



# CITY OF PHILADELPHIA

**DEPARTMENT OF STREETS**  
7th Floor – Municipal Services Building  
1401 JFK Boulevard  
Philadelphia, Pennsylvania 19102-1676

**CARLTON WILLIAMS**  
Streets Commissioner

## **CITY PLAN ACTION REQUEST PROCESS**

The Board of Surveyors and the Bureau of Surveys are responsible for processing all requests for changes to the City Plan. City Plan actions include: placing new streets on the City Plan, striking existing streets from the City Plan, revising the lines and/or grades of existing streets, relocating curblines and changing roadway widths, and placing or striking City utility rights of way on or from the City Plan.

Filing a request for a City Plan action involves two separate submissions which can be made simultaneously. The first part requires the submittal of a formal letter of request to the Commissioner of the Department of Streets. The second part requires the filing of an application form and the payment of an application fee of \$750.00. We encourage all those interested in requesting a City Plan action to first contact the Bureau of Surveys to discuss the proposed action before filing the application and paying the fee so that you will be better aware of some of the obstacles which may present themselves and some of the conditions which may be required to complete your request.

To discuss your proposed action and any questions you may have regarding the application process, please contact:

Karl E. Kriegh, PLS  
Survey Bureau Manager  
1401 JFK Blvd, Room 830 MSB  
Philadelphia, PA 19102  
(215)686-5540  
*karl.kriegh@phila.gov*

Thomas F. Marro, Jr., PLS  
City Plans Officer  
1401 JFK Blvd, Room 880 MSB  
Philadelphia, PA 19102  
(215)686-5636  
*tom.marro@phila.gov*

## **FORMAL LETTER OF REQUEST**

All requests for City Plan actions must be submitted in writing to the Streets Department Commissioner. This letter should be on your organization's letterhead and should state clearly what changes to the City Plan you are requesting and give a brief explanation of the reason for the request. The letter should be addressed to:

**Carlton Williams, Commissioner**  
**Philadelphia Department of Streets**  
**1401 JFK Blvd, Room 730 MSB**  
**Philadelphia, PA 19102**

## **APPLICATION INSTRUCTIONS**

### **Box 1a. Date of Application.**

**Box 2a. Party in Interest.** List here the entity or individual for whose benefit the proposed City Plan action is being undertaken. The party identified here will be the legal entity or individual required to complete any required legal agreements to indemnify or release the City from damages and to execute any documents or deeds granting or dedicating any rights or interests to the City and will be ultimately responsible for compliance with any conditions required to complete the requested action.

**Box 2b. Agent/Attorney.** The individual listed here as the Party in Interest's agent will serve as our primary contact for all matters affecting the requested action. The agent may be an employee or principal of the party in interest's organization, an attorney representing the party in interest, an engineer, architect, or surveyor working on the party in interest's project, or any other individual with the authority to act on the party in interest's behalf regarding the requested action. Any questions or requests for additional information we may have, any requirements regarding legal agreements or documents, invoices for fees, or other conditions that must be complied with will be directed to the individual named as agent.

**Box 3. Action Requested.** Describe the City Plan action being requested.

**Box 4. Reason for the Proposed Action.** Briefly describe the purpose for which the action is being requested.

**Box 5. Other Pertinent Information.** Include here any additional information which may affect our processing of your request.

### **Box 6. Enclose the Following with this Application:**

**Application Fee.** A non-refundable application fee of \$750.00 is required with all requests for City Plan actions. The purpose of this fee is to defray a portion of the cost of processing your request and to discourage requests for actions which are not feasible or realistic. As noted above, we encourage you to contact the Survey Bureau to discuss your request prior to filing an application and paying the fee.

**Copy of Formal Request Letter.** Include with this application a copy of the formal request letter required to be submitted to the Streets Commissioner (see above).

**Any Relevant Blueprints, Plans, Sketches, or Other Pertinent Documents.** Please include with this application any project drawings or other documents which we will require to assist us in processing your request.

### **Box 7. Signature of Agent.**

**Box 8. Mailing Instructions.** Deliver this application, the required application fee, and all other attachments and enclosures to:

**Thomas F. Marro, PLS  
City Plans Officer  
1401 JFK Blvd, Room 880 MSB  
Philadelphia, PA 19102-1676**

# APPLICATION FOR CITY PLAN ACTION

USE THIS APPLICATION TO REQUEST ALL CITY PLAN ACTIONS TO:

- 1) PLACE A NEW STREET ON THE CITY PLAN
- 2) STRIKE AN EXISTING STREET FROM THE CITY PLAN
- 3) REVISE THE LINES AND/OR GRADES OF AN EXISTING STREET
- 4) RELOCATE CURBLINES AND CHANGE ROADWAY WIDTHS
- 5) PLACE OR STRIKE A CITY UTILITY RIGHT OF WAY ON/FROM THE CITY PLAN
- 6) ANY COMBINATION OF THE ABOVE

1A) DATE OF APPLICATION: \_\_\_\_\_

1B) DATE RECEIVED:  
(OFFICE USE ONLY)

2A) PARTY IN INTEREST:

NAME/ORGANIZATION:

ADDRESS:

2B) AGENT/ATTORNEY:

NAME:

ORGANIZATION:

ADDRESS:

PHONE:

FAX:

E-MAIL:

3) ACTION REQUESTED:

4) REASON FOR PROPOSED ACTION:

5) OTHER PERTINENT INFORMATION:

6) ENCLOSE THE FOLLOWING WITH THIS APPLICATION:

- APPLICATION FEE: **\$750.00** (NON-REFUNDABLE)  
(MAKE CHECK PAYABLE TO "THE CITY OF PHILADELPHIA")
- COPY OF FORMAL REQUEST LETTER  
(FORWARD ORIGINAL TO STREETS COMMISSIONER)
- ANY RELEVANT BLUEPRINTS, PLANS, SKETCHES, OR OTHER PERTINENT DOCUMENTS

7) SIGNATURE OF AGENT:

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

8) FORWARD THIS APPLICATION AND ITS ENCLOSURES TO:

**THOMAS F. MARRO, PLS  
CITY PLANS OFFICER  
1401 JFK BLVD, ROOM 880 MSB  
PHILADELPHIA, PA 19102-1676**