

Philadelphia Zoning Board of Adjustment Application for Zoning Variance



AVOID DELAYS! Please read and follow these instructions.

Fill this form completely. Attach a copy of the Notice of Refusal and your completed Project Information Form (PIF). Find the PIF at: forms.phila.gov/form/project-information-form/.

Applications submitted with blank fields or without a PIF will be rejected. If you think a section does not apply to your appeal, write "N/A."

Complete applications are public records. They will be available for public viewing and are subject to Right-To-Know public records requests.

Variances are approved at the discretion of the Board. Approval is not guaranteed.

After you file this application, ZBA administrative staff will provide instructions on how to fulfill your mandatory responsibilities. These responsibilities include notifying neighbors, explaining this appeal at a neighborhood public meeting, posting the property, and submitting exhibits.

Failure to follow ZBA instructions will lead to delay or dismissal of your appeal.

At the hearing, business entities (except for partnerships), trusts, religious organizations, and nonprofit organizations **must** be represented by an attorney licensed to practice in Pennsylvania.

Submit your complete application in one of three ways:

- Online through **eCLIPSE**. This is the preferred method.
- In person. Make an appointment at www.phila.gov/zba.
- By postal mail addressed to: Philadelphia Zoning Board of Adjustment
1515 Arch Street, Room 18-004
Philadelphia, PA 19002

Section 1. Property Information

Property Address: _____

Zoning Permit Number:

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Section 2. Applicant Information

Name: _____

Business: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Phone: _____

Relationship:

☐ Property Owner

☐ Attorney for Property Owner

☐ Renter/Lessee

☐ Attorney for Renter/Lessee

☐ Design Professional

☐ Contractor

☐ Permit Expediter

☐ Other: _____

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Section 3. Property Owner, Equitable Owner, or Conservator Information

If you are **not** the legal owner, equitable owner, or conservator of the property, attach their signed written authorization to file an application and identify them here. All filings or statements submitted in support of this application are attributed to the legal owner and to any equitable owner with an interest in the application. Only the owner or their attorney can appear before the Board at the hearing.

Name: _____
Business: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Phone: _____

Section 4. Accessibility

The ZBA provides interpreters and makes reasonable accommodations at no charge to the appellant. Only ZBA-provided interpreters may be used at your appeal. ***Please do not bring your own interpreter.***

Interpreter: ☐ Please provide a free language interpreter at the hearing

Language: _____

ADA Accommodation: ☐ Please contact me to discuss ADA accommodations at the hearing.

Section 5. Variance Criteria

This section is based on the variance criteria in § 14-303(8)(e) of the Zoning Code. Applicants ***must*** present evidence related to these criteria. The Zoning Board shall grant a variance only if it determines that these criteria have been met. Fill this section out completely ***or*** attach a letter addressing each question or prompt.

5.1. If you are requesting a **use variance**, describe the unique physical circumstances or conditions of the property that prevent you from complying with the Zoning Code.

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5.2. If you are requesting a **dimensional variance**, describe your hardship in terms of the economic detriment that would result if the variance were to be denied; the financial burden created by any work necessary to bring the building into strict compliance with the zoning requirements; and the characteristics of the surrounding neighborhood.

5.3. Did any action on your part cause or create the hardship described in 5.1 or 5.2 above?

5.4. Explain why your proposal is the smallest possible modification that would provide relief.

5.5. Explain why your proposal would not increase congestion in public streets or endanger the public.

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5.6. Explain why your proposal would not substantially or permanently harm your neighbors' use of their properties or impair an adequate supply of light and air to those properties.

5.7. Explain why your proposal will not adversely affect transportation or unduly burden water, sewer, school, park, or other public facilities.

5.8. Explain why your proposal will not create environmental damage, pollution, erosion, or siltation, or increase the danger of flooding.

Section 6. Acknowledgement Statement & Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to possible revocation of any licenses or permits issued as a result of my false application, and such other penalties as may be prescribed by law. I further acknowledge that:

- I am responsible for notifying neighbors and explaining this appeal at a neighborhood public meeting. I will arrange this meeting with a community organization in accord with the Neighborhood Notice and Meeting requirements of [§ 14-303 \(12\) of the Philadelphia Code](#). The Department of Planning and Development will provide instructions on how to fulfil these responsibilities.*
- Approximately 30 days before my hearing date, the Zoning Board of Adjustment will send a poster advertising the hearing. I am responsible for displaying this poster according to the instructions on the poster.*
- At least five days prior to my hearing, I am responsible for submitting exhibit documents as required by Section 5.2.3 of the [Regulations of the Zoning Board of Adjustment](#).*

Applicant's Signature: _____ Date: _____