

ZONING ADMINISTRATIVE ADJUSTMENT PROCESS GUIDE

Changes to the Zoning Administrative Adjustment Review Process were effectuated with the enactment of [Bill No. 180498-AA](#) (October 18, 2018) and further modified under [Bill No. 200260](#) (October 14, 2020).

This guide outlines the considerations and steps of the Zoning Administrative Adjustment Review Process. Please refer to [Section 14-303\(16\)](#) of the Philadelphia Zoning Code for complete requirements.

Confirm Applicability and Eligibility

1. Scope

A Zoning Administrative Adjustment review may only be approved if the proposal affects a previous variance, special exception, or proviso and it meets the timing and impact criteria noted below.

2. Timing

The application must meet the following criteria:

- The applicable Zoning permit must still be active and not yet expired as set forth in [Section 14-303\(10\)](#).
- Refer to [Code Bulletin: Expiration Periods Related to Zoning Permits \(Z-1901\)](#) for more details.

3. Impact

Changes affecting a variance, special exception, or proviso must meet the following criteria:

- Minor changes to reduce the footprint, GFA, or height of an approved structure; or
- Lessens the degree of impact related to dimensional variances; or
- Lessens the number of approved dwelling units; or
- Lessens the number or size of approved signs; or
- Makes comparable changes that reduce the intensity of the proposed use.

Contact the Registered Community Organizations

The applicant shall notify the following parties of the Zoning Administrative Adjustment request in advance of application:

- Registered Community Organizations (RCOs) whose registered boundaries include the subject property at the time of Administrative Adjustment Application.
- District Councilperson for subject property
- All interested parties that entered an appearance in subject matter before the Zoning Board.

For a list of RCOs/Councilperson, please contact the Planning Commission at RCO.Notification@phila.gov or (215)-683-4646.

For a list of parties that entered an appearance at the Zoning Board hearing, please contact Zoning Boards Administration at RCOZBA@phila.gov or (215)-686-2429.

Notice must be served prior to application. The applicant must certify that all parties were notified on the Zoning Administrative Adjustment Application and provide a contact list/copy of notification.

Review Process

In-person:

The applicant shall submit the following completed documentation for review:

- [Zoning Administrative Adjustment Application](#)
- A copy of previously approved Zoning permit and any supplemental Administrative reviews.
- Six (6) copies of site plan and elevation plan. All plans shall be drawn to scale with prerequisite approval stamps of applicable city departments / agencies.
- A copy of the notification to the applicable RCO, District Councilperson and all interested parties, including full contact list of each.

Online through [eCLIPSE](#)

Permits granted by variance prior to the eCLIPSE portal:

- Login to your eCLIPSE account.
 - Click 'Apply for a Permit or Get a Certificate' on your Home page.
 - Select the same permit type as the original permit type (i.e. 'Change of Use').
- Upload the following completed documentation for review:
 - [Zoning Administrative Adjustment Application](#).
 - The previously approved Zoning permit and any supplemental Administrative reviews.
 - A site plan and elevation plan. All plans shall be drawn to scale.
 - A copy of the notification to the applicable RCO, District Councilperson and all interested parties, including full contact list of each.

Permits granted by variance from the eCLIPSE portal:

- Login to your eCLIPSE account.
 - Navigate to the 'My Activities' tab for *Issued* permits associated with your account.
 - Click on the permit record and look for the 'Permit Activities' heading on the right-hand side of the screen.
 - Click on 'Amend Zoning Permit'.
 - Select 'Permit Amendment' from the pull-down menu and enter the reason for the amendment in the 'Amendment Description' box (i.e. "Request a Zoning Administrative Adjustment to make the following changes...").
 - Upload applicable documentation and click the 'Pay Fees and Submit' button.
- Upload the following completed documentation for review:
 - [Zoning Administrative Adjustment Application](#).
 - The previously approved Zoning permit and any supplemental Administrative reviews.
 - A site plan and elevation plan. All plans shall be drawn to scale.
 - A copy of the notification to the applicable RCO, District Councilperson and all interested parties, including full contact list of each.

Standard Review Times Apply: 20 business days (Zoning Administrative Adjustment applications are not eligible for accelerated review).

Filing Fee: \$200

The changes will be reviewed in accordance with the Code in effect at the time of Zoning Administrative Adjustment Application.

Approval

The approval process includes two steps to ensure that all interested parties had an opportunity to review request and file any objections:

- 1) L&I may not render a decision of 'Approved' until at least 10 days after application is filed.
- 2) Upon approval, the Department and/or Zoning Boards Administration must notify all parties on the contact list of approval. Any party may request a hearing before the Zoning Board of Adjustment within 14 days of such notice.

A final permit may not be issued until:

- a) At least 14 days have lapsed and there has been no hearing request; or
- b) The conclusion of a requested hearing.

POSTING: Permits for administrative adjustment must be posted on-site and may be appealed by affected parties.

Denial

If a request for a Zoning Administrative Adjustment is denied by the Department, the applicant may take the following action:

- If the applicant believes that the decision was rendered improperly, the decision may be appealed to the Zoning Board of Adjustment following standard appeal procedures.