number of lifts required, the nature of materials to be moved, emergency landing zone, and fueling location(s).

Review Time: 10 Days

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Permit Duration: Up to one (1) year

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

Helicopter Lift permits require extensive advanced coordination and police involvement. Any project planning the use of a helicopter lift is advised to provide a complete list of blocks to be closed during the lift operation. Depending on the length and location of the required street closures, one or more inter-agency coordination meetings may be required in advance of the issuance of this permit. Public outreach will also be required, as well as providing notifications to the Philadelphia Fire Department, as coordinated by the Streets Department.

#### 3.2.8 Temporary No Parking for Moving Trucks & PODS (aka “Moving Permit”)

Submit: Either a paper Street Closure Permit Application, or an Online Street Closure Permit Application (via [www.phila.gov](http://www.phila.gov), or directly to <http://secure.phila.gov/streets/tnp/>)

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Payment Method: Check/Money Order (Paper Applications Only)  
Debit/Credit Card (Online Only)

Review Time: 4 Business Days

##### A. Paper Permit Applications

Due to the delays associated with the processing of paper applications, applicants are encouraged to take advantage of the online application system. In-person applications must be made at the Technical Services Counter. Applicants are further advised typical peak moving months (late spring through early fall) are also peak construction and block party seasons, which make providing special accommodations difficult for the permitting staff.

##### B. Online Applications

Please read the following before submitting your application:

- Please fill out the application in order to obtain a permit to use space on a City street for your move.
- Please only apply once per address. If you apply more than once per address the processing time will double.
- The Streets Department Right of Way Unit will require a minimum of four (4) full business days of notice in order to process your request. Due to the volume of requests received by this office, the processing time may be more than 4 business days.
- Once your application is complete and submitted, the Right of Way unit will review your information and contact you via e-mail with an invoice for payment or a request for more information.
- Please supply the following information: All Items Are Required
  - i. the correct spelling of your first and last name
  - ii. the address of the move or the location of the move (if different from the address)
  - iii. the length of the moving truck or the number of moving containers
  - iv. the earliest time you will begin your move and the latest you will finish
  - v. a cell phone number for the day of the move
  - vi. a valid e-mail address so we may e-mail you an invoice for payment.
- Payment can be made online by credit or debit card.
- After payment is made, it is highly recommended that you print out a copy of your permit and take it to the nearest Police District. They will give you Temporary No

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

Parking signs you can post for the move. Please post the signs a minimum of 24 hours ahead of time or as soon as possible after receiving your permit.

- If you are physically unable to place signs or you are moving in from outside the Philadelphia area, please contact us via e-mail after you receive your invoice and we will supply information on how the signs will be posted.

### **3.3 Street Opening**

There are two types of Street Opening Permits, GPIS and Non-GPIS. Non-GPIS permits are related to street openings associated with test borings and monitoring wells, whereas GPIS permits are issued solely to agencies and public utilities in possession of a Right of Way Use License.

The purpose of the sections related to GPIS permits is to assist utility and telecommunication providers to enter their projects into the Guaranteed Pavement Information System (GPIS), preferably in the planning stage, and no later than the design phase. The reason for this specialized process is to better coordinate the City's resurfacing projects with utility projects, with the goal of better eliminating the need for unnecessary utility cuts into newly paved streets.

Issuance of a Street Opening Permit does not imply issuance of a Street Closure Permit. Street Opening permits exclude opening permits for plumber ditches (footway or roadway), sidewalk post/bollard installations, and curb/footway demolition and construction. These permits are explained below. As a general rule, excavations are to be minimized on paved streets.

Permits applications for all street closure applications are to be directed to:

Streets Department, Right of Way Unit, Permits Group

1401 John F. Kennedy Blvd

Municipal Services Building, Room 960

Philadelphia, PA 19102

#### **3.3.1 General Provisions**

As a project coordination tool, utility conflicts identified during the GPIS review process are required to be resolved during design. Such coordination notwithstanding, design and construction mark-out requests must be made in accordance with the Pennsylvania Underground Utility Line Protection Act, Act 287 of 1974, and as revised.

In all cases, temporary and final pavement restorations must comply with Standard Details SC0113 and SC0114 (formerly L-901 & L-902). Additional requirements, in accordance with Streets Department regulations, may be determined at the time the permit is issued, or during construction.

#### **3.3.2 Right-of-Way Use Licenses**

Submit: Documents required by §11-700 of the Philadelphia Code

Review & Coordination Time: 1-3 Months

License Duration: Ten (10) Years

With the exception of utility service connections, anyone seeking to install underground utilities within the Public Right-of-Way must obtain a Right-of-Way Use License,

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

requirements for which are contained within §11-700 of the Philadelphia Code. ROW Use Licenses are issued by the Law Department, as coordinated by the Streets Department, Right-of-Way Unit. Applicants are advised to contact the Right-of-Way Unit's Permit Group several months prior to the proposed construction of any facilities for which a Right-of-Way Use License is required.

#### **3.3.3 Non-Excavation Utility Projects (Test Borings & Monitoring Wells) (Non-GPIS)**

The only permit necessary for test borings and monitoring wells is a street closure permit. See Section 3.2.3(C) Street Closure for Test Borings & Monitoring Wells for additional information.

#### **3.3.4 Street Openings to Turn On or Shut Off Service (GPIS)**

The facility owner seeking to obtain a street opening permit to turn on or shut off service shall select "Turn On/Shut Off" as the project type in GPIS and shall enter into GPIS the location and offset information for such project. The applicant may also provide the PA One Call serial number (where available) for the project, but it is not required. Once this information is entered into GPIS, the facility owner can self-approve a permit for that project from GPIS. No drawings or additional information is required. The information input into GPIS in connection with street excavations to turn on or shut off service shall be used only for the City's record purposes, and shall not be used or included in determining the facility owner's Right-of-Way related fees.

#### **3.3.5 Tier I Street Openings (GPIS)**

The following are considered Tier I Street Opening applications:

- New Facility, new location, installation of any facility where the total linear footage is less than 60 feet.
- New Facility in an existing location where the total linear footage is less than 60 feet.
- Service Connection: Perpendicular to utility main/duct, and less than 60 feet in length.
- Service Connection: "L" Shaped, one side less than 60 feet, the other side less than 250 feet.
- Facility Replacement: Same Size/Same Location, less than 250 feet in length.
- Manhole or Vault: roof and casting repair and replacement

#### **3.3.6 Tier II Street Openings (GPIS)**

The following are considered Tier II Street Opening applications:

- New Facility, new location, installation of any facility where the total linear footage is more than 60 feet.
- New Facility in an existing location where the total linear footage is more than 60 feet.
- Service Connection- Perpendicular, more than 60 feet.
- Service Connection - "L" Shaped, one side more than 60 feet, or the other side more than 250 feet.
- Same Size/Same Location, more than 250 feet.

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

- Manhole or vault wall repair and replacement
- Any category not listed in the Tier I application category (excluding manhole lid and frame replacements, service turn on/shut off, and emergencies):

#### 3.3.7 Process Flow for GPIS Tier I and Tier II Permits

- A. The requesting facility owner contacts the PA One Call system as a designer requesting that any facility owner that has facilities in the proposed location provide information with regard to the location of their existing facilities.
- B. The requesting facility owner enters the project into the Guaranteed Pavement Information System (GPIS). In addition to entering the project into GPIS, the requesting facility owner must submit the following: a drawing containing the information required by PA One Call, utility clearance transmittal, and PA One Call response ticket via e-mail to GPIS.Apps@phila.gov or through the mail to the following:

- Streets Department- Right-of-Way Unit (2 copies)
- Streets Department – ADA Unit
- Streets Department - Traffic Engineering Unit (c/o Streets' Right of Way Unit)
- Streets Department- Street Lighting Unit
- Public Property - Capital Projects Division
- Historical Commission (if required)
- PennDOT (if required)

The Streets Department's Traffic and Street Lighting Division, Highway Division's ADA Unit, and the Department of Public Property's Capital Projects Division will review the location and respond directly to GPIS.

- C. The ADA Unit will identify corner curb ramp upgrade requirements, in accordance with Streets Department regulations, and communicate these requirements to the applicant.
- D. The Right of Way Unit review will serve as a clearance from the Streets Department that the work will not conflict with resurfacing, reconstruction or other street maintenance work.
- E. For work on historical streets, the City of Philadelphia, Historical Commission will review the location and respond directly to GPIS. The purpose is to ensure that the roadway and/or footway are restored with in-kind materials.
- F. For work on State Routes within the roadway from curb line to curb line, PennDOT will review the location and respond directly to GPIS. A PennDOT Highway Occupancy Permit (HOP) is also required, via PennDOT's Electronic Permitting System (EPS).
- G. At the same time your street opening permit application is submitted to the City of Philadelphia, Streets Department, Right-of-Way Unit, you may also electronically submit any lane closure permit application (Section 3.2). The street closure permit will be processed and remain in the system as pending until the street opening permit is issued. For the closure permits, the Contractor information must be indicated on the application when submitting and once the street closure permit has been issued, the work must be initiated within ten (10) days of issuance of the permit or the permit will be revoked. A revoked closure permit may be reinstated for good cause upon e-mail request to the

Remove all  
mention of email or  
mail submissions.

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

Streets Department. Note: It is the applicants' responsibility to send a copy of the street opening permit with their application for the street closure permit.

- H. Upon receipt of each submission, the Right-of-Way Unit will identify whether the application is complete or if additional information is required. The applicant will be advised if the application is incomplete or additional information is required by e-mail and/or through GPIS. No further review will occur until the revised application has been received and deemed complete.

The Streets Department expects to routinely grant or deny approval of the permit and plans according to the schedule below for Tier I and Tier II applications:

- Tier I applications: Two (2) Business Days (Completeness)  
Five (5) Business Days (Permit Review and Processing)
- Tier II applications: Five (5) Business Days (Completeness)  
Twenty Five (25) Business Days (Permit Review and Processing)

### **3.4 Emergency Utility Notifications (EUN)**

#### **3.4.1 General Provisions**

Emergency Utility Notifications cannot be used to circumvent a street opening permit.

#### **3.4.2 Police Notification for Utility Emergencies**

Police support for utility emergencies is addressed in a separate document titled "Guidelines for Assigning Police Support for Utility Construction" dated February 5, 2013, and as revised.

#### **3.4.3 Excavation Required Emergencies**

- A. A facility owner (or its contractor) which needs to excavate the street or close traffic lanes for emergency work shall telephone the City's Municipal Radio operator at 215-686-4514 to report the emergency. The call to Municipal Radio should be from the field and prior to or at the time the excavation or lane closure commences.
- B. During the telephone call, if the work involves excavation of the street, the Municipal Radio operator will prompt the facility owner (or its contractor) to provide the following basic information about the excavation:
- Name of facility owner
  - Name and telephone number of the person calling
  - Need for excavation
  - Street closure requirements.
  - Location of the emergency work (provide the hundred block)
  - Nature of the emergency (disruption of service, safety risk to public, or leak)
  - Duration of work (provide the # of hours expected to resolve the emergency)
- C. Each facility owner shall also provide the Streets Department with the phone number of its primary office responsible for such work. In the case of a declared emergency, the

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

contact person will be the facility owner's designated representative working with the City's Emergency Operations Center (EOC) and may be contacted through EOC.

- D. The Municipal Radio operator will generate and provide the facility owner (or its contractor) with an Emergency Utility Notification (EUN) number. The facility owner must later enter the EUN number into GPIS when they obtain the Emergency Permit. Municipal Radio shall then forward this information to the Streets Department via an emergency notification website setup specifically for this use, which will then send an e-mail to the facility owner's generic e-mail address (as provided by the facility owner), also containing the EUN number.
- E. If a lane closure is required, Municipal Radio shall also contact and report the emergency to traffic police, the fire department and SEPTA (if required), and prompt the facility owner (or its contractor) to provide certain information needed for the lane closure.
- F. Within seven (7) days of completion of the emergency-related excavation, the facility owner shall enter the required information into GPIS, using the EUN number provided by Municipal Radio and/or the Streets Department. The information inputted into GPIS in connection with emergencies shall be used only for the City's record purposes, and shall not be used or included in determining the facility owner's Right-of-Way related fees, as per the Right-of-Way ordinance legislation.

#### **3.4.4 Non-Excavation Related Emergencies**

- A. If the emergency work does not involve street excavation, but nonetheless requires a lane closure (e.g., facility owner utilizes their manholes to complete the emergency work), the facility owner (or its contractor) shall still report the work to Municipal Radio to help arrange the lane closure. Municipal Radio shall call and report the required lane closure to traffic police, the fire department, and SEPTA (if required), and prompt the facility owner (or its contractor) to provide certain information needed for the lane closure. During the telephone call, the Municipal Radio operator will generate and provide the facility owner (or its contractor) a EUN number for their records. Municipal Radio shall then forward this information to the Streets Department via an emergency notification website setup specifically for this use, which will then send an e-mail to the facility owner's generic e-mail address (as provided by the facility owner), containing the EUN number.

### **3.5 Other Permits Issued by the Streets Department, Right-of-Way Unit**

Permits applications for all street closure applications are to be directed to:

Streets Department, Right of Way Unit, Permits Group

1401 John F. Kennedy Blvd

Municipal Services Building, Room 960

Philadelphia, PA 19102

#### **3.5.1 Street Furniture (Generally)**

The placement of all street furniture requiring a permit from the Streets Department is permitted using the Street Closure System. Street furniture that has been approved by an ordinance of City Council (Encroachment Ordinance) does not require a Street Closure Permit for the actual installation of the approved encroachment. However, a

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

permit for closing the necessary footway, parking and/or travel lanes during construction will be required

Examples of street furniture permitted using the Street Closure System include, but are not limited to:

#### A. *Bicycle Racks*

Submit: Bicycle Rack Application & Supporting Documents

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Bicycle Racks on the footway, and in accordance with Streets Regulations, are permitted upon approval of the submitted plan(s). See Plan Review (Chapter 2) for additional information.

#### B. *Pedestrian Enhancements*

Permits for pedestrian enhancements, including pedestrian plazas, bicycle corrals, and parklets, are issued for both renewal of existing enhancements, and for new construction. In both cases, a permit will be issued upon plan review approval. At present, management of Pedestrian Enhancements is by the Mayor's Office of Transportation and Utilities. Revision to this policy and guidelines are ongoing, however, and permits for Pedestrian Enhancements will be issued by the Streets Department's Right of Way Unit in mid-late 2015.

#### 3.5.2 Banner Permits

Submit: Banner Permit Application & Supporting Documents (see below)

Review & Coordination Time: 1 Month

Restrictions: City of Philadelphia Street Light Poles Only

May not be attached to traffic signals

No banners are permitted to span across any street

License Duration: Seasonal - Beginning of spring through beginning of winter

Fee: None

A. Approval from the owner of the pole is to be submitted with application. If the pole is a Philadelphia Street Light only this application is required.

B. Prior Approval is also required from:

- Philadelphia Art Commission
- Special Services Districts (where applicable)
  - Center City – Center City District\*
  - South Broad Street (South Penn Square to Washington Avenue) – Avenue of the Arts, Inc.
  - University City – University City District

*\*In Center City, the Center City District is the permitting agency.*

C. Request to the Art Commission & the Special Service Districts should specify the number of banners that will be displayed, the size of each banner, colors, photograph or

## Right-of-Way Improvement Standard

### Chapter 3 –Permitting Standards

drawings of the banner's design, the boundaries of the main artery where banners will be placed and the exact locations of the poles on which the banners will be fastened.

- D. The applicant will be responsible for all injuries to persons and/or damage to property that may occur while placing, or in place or removal of all banners and to hold the City of Philadelphia harmless in the event of an accident or mishap.
- E. Banner Requirements on Philadelphia Street Light Poles.
  - Affix the banners to the street light poles in the following manner:
    - Top of banner shall have a solid bracket and pole/arm attached to an aluminum or fiberglass street light pole only
    - Bottom part of banner shall be attached with a solid bracket with tether.
    - All brackets must have a rubber grommet between the bracket and pole.
    - Only one (1) banner can be fastened to each street light pole.
    - Maximum banner size permitted is 4'-0" x 6'-0".
    - If a banner hangs above the street, it must be at least fifteen feet (15'-0") above the ground.
    - If a banner hangs above the sidewalk, it must be at least eight feet (8'-0") above the ground.
    - Removal of all banners must be within five (5) days of the expiration date of this permit, and the street light poles left in a clean & safe condition.

#### 3.5.3 Special Events Permits (formerly known as Block Parties)

Special events permits, including block party permits, are not included within this document. Refer to the Special Event Application Guide for more information, as available online with other Streets Department permits.

#### 3.5.4 Encroachments Not Requiring Permits

There are three basic types of encroachments within the Right-of-Way for which permits are not required.

- A. Encroachments allowed by §11-600 of the Philadelphia Code without a permit.  
Examples include: Steps, canopies, awnings, areaways (egress wells), wheelchair lifts
- B. Encroachments only allowed by ordinance of City Council, as discussed in Section 1.10.
- C. Specific Improvements owned and maintained, either by City forces or contractors.  
Such improvements include, but are not limited to:
  - Street lights & traffic signals (Streets Department)
  - Inlets, hydrants, and green storm water infrastructure (Water Department)
  - Bus shelters & bike share kiosks (Mayor's Office of Transportation & Utilities)

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

#### **3.6 Permits Issued by the Streets Department Highway Districts**

A map of all Highway District offices is provided in the appendix.

##### **3.6.1 Curb or Sidewalk Pipe Posts (Bollards)**

Submit: Application to Install Pipe Posts, Plot Plan (2 copies, on 8.5" x 11" paper and showing locations of the proposed posts).

Issued by the Streets Department, curb or sidewalk posts may be installed if the Department of Streets determines that such installations are necessary to prevent possible injury to pedestrians or damage to property by motor vehicles coming upon the footway. Curb or Sidewalk Pipe Post (Bollard) Permits are issued by the Highway District where such work is proposed. Pipe post not conforming with the requirements of the Philadelphia Code, §11-604(8), as listed below, may only be approved by ordinance of City Council (Section 2.2.7). Pipe Posts must:

- Extend 42 inches above the footway grade, and 2 feet below such grades
- Be centered not more than 10 feet apart, and on a line parallel with the curb lines 18 inches back of the face of the curb; except on sidewalks eight (8) feet in width or less, posts shall be centered on a line parallel with the curb lines twelve (12) inches back of the face of the curb.
- In no event shall be installed in front of existing steps
- Have an inside diameter of six (6) inches, are filled with concrete and have a metal cap; except on residential streets with sidewalks eight (8) feet in width or less, posts shall have an inside diameter of four (4) inches, be filled with concrete and have a metal cap
- Not be set within 2 feet of any inlet or manhole

##### **3.6.2 Curb and Footway Permits**

Submit: Application for Curb and Footway Permit, a valid L&I Curb Setters License and a Plot Plan

Fee: None

Curb and Footway Permits are issued by the Streets Department for any alteration or repair of sidewalks and curbs in the City of Philadelphia. These permits ensure the safety and appearance of our communities. Curb and Footway Permits are issued by the Highway District where such work is proposed. Plans not approved by the Right of Way Unit, in accordance with the Plan Review Standards, Chapter 2, must conform to the requirements within Streets Plan Review Checklist No.1 or 2 (see Appendix C). Applicants seeking permits for projects with 100 feet or more of curb will also be required to obtain the services of the district survey office where the work is being performed. A map of all Highway and Survey District offices are provided in the appendix.

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

#### **3.7 Permits Issued by the Streets Department Traffic Engineering Unit**

Permits applications for the following are to be directed to:

Streets Department, Traffic Engineering  
1401 John F. Kennedy Blvd  
Municipal Services Building, Room 980  
Philadelphia, PA 19102

##### **3.7.1 Bus Carrier Zone Permits**

Submit: Bus Zone Carrier Permit Application  
Fee: \$5,000/year (exclusive), \$2,500 (shared)  
Review Time: 3 Months  
Permit Duration: One (1) year, beginning April 1, and ending March 31  
Permit Renewal: Three (3) months before the expiration date

The bus carrier company must provide the following:

- Days and hours of operations of the bus zone, including the exact time of arrival and departure of each bus.
- A minimum clear path of six (6) feet alongside the bus zone (on the sidewalk) to allow a continuous pedestrian passageway. The immediate vicinity of the bus zone, including the actual bus zone must be clear of litter and obstructions (i.e. cones) at all times.
- Copy of the carrier's Interstate License
- Business Privilege Number (where applicable)
- Sign details (max size is 12 inches wide, and 18 inches long)

Limitations & Requirements:

- No more than one bus per company is allowed in the zone at a time.
- The maximum time that buses are allowed to reside in an exclusive (non-shared) bus zone is 10 minutes. The maximum time that buses are allowed to reside in a shared bus zone is one minute.
- A copy of this permit will be kept available at the office of the bus carrier company and will be exhibited upon request to any properly identified employee of the City of Philadelphia.

##### **3.7.2 Driveway Paint Marking Permit**

All applications for driveway paint markings may be subject to a site inspection, typically taking 2-3 months to schedule and complete.

Submit: Application for Driveway Paint Parking Permit  
Review Time: 90 Business Days

The following conditions shall apply to all permits issued:

1. Only the markings authorized by the permit issued are to be applied. The Streets Department will determine the appropriate markings. These markings will be illustrated on an attached drawing, if approved.

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

2. All lines must be strictly in accordance with the attached drawing and no curb markings may extend along, across or onto any part of the curb and sidewalk. These markings shall be 4 inch wide and in white paint only.
3. The City of Philadelphia will assume no cost or liability, which may arise as a result of the application of these markings. All such costs and liability will be solely assumed by the person applying for this permit.
4. A copy of this permit will be kept available at the above premises and will be exhibited upon request to any properly identified employee of the Streets Department, the Philadelphia Police Department, or the Philadelphia Parking Authority.
5. The applicant will remove all markings authorized by this permit within seventy-two hours upon written notification to that effect from the City of Philadelphia.

### **3.8 Permits Issued by the Streets Department Bridge Design Unit**

#### **3.8.1 Special Hauling Permits (for Oversize and Overweight Vehicular Transports)**

Applications: Online Only (<https://secure.phila.gov/Streets/HaulingPermit/>)

Account Required: Yes

Submit: Online application, a non-refundable electronic payment, Permits/Approvals (as required) from other agencies (see REQUIREMENTS on the Special Hauling Permits website).

Review Time: 3 Business Days

- A. Special Hauling Permits are issued by the Streets Department's Bridge Design Unit for oversized and overweight vehicular transports. Routes for each permitted trip are carefully regulated to protect structures, both overhead and those with weight restrictions. In some cases, police escorts are required, and must be arranged separately with the Philadelphia Police Department (reimbursement charges apply).
- B. Through this system clients may apply to obtain a City of Philadelphia Special Hauling Permit allowing one individual vehicle a single one-way move. Once submitted, permits are immediately paid for up front, with no refunds available, using a credit card, debit card, or e-check. Each client will have their own account profile in which they may apply for new permits, check the status of unprocessed permits, and view processed permits to print and carry for law enforcement verification.
- C. Prerequisite approvals and permits related to other agencies will be transmitted by email or facsimile. A bulletin board of current restrictions is available to assist in route planning.
- D. Each permit is valid for a single, one way move.

### **3.9 Permits Issued by the Streets Department Sanitation Division**

The Sanitation Division of the Streets Department does not issue permits. Applicants seeking approval for the placement of dumpsters or trashcans within the Right of Way are directed to the Department of Licenses and Inspections. Construction dumpsters are permitted by the Streets Department, and are addressed in Section 3.2.4(C).

## **Right-of-Way Improvement Standard**

### **Chapter 3 –Permitting Standards**

#### **3.10 Permits Issued by the Department of Licenses and Inspections (L&I)**

While not the permitting agency for any of the following, the Streets Department is required to approve all of the following prior to issuance of a license or permit by the Department of Licenses and Inspections. See Plan Review Standards (Chapter 2) for additional information.

##### **3.10.1 Building, Foundation and Zoning Permits**

- A. See Plan Review Standards (Chapter 2) for additional information.
- B. Driveways
  - Zoning permits for driveways are issued by the Department of Licenses and Inspections. While Streets Department approval is required from the Right-of-Way Unit, no permit is issued for driveways by the Streets Department. Permits required by agencies other than L&I for work related to driveways are:
    - PennDOT Highway Occupancy Permits (for driveways on state routes).
    - Curb and Footway Permit(s) (see Section 3.6.2)
    - Street Closure Permits (see Section 3.2)

##### **3.10.2 Newsstand Licenses**

Newsstand Licenses are issued by the Department of Licenses and Inspections. Streets Department approval is required from the Right-of-Way Unit prior to obtaining a newsstand license.

##### **3.10.3 Sidewalk Café Licenses**

Sidewalk Cafes Licenses are issued by the Department of Licenses and Inspections. Streets Department approval is required from the Right-of-Way Unit prior to obtaining a sidewalk café license.



## **4.1 General Provisions**

This chapter serves to coordinate the information contained in the previous chapters. Timelines cannot be provided, though standard review and processing time for plan review and permits are discussed throughout chapters 2 and 3. In the end, the ability to address Streets Department standards and site specific requirements in a timely manner is the responsibility of the developer and their consultants.

The applicant is expected to be aware of the code and approval processes for all other City departments. The information contained in this chapter does not address those requirements.

## **4.2 Typical Process Flows**

### **4.2.1 Standard Development**

The process flow for typical developments is as shown below, though other sections may also apply as may be necessary due to the scope and complexity of the project.

1. Design: See Chapter 1
2. Zoning Permits, per Chapter 2 (Sections 2.2.1 & 2.2.2)
3. Foundation Permits (where required), per Chapter 2 (Sections 2.2.1 & 2.2.6)
4. Final Approval, per Chapter 2 (Sections 2.2.1, and one of: 2.2.3, 2.2.4 or 2.2.5)
5. Permits, per Chapter 3

### **4.2.2 Legislative Approval**

There are three basic forms of legislation involving the Streets Department:

1. Submit plans for one or more of the three types of legislation required.
  - Encroachments, per Section 2.2.7. Timing for legislative approval for encroachments may begin before, during or after the zoning and building phases. However, no plan showing encroachments that require legislation will be approved without a signed ordinance.
  - New Streets, per Section 2.3.8.
  - Striking Existing Right of Way (Streets and Utility Rights of Way), per Section 2.3.8.
  - Changes to Parking Regulations or Roadway Direction, per Section 2.3.10.
2. Upon completion of any legislative approval, it is the responsibility of the applicant to furnish copies of the signed ordinance to the coordinating Streets Department unit, with plans, where required by the sections referenced above.

## **4.3 ADA Compliant Corner Curb Ramps**

The review of ADA corner curb ramps is subject to separate Streets Department review and approval, as discussed in Section 2.3.1 (ADA Corner Curb Ramps). ADA ramps plans or packages are not accepted by other reviewing units, in conjunction with other concurrent reviews within the Streets Department.

## **4.4 Altering Curblines Without Legislation (City Plan Actions)**

Generally this process will occur concurrently with Standard Development, Section 4.2.1, above, but with the additional requirements set forth in Section 2.3.9.

## **Right-of-Way Improvement Standard**

### **Chapter 4- Process Flow**

#### **4.5 Changing City Street Lighting**

Generally this process will occur concurrently with Standard Development, Section 4.2.1, above, but with the additional requirements set forth in Section 2.3.5.

#### **4.6 Changing City Traffic Signals**

There is currently no separate process flow for changing City traffic signals. Generally this process will occur concurrently with Standard Development, Section 4.2.1, above.

#### **4.7 Constructing and Paving Streets**

This section pertains to the construction of new and existing streets by private developers, and not by the City of Philadelphia. Applicants are advised that all private paving projects are subject to:

- Design Approval by the Chief Engineer and Surveyor (new or reconstructed streets)
- Final acceptance by the Chief Highway Engineer (applies to all private paving projects)

##### **4.7.1 Existing Streets, Currently Paved**

Paving of existing streets generally will be approved by the Streets Department according to the standard development process flow, as outlined in section 4.2.1. However, a paving agreement will be required, per Section 2.4.2.

##### **4.7.2 Existing Streets, Currently Unpaved, or Partially Paved**

Generally this process will occur concurrently with Standard Development, Section 4.2.1, above, but with the additional requirements set forth in Section 2.4.2. However, applicants are encouraged to schedule a Developer Services Meeting with the Streets Department, Right of Way Unit prior to seeking plan review approval. Refer to Section 2.5.2 for information regarding Developer Services Meetings.

##### **4.7.3 Proposed Streets, Public**

- A. Submit preliminary plan(s) to the Philadelphia Planning Commission, and the Streets Department, Right of Way Unit, Plan Review Group.
- B. Schedule Developer Services Meeting with the Streets Department, Right of Way Unit. The Philadelphia City Planning Commission will be invited to attend, and can be expected to have additional requirements. Refer to Section 2.5.1 for information regarding Developer Services Meetings.
- C. Preliminary Plan Submission, Per Chapter 2
  - Submission must include a City Plan Action Request, Per Chapter 2. Legislation will be required, and will be addressed as part of the City Plan Action.
  - Zoning approval may be requested, Per Chapter 2, from the Right of Way Unit. Additional requirements may be warranted, as determined during preliminary review.
- D. Building Permit Plan Submission, Per Chapter 2
  - Prerequisites of approval:
    - i. Submit proof all legal and administrative obligations have been fulfilled, as may be identified during the plan review, City Plan Action, and legislative processes.
    - ii. Paving agreement(s), per Section 2.4.2

## **Right-of-Way Improvement Standard**

### **Chapter 4- Process Flow**

#### **4.7.4 Proposed Streets, Private**

Private streets are considered common driveways, and will be approved by the Streets Department according to the standard development process flow, as outlined in section 4.2.1.

#### **4.8 Special Provisions**

Special provisions are possible only in the presence of detailed and ongoing agreements, such as between City of Philadelphia agencies and departments.

##### **4.8.1 Philadelphia Water Department**

- A. New technologies, practices, and facilities, when proposed by the PWD, will be receive coordinated approval by the administrative officers of both the PWD and Streets Departments prior to use in capital programs subject to Streets Department review and approval.
- B. Roadway infrastructure projects (water/sewer/green), with no City Plan Actions required, per Section 2.2.8 (Major Utility Projects).
- C. Roadway infrastructure projects (water/sewer/green) involving City Plan Actions (bump outs, lay-by lanes, dedication or striking of the ROW). The plan review and restoration response process will be as per Section 4.4, above.
  - The approval letter issued at the completion of this review will also include the pavement restoration requirements, as coordinated with TP&A as part of the plan review process.
- D. Site improvement projects, including PWD facilities, private cost agreements, or PWD-Private Partnership projects: These projects are treated as Standard Development (Section 4.2.1), and as may otherwise be required by scope and complexity of the project.
  - For relatively small private cost and partner projects, the Right of Way Unit may elect to defer review to the Transportation Planning and Analysis Unit for issuance of a paving restoration letter.
- E. Maintenance and Protection of Traffic Plans (MPT), per Section 2.3.6.
- F. All projects reviewed under these special provisions and requiring full roadway reconstruction: the Water Department, or consultants working for the Water Department, will submit plans to the District Surveyor and Regulator within whose district the work is proposed. The Survey District will review the plan for conformance with City Plan, allowing modifications as needed to allow for ADA compliant footways, improved drainage, or as otherwise deemed necessary. Upon approval, the District Surveyor and Regulator will sign the final roadway reconstruction plans, and forward to the Chief Engineer and Surveyor for final sign off.



**PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS  
APPENDIX**

- A Listing of Streets Department Standard Details
- B Listing of Streets Department Specifications (In Development)
- C Listing of Streets Department Plan Review Application & Checklists
- D Street Closure Permits Fee Schedule
- E Listing of Referenced Streets Department Publications
- F Approved Non-Standard Products
- G Streets Department Highway and Survey District Maps

**PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS**

**APPENDIX A**

**Listing of Streets Department Standard Details**

**Street Lighting (SL01XX)**

SL0100 – General Notes

SL0101 – Street Light Pole (2 pages)

SL0102 – Column Base for 30' Street Light Poles

Sheet 1 – 1'-8" Base

Sheet 2 – 2'-0" Base

SL0103 – Column Base for Pedestrian Poles (4 pages)

SL0104 – Street Lighting Bracket

SL0201 – Street Light Davit on Wood Pole

SL0202 – Residential Street Light Tap / 30' Street Light Pole Manhole Tap (2 pages)

SL0203 – Street Lights Connected in Series

SL0204 – Street Light Pole Brackets

SL0205 – Street Lighting Tap – PECO Pole

**Traffic Engineering (TE0XXX)**

TE0101 – 20' C-Post / Street Name Sign Pole

TE0102 – C-Post Split Base Assembly

TE0201 – D-Pole (2 pages)

TE0202 – D-Pole Foundation

TE0203 – D-Pole Spreadfoot Foundation

TE0301 – Pedestal Pole

TE0501 – Mastarm Details (2 pages)

TE0601 – Signal Head (6 pages)

TE0701 – Traffic Signal Service Detail

TE0703 – D-Pole Service Tap & Direct Bury Tap

TE0801 – Sample Phasing, Timing & Color Sequence Chart

TE0901 – Micro-loop detail

**Interconnect (IC01XX)**

IC0102 – Interconnect Wiring Detail

IC0103 – Interconnect Drop from Mast Arm Pole

IC0104 – Conduit Installation Detail

**Signs (Street name, Traffic) (SN0XXX)**

SN0101 – Metro Street Name Standard (2 pages)

SN0102 – Overhead Street Name Sign

SN0203 – Bicycle Lane Shifts

SN0204 – No Parking/Stopping Sign

SN0301 – Traffic Sign Post Mounted

SN0302 – Assembly of Sign Brackets

**Pavement Markings (P01XX)**

PM0102 – Typical Crosswalk / Stop Bar detail

PM0103 – Bike Legend Detail (Including Bike Dash Detail)

PM0105 – Left Turn Detail

PM0106 – Bus Zone and Legend Detail

PM0108 – Rail Road Detail

**Street Construction (SC01XX)**

SC0101- Typical Curb & Footway Construction & Roadway Restoration (Formerly L-892)

SC0102 – Typical Curb Detail (Formerly L-779)

SC0105 – Standard Driveway Details (Formerly L-879-RR)

SC0106 – Typical Bumpout Construction

## **Right-of-Way Improvement Standard Appendix**

June 2015  
Rev. N/A

SC0107 – Typical Restoration Concrete Footway

SC0109 – Concrete Cheek Wall (A,B)

SC0110A – Brick Sidewalk & Cheek Wall Single Width

SC0110B - Brick Sidewalk & Cheek Wall Multiple Width

SC0112 – Roadway Half Section Sidewall Grading Standard (Formerly L-903)

SC0113 – Permanent Trench Restoration (Formerly L-901)

SC0114 – Temporary Trench Restoration (Formerly L-902)

### **Plan Presentation (PP01XX)**

PP0101 – Roadway Symbol and Abbreviation Standard

PP0102 – Roadway Grading

### **Furnishing Zone Detail (FZ0XXX)**

FZ0101A – Inverted U Bike Rack

FZ0101B – Bike Rack Installation

FZ0101C – Bike Rack Placement

FZ0202 – Street Tree Planting Diagram (Formerly L-895)

PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS

APPENDIX B

Listing of Streets Department Specifications (In Development)

**PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS  
APPENDIX C**

**Listing of Streets Department Plan Review Application & Checklists**

Streets Plan Review Application

Plan Review Checklist No. 1 (*Zoning & Checklist 1 Building Permit Review Plans*)

Plan Review Checklist No. 2 (*Minor & Major Development Projects*)

Plan Review Checklist No. 3 (*Sheeting/Shoring – Foundation Permit Review*)

Plan Review Checklist No. 4 (*Encroachment Legislation*)

Complete Streets Checklist

Sidewalk Café Review Application & Checklist

Street Lighting Private Cost Application & Checklist

**PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS  
APPENDIX D  
Street Closure Permits Fee Schedule**

# Street Closure Permits

## City of Philadelphia Street Closure Permit Rates - Effective 11/1/12

Permit Cost per Location = Rate x Unit of Measure x Time

Closure Type	Rate for Center City & University City	Rate for All Other Areas of the City	Maximum Duration
Sidewalk Shelter platform with 6 Foot Wide Pedestrian Walkway	no fee	no fee	1 year
Partial Sidewalk Closure	\$1.00 per foot per week*	\$.50 per foot per week*	1 year
Full Sidewalk Closure Accompanied By Creation of Protected Footway in Parking Lane	\$1.50 per foot per week*	\$.75 per foot per week*	1 year
Parking Lane	\$2.00 per foot per week*	\$1.00 per foot per week*	1 year
Full Sidewalk Closure	\$3.00 per foot per week*	\$1.50 per foot per week*	1 year
Travel Lane	\$3.00 per foot per week*	\$1.50 per foot per week*	1 year
Dumpster Only	\$40 per dumpster per week	\$40 per dumpster per week	1 year
Portable On-Demand Storage Unit (PODS) Only	\$40 per PODS	\$40 per PODS	5 days
Full Closure - 5 days or less	\$125 per block per day	\$125 per block per day	5 days
Full Closure - More than 5 days	\$1,000 per block per week**	\$500 per block per week**	1 year
Helicopter - for lift location up to 10 blocks	\$250	\$250	6 hours
Helicopter - for lift location over 10 blocks	\$50 per block over 10	\$50 per block over 10	6 hours
Temporary No Parking	\$25 per 40 foot space per day	\$25 per 40 foot space per day	48 hours
Window Washing Sidewalk Closure	\$150 per block per year	\$150 per block per year	1 year

\* There is a minimum weekly fee of \$40 per closure type per block and a maximum yearly fee of \$50,000 per closure type per block. For full sidewalk closures, the minimum weekly rate after the first week is \$200 per block in Center City & University City and \$100 per block in all other areas.

\*\* For full closures over five days, there is a maximum yearly fee per block of \$50,000 in Center City and University city and \$25,000 in all other areas.

PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS  
APPENDIX E

Listing of Referenced Streets Department Publications

*Except where noted by “\*”, all referenced materials are available for download from the Streets Department’s website. See the Preface for current website information.*

Chapter 1 References

\* *Traffic Guidelines* (by Streets Department Traffic Engineering Unit), dated 5-24-2006, and as revised.

Chapter 2 References

*Philadelphia Streets Department ADA Curb Ramp Design/Construction Approval Submission Requirements*, dated 9-13-2012

Proposal for Private Paving Cover Sheet

Highway Work Proposal Items and Unit Price Bid

Paving Application

List of approved Pavers

Letter of Agreement to use City Approved Paving Contractors

Labor & Materialsmen Bond

Performance Bond

Compensation Affidavit

Five Year Maintenance Bond as per City Code, §11-500 (developer and contractor must decide who will be responsible). In some cases a Letter of Escrow may be used in lieu of a Maintenance Bond. Click here for information on the requirements for a letter of escrow.

Sample Paving Agreement

Chapter 3 References

Alleys, Driveways and Retaining Walls, revised April 2014

Construction Dumpster Law Guide, last revised July 2013

\**Guidelines for Assigning Police Support for Utility Construction*, dated February 5, 2013, and as revised.

Special Event Application Guide (Formerly Block Party Permits Guide), revised July 2013

PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS  
APPENDIX F

Approved Non-Standard Products

Street Tree Subgrade Structures (March 20, 2014)

**CITY OF PHILADELPHIA  
DEPARTMENT OF STREETS**

**MEMORANDUM**

**March 20, 2014**

**TO :** For General Distribution

**FROM :** Darin Gatti, PE – Chief Engineer and Surveyor *DLG*  
Stephen Lorenz – Acting Chief Highway Engineer *S. Lorenz*

**SUBJECT: Street Tree Subgrade Structures  
Guidelines for Limited Use**

As you may be aware, any specifications that are not included in the City of Philadelphia, Department of Streets, Standard Construction Items (1997), must be submitted to the Streets Department for approval. We have reviewed one such item, henceforth known as *Street Tree Subgrade Structures*, and most commonly marketed as Silva Cells (by DeepRoot Green Infrastructure, LLC, San Francisco, CA). The following guidelines and restrictions have been prepared for the design and permitting of these structures within the City of Philadelphia Right of Way. They have further been prepared with consideration of all other Right of Way users, and the general welfare and safety of our residents.

- Restrictions:
  - Street Tree Subgrade Structures may only be installed adjacent to existing or proposed street trees.
  - Placement is limited to the furnishing zone of footways, with a legal width of twelve (12) feet or greater. Extension of these structures will not be permitted to extend into the walking or building zones, even where street tree pits are otherwise permitted by special exemptions or other design standards. Each zone will be as defined by the Philadelphia Complete Streets Design Handbook, and legal footway width will be as existing, or proposed, on the City Plan.
  - Street Tree Subgrade Structures may not be constructed around existing or proposed utilities. No utility service (main or lateral, existing or proposed) will be placed within a Street Tree Subgrade Structure.
  - No new utility services will be installed within an existing Street Tree Subgrade Structure.
  - No Street Tree Subgrade Structure will be permitted within five (5) linear feet of any manner of utility vault, vent, valve box, manhole, drainage inlet, fire hydrant, utility pole, street light, or traffic signal found within the Right of Way.

- Design and Permitting
  - A permit will be required by the Streets Department, Right of Way Unit, and will require permanent maintenance responsibilities and liability be assigned to the property of record on which it fronts, and not to any manner of third party, including, but not limited to, any department or office of the City of Philadelphia.
  - No Street Tree Subgrade Structure will be permitted for placement within the public Right of Way without prior approval of the Committee of Highway Supervisors. Projects entered into the Guaranteed Pavement Information System (G.P.I.S.) containing Street Tree Subgrade Structures will not be permitted without a Utility Clearance Transmittal.
  - Street Tree Subgrade Structures may not be used as any manner of stormwater control measure, except as implied by the inherent benefit of the tree itself.
  - Plans for each Street Tree Subgrade Structure must be prepared by a professional engineer, licensed in the Commonwealth of Pennsylvania.
  - The minimum deck stress for any Street Tree Subgrade Structure installation is twenty two (22) pounds per square inch (PSI).
  - The placement of additional delineators, alternative pavements, etc, are to be considered preferred treatments, but will not be required.
  - Changes to these guidelines, as may be required in the future, will be subject to the approval of our respective offices.

General Distribution:

D. Perri, Streets Department Commissioner  
 R. Montanez, Street Lighting & Traffic Engineering  
 M. Brisbon, Highway Division  
 P. O'Donnell, Right of Way Unit  
 H. Wilson, Right of Way Unit  
 N. Sen, Transportation Planning & Analysis  
 S. Chiu, City Planning Commission  
 F. Pillar, Parks & Recreation  
 C. Crockett, PWD – Planning & Environmental Services  
 M. Lavery, PWD – Design Branch  
 V. Lenoci, PWD – Stormwater Plan Review Group  
 W. Rosetti, PennDOT  
 A. Key, DeepRoot Green Infrastructure, LLC

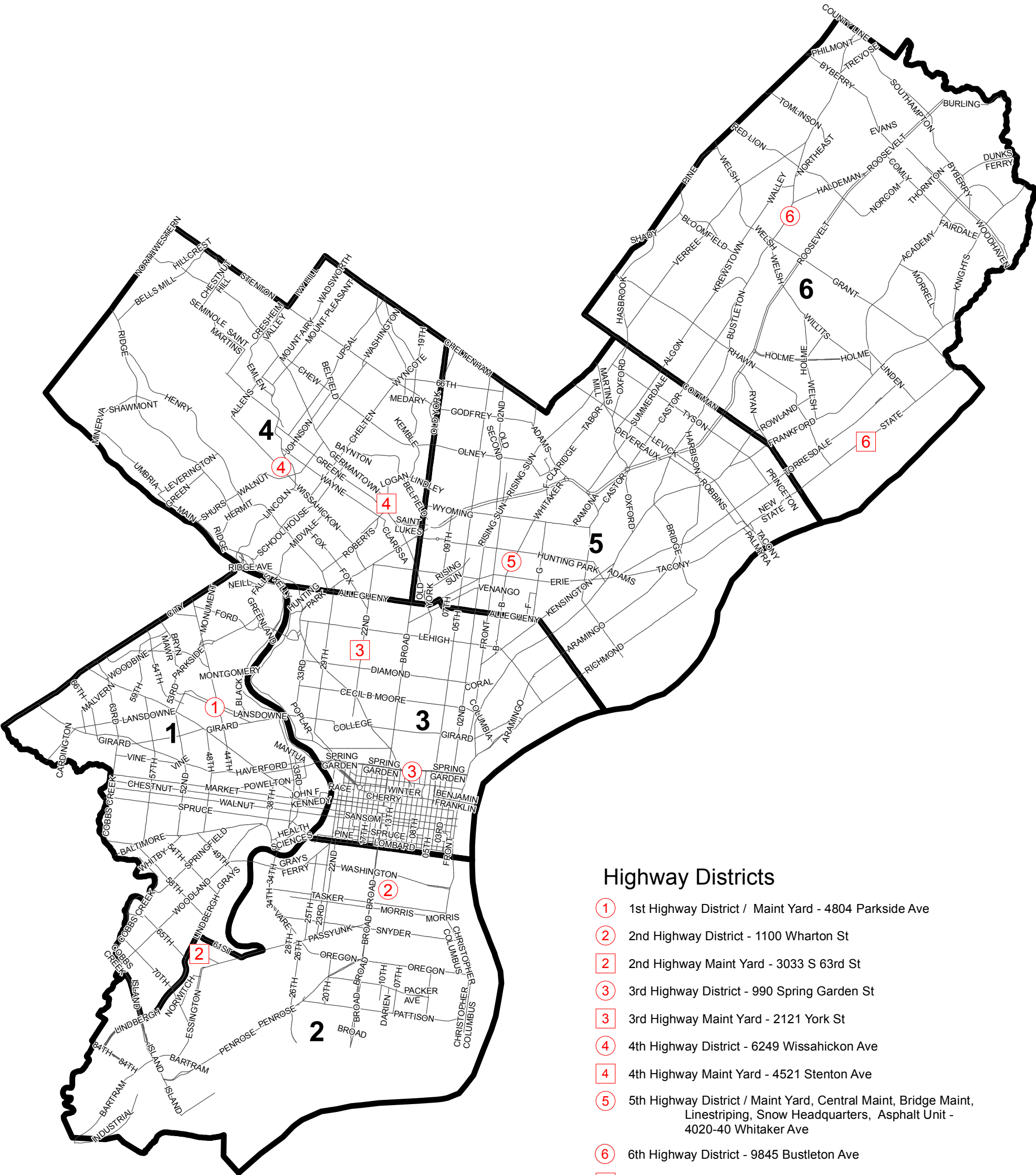
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PHILADELPHIA STREETS DEPARTMENT  
RIGHT OF WAY IMPROVEMENT STANDARDS  
APPENDIX G

Streets Department Highway and Survey District Maps



CITY OF PHILADELPHIA  
DEPARTMENT OF STREETS  
HIGHWAY DISTRICTS AND OFFICE LOCATIONS



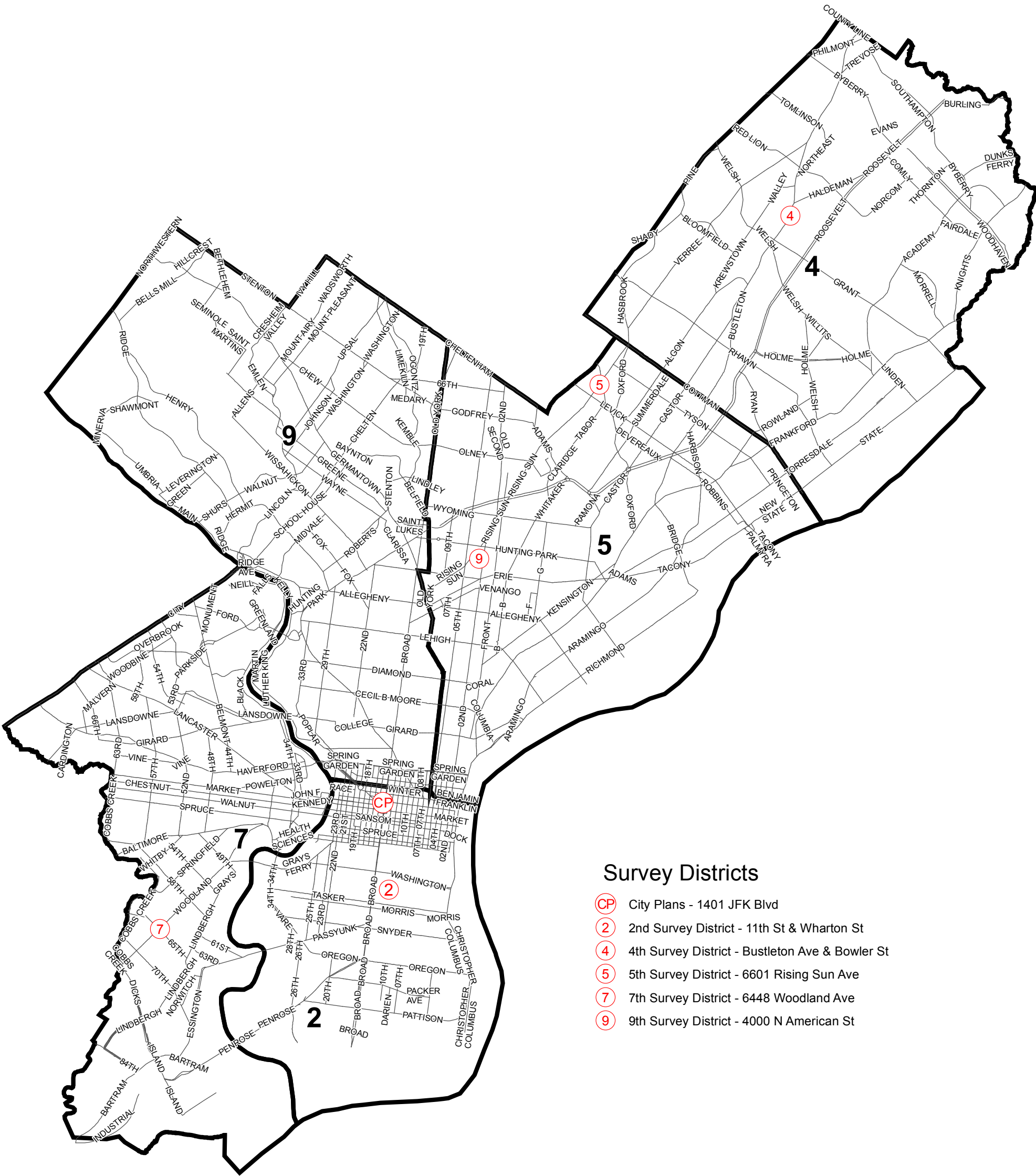
Highway Districts

- 1 1st Highway District / Maint Yard - 4804 Parkside Ave
- 2 2nd Highway District - 1100 Wharton St
- 2 2nd Highway Maint Yard - 3033 S 63rd St
- 3 3rd Highway District - 990 Spring Garden St
- 3 3rd Highway Maint Yard - 2121 York St
- 4 4th Highway District - 6249 Wissahickon Ave
- 4 4th Highway Maint Yard - 4521 Stenton Ave
- 5 5th Highway District / Maint Yard, Central Maint, Bridge Maint, Linestriping, Snow Headquarters, Asphalt Unit - 4020-40 Whitaker Ave
- 6 6th Highway District - 9845 Bustleton Ave
- 6 6th Highway Maint Yard - 8401 State Rd

District	Office Phone	Fax	Yard Phone	Fax
1	(215) 685-0168, 69, 72	(215) 685-0178	(215) 685-0170, 71	(215) 685-0178
2	(215) 685-1858, 59	(215) 685-1863	(215) 685-4281, 82	(215) 685-1634
3	(215) 685-3922, 23, 33	(215) 685-3925	(215) 685-9776, 77	(215) 685-9775
4	(215) 685-2191, 92, 65, 66	(215) 685-2190	(215) 685-2193, 94	(215) 685-2164
5	(215) 685-9843, 50	(215) 685-9839	(215) 685-9819, 20	(215) 685-9815
6	(215) 685-0652, 53	(215) 685-0386	(215) 685-8271, 72	(215) 685-8286



CITY OF PHILADELPHIA  
DEPARTMENT OF STREETS  
SURVEY DISTRICTS AND OFFICE LOCATIONS



Survey Districts

- CP City Plans - 1401 JFK Blvd
- 2 2nd Survey District - 11th St & Wharton St
- 4 4th Survey District - Bustleton Ave & Bowler St
- 5 5th Survey District - 6601 Rising Sun Ave
- 7 7th Survey District - 6448 Woodland Ave
- 9 9th Survey District - 4000 N American St

District	Phone	Fax
CP	(215) 686-5598, 67	(215) 686-5182
2	(215) 685-1865	(215) 685-1851
4	(215) 685-3050, 51	(215) 586-0354
5	(215) 685-0585, 86	(215) 685-0561
7	(215) 685-2668, 69	(215) 685-2661
9	(215) 685-3050, 51	(215) 685-3052

