



Application for Zoning Administrative Adjustment

Use this application to request an adjustment to a previous variance, special exception, or proviso.

Property Address

Identify the location of work for the permit.

If a specific location applies or the project involves multiple parcels, note additional details or address information in the space provided.

Also identify the previously issued Zoning Permit number and provide the calendar number issued by the ZBA.

1

Address _____

Specific Location or Additional Parcels _____

Zoning Permit number: **ZP- 210** | | | | - | | | | | | | | | |

Calendar Number _____

Applicant

Identify how you are associated with the property.

Licensed professionals include design professionals, attorneys, and expeditors. A tradesperson must have an active Philadelphia license for their trade or hold a PA Home Improvement Contractor Registration.

2

I am the: Property Owner Tenant Equitable Owner Licensed Professional or Tradesperson

Name _____ Company _____

Address _____

Email _____ Phone | | | | | | | | | | | | | | | |

Property Owner

Identify the deeded property owner here.

If there was a recent change of ownership, documentation (such as a deed, a settlement sheet, or an agreement of sale) will be required. For multiple parcels, attach a supplementary sheet if there are different owners.

3

Name _____ Check box if new owner is being listed

Address _____

Email _____ Phone | | | | | | | | | | | | | | | |

Timeliness of Application

Use this section to indicate the zoning permit is still active.

Refer to [Code Bulletin Z-1901](#) for more details.

4

The zoning permit is still active and has not expired as set forth in [Section 14-303\(10\)](#):

Yes No (if 'no' is selected, the application is not eligible for an Administrative Adjustment review)

Criteria for Proposed Changes

Indicate that the proposed changes are minor pursuant to the ZBA regulations according to the following criteria and are eligible for Zoning Administrative Adjustment Review.

5

Proposed Changes (select at least one):

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

Reasons for Proposed Changes

Choose if you are requesting an Administrative Adjustment for a 'variance' or a 'special exception'.

6

Proposed changes and reasons for Administrative Adjustment on a (select one):

Variance Special Exception



Department of Licenses and Inspections CITY OF PHILADELPHIA

Job Number: (for office use only)

(ZP – YEAR – NUMBER)

Notifications of Parties

Before filing this request, the applicant must notify the following parties:

- Each Registered Community Organization (RCO)* whose registered boundaries include the applicant's property;
District Councilperson* for the subject property; and
All interested parties** that entered an appearance in the subject matter before the Zoning Board.



A copy of the notification is included with this application (select one):

Yes No

*For a list of RCOs / Councilperson, 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, contact Zoning Boards Administration at (215) 686-2429.

Declaration & Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.

Applicant Signature: Date:

THIS SECTION FOR OFFICE USE ONLY

Examiner's Review Results:

- Approved - The proposed changes are minor pursuant to the Zoning Board of Adjustment Regulations.
Denied - The application is denied for one / more of the following:
Administrative Adjustments are substantial.
Timeliness of application.

Explanation of Decision:

Multiple horizontal lines for text entry.

Examiner's Signature: Date: