

SITE STREET ADDRESS:

Included	Approved	Rejected	MINIMUM INFORMATION REQUIRED FOR ENCROACHMENT LEGISLATION
<i>The following information is REQUIRED for all drawings submitted to the Streets Department, Technical Services Counter, for review and preparation of Encroachment Legislation</i>			
			One (1) complete plan review application and plan review checklist.
			One (1) complete Public Right of Way Encroachment Data Sheet (attached)
			One (1) Letter from the District Councilperson requesting the preparation of legislative documents for the proposed encroachment.
			Two (2) or more photographs showing the existing conditions at the site, and providing parallel and perpendicular views relative to the roadway/sidewalk
			One (1) Compact Disc (CD), containing the review application, this checklist, plans and completed Public Right of Way Encroachment Data Sheet in PDF format.
			Three (3) plan sets, meeting all requirements below.
<i>Plan Requirements</i>			
			Submit an aerial view Site Plan and Elevation Plan which: <ul style="list-style-type: none"> o Dimensions all items in the right of way (PROPOSED OR EXISTING). Dimensions must include length, width, height, vertical clearance above sidewalk, and distances from curb-line(s) o Identifies and labels items either "PROPOSED" or "EXISTING" o Is drawn to a minimum scale of 1/8 inch per foot or 1/10 inch per foot o Includes all required information on the same drawing o Is of a professional quality o Maximum sheet size of 11x17 (use multiple sheets if necessary)
			Show all structures, existing and proposed.
			Show curb lines and property lines
			Provide roadway information in accordance with Standard Detail PP0101.
			All encroachments (existing, proposed, and regardless of need for legislation), located relative to each adjacent property and curblines, dimensioned (length, width, height, depth, remaining passable sidewalk and/or overhead clearances) and labeled "PROPOSED" or "EXISTING".
			For all encroachments under and on the sidewalk, show all underground utilities and service connections (PROPOSED AND EXISTING), and include the PA One Call Serial Number, as required by the Pennsylvania Underground Utility Line Protection Act (Act 287, and as revised).
			Elevations and section views showing the height and /or depth of all proposed encroachments. Provide PA One-Call utility information in all section views.
			Show all existing and proposed street furniture at the project location including those at adjacent properties.
			Provide minimum furnishing zone and walking zones, per §11-900 of the Philadelphia Code (Complete Streets Policy).
			Space sufficient for all approval stamps (4"hx5"w per stamp is typical)
			All plans submitted for encroachment legislation, must be prepared, signed and sealed by a design professional licensed in the Commonwealth of Pennsylvania. Special exemptions apply only for sidewalk café applications, as noted within the sidewalk café application and checklist.

Due to the complexity of some projects, the City reserves its right to require additional information.

CITY OF PHILADELPHIA
DEPARTMENT OF STREET
PUBLIC RIGHT OF WAY ENCROACHMENT DATA SHEET

Mar-2015
Rev. N/A

- Street Address of the Encroachment:
- Owner's name and phone number of the Real Estate Property:
- Home Address/Mailing Address of Owner of the Real Estate Property:
- Name, Address and Phone number of the person requesting the Encroachment:
- Person authorized to sign Agreement/pay for the cost of the ordinance:
- Description of the encroachment(s) including the streets:
- Business name and owner if applicable:
- What is the purpose of the encroachment(s) & why is it necessary:
- Does the encroachment(s) currently exist?
- Councilperson requesting legislative documents be prepared by the Streets Department: