



CITY OF PHILADELPHIA

DEPARTMENT OF STREETS
7th Floor – Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, Pennsylvania 19102-1676

MICHAEL CARROLL, P.E.
Commissioner

_____, 2016

To: Developer

You have elected to restore the utility ditches at the following addresses at your own cost rather than pay for the City to restore these ditches:

Address
Address
Address
Address
Address
Address

You have the following responsibilities with regard to these ditches:

- Inform your plumber that he must obtain a plumber fee waiver letter from the Streets Department prior to purchasing the plumber permit to open the street. These are available from the Highways Division, Room 930, Municipal Services Building, 1401 JFK Blvd. Call 215-686-5682 to arrange an appointment.
- Maintain the ditches in a safe condition until final restoration. If the ditches are unsafe and must be made safe by the Streets Department, the developer or plumber will be billed for labor and material as determined by the Streets Department.
- Restore the ditches in accordance with all applicable Streets rules and regulations regarding ditch restoration.
- Schedule an appointment with the Highway district inspector to come to the site prior to the concrete pour on the day of the pour. The inspector will examine the backfill and observe the concrete pour to ensure that all Streets Department restoration standards are met. The Highway district office should be contacted at least two days in advance to schedule the site visit. Phone numbers for the districts are as follows:
 - 1st Highway District (West Philadelphia): 215-685-0168 or 0169
 - 2nd Highway District (South Philadelphia): 215-685-1858 or 1859
 - 3rd Highway District (Center City and North Philadelphia): 215-685-3922 or 3923
 - 4th Highway District (Northwest Philadelphia): 215-685-2191 or 2192

5th Highway District (Frankford and Logan): 215-685-9843 or 9850

6th Highway District (Far Northeast): 215-685-0352 or 0353

- Call the Highway district inspector after final restoration so that a final inspection of the restored ditch can be made.
- Correct any defects or code/regulations violations identified by the Highway district inspector.