

# Philadelphia Zoning Board of Adjustment Application for Special Exception



## 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/](https://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.

Special exceptions 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 case.**

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](https://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. Special Exception Criteria

This section is based on the special exception criteria in § 14-303(7)(e) of the Zoning Code. Applicants ***must*** present evidence related to specific detrimental impacts. The Zoning Board shall grant a special exception 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.** Explain why the proposal will not cause congestion in the public streets or transportation system, beyond what might normally be expected from the proposed use.

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**5.2.** Explain why the proposal will not overcrowd the land, beyond what might normally be expected from the proposed use.

**5.3.** Explain why the proposal will not impair an adequate supply of light and air to adjacent property, beyond what might normally be expected from the proposed use.

**5.4.** Explain why the proposal will not burden water, sewer, school, park, or other public facilities, beyond what might normally be expected from the proposed use.

**5.5.** Explain why the proposal will not impair or permanently injure the use of adjacent conforming properties, beyond what might normally be expected from the proposed use.

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**5.6.** Explain why the proposal will not endanger the public health or safety by fire or other means, beyond what might normally be expected from the proposed use.

**5.7.** How is the proposal consistent with the Comprehensive Plan of the City?

### 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: \_\_\_\_\_