

Right-of-Way Improvement Standard
Chapter 2 – Streets Department Plan Review Standards

Right-of-Way Unit
March 2015
Rev. June 2015

2.1 General Review Standards

The Streets Department review standards were implemented both to enforce the Complete Streets standards (Section 11-900 of the Philadelphia Code), and to create a comprehensive approval process for the purpose of better Right of Way Management.

2.1.1 Application & Checklists

Design Standards, Permitting and Plan Review documents can be obtained from the Streets Department's Technical Services Counter and are available online. See Section 0.1.2 (Information) for current links.

Plan Review applications and *one* of several review checklists are required with all plan review submissions. Applications include an application questionnaire, which must be affirmed by the design professional. Incomplete applications will not be processed (see section 2.1.3, Completeness Review).

All Streets Department plan review applications must be delivered for processing to the:
Streets Department, Right of Way Unit
Technical Services Counter
1401 John F. Kennedy Blvd
Municipal Services Building, Room 960
Phone: 215-686-5502

The Right of Way Unit does not accept, and cannot be held responsible for, email submissions, or plans not delivered to the Technical Services Counter.

2.1.2 Supplemental Complete Streets Checklist

A single comprehensive Complete Streets Checklist has been created in a more user friendly format. Applicants required by the regulations of the Philadelphia City Planning Commission to submit a Complete Streets Checklist will submit a preliminary checklist to the Planning Commission during the Zoning/Civic Design Review process, and a final checklist to the Streets Department prior to applying for a building permit. The Complete Streets checklist and the Plan Review Checklists are not the same documents. Failure to submit both, when required, will result in an incomplete submission.

2.1.3 Completeness Review

A completeness review is required for all plan review applications, prior to plan distribution and/or review. Plans to be reviewed at the Technical Services Counter are typically reviewed at the counter. All others are subject to a three (3) business day review period. This review time is in addition to the technical review and/or review coordination necessary for larger projects.

Upon request by the applicant, Administratively Incomplete submissions will be held for pickup for no more than three (3) business days prior to disposal.

Minor and Major "Checklist 2" review resubmissions need only complete the first two (2) pages of Checklist No. 2; but are still subject to the Completeness Review.

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2.1.4 Anticipated Technical Review Times

The Streets Department Right of Way Unit reviews most applications with the applicant, or their representative, at the Technical Services Counter. Scheduling for the review of projects requiring additional time is subject to current staffing and workload. Generally, “Minor” projects will take from one (1) to five (5) business days for review, whereas “Major” projects will take up to 20 business days, due to the need for coordination required on projects of this size. The time for technical review is in addition to any time needed to perform a completeness review.

2.1.5 Review Responses

All review and approval letters are directed to the Owner, as identified on the application form. The owner, or an owner’s representative must be identified on the review application, and a valid email address provided. Design professionals, contractors, and other representatives will now be copied on these correspondences. All review reports, except approvals, are sent only by email.

Approval letters and approved plans will no longer be sent via e-mail, but will be available for pick up at the Technical Services Counter.

2.1.6 Review Expiration

Projects that have been returned to the applicant with anything other than an unconditional final approval of site plan are now required to resubmit plans and supporting documents within three (3) calendar months of the date a review letter or other less formal correspondence was issued.

Partial resubmissions or resubmissions appearing to be made to delay expiration will be rejected. Expired projects may also be subject to revocation of permits, as may be determined necessary by the Right of Way Unit.

Extensions may be requested within one (1) week of expiration, and may be requested up to three (3) times, allowing a project to continue on hold for up to one (1) calendar year.

Our office will attempt, but will not guarantee, to issue formal e-mail warning notifications regarding pending expirations.

2.1.7 Approval Stamps

There are four (4) total approval stamps, all of which can be used to obtain permits from the Department of Licenses and Inspections and other permitting agencies:

Approval for Zoning Only: Additional review by the Streets Department is required prior to the issuance of a building permit.

Final Approval of Site Plan: may be used to obtain or finalize:

- Zoning and/or Building Permits (Department of Licenses & Inspections)
- Curb, sidewalk & bollard permits (Streets’ Highway Districts)
- Private Paving Agreements (Streets’ Transportation Planning & Analysis Section)
- City Plan Actions (Streets’ Survey Bureau)

Note: Final Approval does not grant utility or encroachment approval.

Utility Approval: may be used to obtain foundation permits, or for the placement of vaults, and areaways within the Right of Way.

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Encroachment Approval: may only be used in conjunction with the Final Approval of Site Plan stamp.

2.1.8 Plan Changes

Any plan bearing the seal of a design professional will not be approved with hand mark-ups, unless initiated by the design professional that has sealed the plans. This policy applies to all plans bearing a professional seal, including plans that may not commonly be sealed, such as zoning plans.

2.1.9 Appeals

There are two routes an applicant may make to appeal a decision by the Streets Department. In all cases, consultation through Developer Services (below) should be sought prior to appeal.

- *Streets Department, Right of Way Unit:* The Right of Way Unit operates as the sole portal to the Department for private developers and their contractors. Any appeals related to any Streets Department plan review requirements or denials must therefore be directed to unit managers in the following order:

1. Projects Control Engineer (Plan Review Group Supervisor)
2. Right of Way Manager

The Department cannot be held responsible for any delay or misdirection resulting from appeals to individuals other than those listed above.

- *Department of Licenses and Inspections Review Board:* Unless otherwise directed, any appeal relating to a final decision of an appeal to the Streets Department may be taken to the L&I Review Board. The Streets Department will not prepare legislation for any such denial. Information regarding the L&I Review Board is maintained online by the Department of Licenses and Inspections, and not by the Streets Department.

2.1.10 Inter Agency Coordination

The Streets Department works in partnership with the:

- A. *Pennsylvania Department of Transportation (PennDOT):* A PennDOT Highway Occupancy Permit (HOP) must be obtained for all projects on a State Route prior to receiving plan review approval from the Streets Department. Issuance of a PennDOT does not exempt applicants from all City permit and plan approval requirements. PennDOT approval does not supersede Streets Department approval, who maintain jurisdiction on all matters regarding lane closures, roadway openings, line striping, street and traffic signal lighting, signing, curb and footways on State Routes.
- B. *Department of Licenses and Inspections (L&I):* In partnership with L&I, the Streets Department is able to better manage the impacts to the public right of way caused by both public and private development, while also managing our charter, code and regulation requirements.
- C. *Water Department (PWD):* Coordination with two separate units is routine. Applicants are advised separate approvals are typically required from these units:
 - Design Branch: Private Cost water/sewer work
 - Stormwater Plan Review Group: Regulatory compliance

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- D. *City Planning Commission*: The Streets Department meets regularly with representatives of the Planning Commission for the purpose of coordinating compliance with the requirements related to Complete Streets approval and City Plan Action requests.
- E. *Department of Parks and Recreation*: While projects containing street trees, or projects fronting park roads, are periodically coordinated with Parks and Recreation, applicants are advised to seek direct contact with this department. While they are rare, approval by the Department of Parks and Recreation for projects fronting park roads is required as a prerequisite of plan review approval from the Streets Department.
- F. *Philadelphia Historical Commission*: The Historical Commission is consulted on all projects fronting a historic street. Furthermore, Streets Approval stamps are also void without a concurrent stamp from the Historical Commission, when related to any improvement that may impact the historical character of a historic structure. It is the responsibility of the applicant to obtain the necessary stamps, as and where applicable.
- G. *Law Department*: The Streets Department has three (3) transportation units that handle legislation of interest to the development community:
 - Encroachments (Right of Way Unit)
 - Direction and channelization of footway and cartway lanes (Traffic Unit)
 - Changes to the City Plan (City Plan Section).

For purposes of Right of Way Unit approvals, encroachments are considered to be any uses not permitted by § 9-200 (Commercial Activities on Streets), or §11-600 (Construction, Encroachments, and Projections Over, On and Under Streets). Legislation sought for technical matters are directed to be appealed to the L&I Review Board. *Examples: Technical refusal of driveway curb cuts, installation requirements for curb, sidewalk, ADA ramp and pavement (re)placement.*

2.2 Zoning and Building Permit Review Classifications

The Streets Department's classification system for the review of roadway development projects was established as a comprehensive guide for the development community to better understand the requirements of the department. It also serves as a means for the Streets Department to manage the regulatory functions required by the Philadelphia Code and Streets Department Regulations. This classification system was further revised to reflect the terminology chosen for it by the development community since its original release in April 2014.

The contents of this section include most Streets Department approvals required to receive various permits from the Department of Licenses and Inspections, particularly zoning, foundation, and building permits.

2.2.1 Completeness Review (All Applications)

Submit: Plan Review Application and supporting/required documents
Anticipated Review Time: 0 to 3 Business Days

Review by the Streets Department, ROW Unit (Plan Review Group) prior to distribution for technical review. All incomplete applications will be made available for pickup, upon request.

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2.2.2 Zoning Review (All Applications)

Submit: Plan Review Application, Plan Review Checklist No. 1
Anticipated Review Time: 0 to 3 Business Days

Review by the Streets Department, ROW Unit (Plan Review Group) for zoning permit approval (only). For applications seeking concurrent Zoning and Building Permit approval, see below.

- Streets Department Zoning Review is limited to:
 - Preliminary approval of curb cut locations.
 - Approval of Parking Facilities; per Philadelphia Code
 - §14-301(9)(b) (Open Air Parking & Parking Garages)
 - §14-804 (Bicycle Parking)
- During the Zoning Review, the ROW Unit Plan Review Group also identifies projects that impact City owned facilities, are subject to review per Philadelphia Code §11-900 (Complete Streets), and Streets Department regulations related to pavement restoration and ADA ramp replacement.
- Plans that meet the criteria established by the Zoning Code will be conditionally approved (for zoning), with further Streets Department review required.
- Zoning approval does not include approval of encroachments or final driveway layout/design.

2.2.3 “Checklist 1” Building Permit Review (Minor Developments)

Submit: Plan Review Application, Review Checklist No. 1 (All Sections)
Anticipated Review Time: 0 to 3 Business Days

Review by the Streets Department, ROW Unit (Plan Review Group) for ROW encroachments, zoning & building permit approvals, ADA curb ramp requirements, tree placement & asset replacement. Plans that meet the criteria below will either be approved, or conditionally approved (for zoning), with further Streets Department review required.

- Driveways with curb cuts 24 feet or less (with no other improvements).
- Encroachments (Windows, balconies, canopies, steps, ramps, etc, per Philadelphia Code §11-600. Note: areaways, and cellar doors/steps are subject to additional review due to the potential for utility conflicts).
- Bicycle Rack Applications (for new construction)
- Developments meeting all the following criteria:
 - A total of five (5) or fewer residential units (regardless of single lot or multi-lot submission)
 - A total frontage under one hundred (100) linear feet
 - Not situated on a historical street.

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2.2.4 “Checklist 2” Building Permit Review (Minor Developments)

Submit: Plan Review Application, Review Checklist No. 2

Anticipated Review Time: 3 Business Days (Completeness)
5 Business Days (Technical Review)

Review by the Streets Department, ROW Unit (Plan Review Group) for curb reveal, sidewalk width & cross slope, tree placement & asset replacement (pavement restoration, street lighting & sign relocation, ADA compliant curb ramp construction).

- Final Plan Review Approval for developments meeting any of the following criteria:
 - A total of six (6) or more residential units (regardless of single lot or multi-lot submission)
 - A total frontage of one hundred (100) linear feet or greater (but less than a full City block)

2.2.5 “Checklist 2” Building Permit Review (Major Developments)

Submit: Plan Review Application, Review Checklist No. 2

Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review and Coordination)

Review coordinated by the Streets Department, ROW Unit (Plan Review Group Supervisor) for distribution to the various Transportation Divisions of the Streets Department, and other City agencies. This level of major review also serves as a catch-all for projects not otherwise defined, above. Projects at this level of review often require submission of a checklist demonstrating conformance with the City’s Complete Streets Policy. Note: Projects proposing curb cuts greater than twenty four feet (24’-0”) are not by themselves subject to “Checklist 2” review, but are usually associated with larger development projects, with additional triggers, below.

- Private paving contracts (roadway reconstruction or paving new streets)
- Projects involving City Plan Actions
- Projects that affect a signalized intersection
- Projects requiring a Traffic Impact Study
- Developments requiring Civic Design Review (CDR)
- Capital projects (excluding Streets Department) that materially alter the public ROW. Our current interpretation of this trigger is any capital project involving a City Plan Action.
- Projects considered by the Right of Way Unit as warranting special attention for the purpose of public safety and general sustainability. This is the established catch-all classification.

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2.2.6 Foundation Permit Review

Submit: Plan Review Application, Review Checklist No. 3

Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review and Coordination)

The applicant is required to distribute sheeting and shoring plans to utilities for review and approval. Copies of all approvals are required in order to obtain plan review approval from the Streets Department. Additional requirements include advanced identification of all crane placement on sheeting and shoring plans (as applicable), and concurrent application of lane closure and roadway opening permits.

2.2.7 Encroachment Legislation

All projects with encroachments not permitted by §11-600 of the Philadelphia Code will require approval for encroachments by ordinance of City Council. Currently, there are two methods used to prepare encroachment legislation to be introduced before City Council.

Prepared within the Streets Department:

Submit: Plan Review Application, Review Checklist No. 4

Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review and Coordination)

Additional Time: As required by the Law Department and City Councilperson supporting the legislation.

Encroachment Legislation to be prepared by the Streets Department must meet the application and checklist requirements set forth by the Right of Way Unit as a prerequisite to prepare legislation. Upon approval, legislative documents will be prepared by the Right of Way Unit, the Streets' Director of Legislation, and the Law Department. Once these documents have been prepared, applicants are advised to direct status inquiries to your District Council office. It is the responsibility of the applicant to track legislative approval(s).

Prepared outside the Streets Department:

Prior to introduction of any bill, submit copies of all legislative documents and supporting plans to the Streets Departments' Right of Way Unit, and the Planning Commission. Failure to do so will impede the ability of our respective offices to provide accurate and timely testimony to City Council.

Approval Stamp:

Hard copies of plans previously submitted are not retained. Upon receipt of legislative approval, the applicant is required to bring new plans, and a copy of the signed ordinance, to the Technical Services Counter for review and approval per Section 2.3.1, above ("Checklist 1" Building Permit Review).

Additional Guidance:

Encroachments shown on any plan that require legislation or a Right of Way Use License cannot be approved prior to the approval of legislation and/or license

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documents. This may cause a delay in the applicant’s application for a building permit. Special coordination may therefore be warranted. Consider removing such encroachments from your building permit plan, and submit a separate application *with or after the* plan review application. A revised approval can then be issued upon receipt of the encroachment legislation or ROW Use License.

2.2.8 Major Utility Projects

Submit:	Review Request, Plans
Anticipated Review Time:	3 Business Days (Completeness) 20 Business Days (Technical Review)
Exclusions:	City Plan Actions and Private Development
Reviewing Unit:	Transportation Planning & Analysis Section

Major utility project reviews are for the purpose of providing roadway restoration requirements. Such requirement letters are included in utility contract documents, and are typically obtained prior to the applicant applying for a street opening permit (see Section 3.3.5, regarding Tier II Street Openings). Utility projects reviewed under this classification may not involve material changes (City Plan Actions) to the Right of Way.

2.3 Supplementary Review Applications

Unless otherwise noted, review for these applications is coordinated by ROW Unit (Plan Review Group) for distribution to the various Transportation Divisions of the Streets Department, other City or State agencies and public utilities. These classifications are supplemental to the classifications above. In all cases of overlapping classifications, the longer review time will applied.

2.3.1 ADA Corner Curb Ramps

Submit:	Transmittal Letter (w/curb ramp summary), ADA Ramp Plans, PennDOT CS 4401 and TIF Forms (as applicable).
Anticipated Review Time:	20 Business Days
Reviewing Unit:	ADA Unit

ADA ramps are required in accordance with Streets Regulations Governing Construction of ADA-Compliant Curb Ramps (8-25-2014), with PennDOT regulations also applying on state routes. ADA curb cut ramp design and construction must comply with Penn DOT’s RC-67M and Penn DOT Publication 13M (DM-2). Additional design guidance is provided in the Penn DOT District 6-0 ADA Curb Reference Guide. Additional guidance can be found by referencing the Philadelphia Streets Department ADA Curb Ramp Design/Construction Approval Submission Requirements, last revised 9-13-2012.

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2.3.2 Areaways & Cellar Doors/Steps (Encroachment)

Submit: Plan Review Application, Review Checklist No. 1 or 2
Anticipated Review Time: 3 Business Days (Completeness)
5 Business Days (Technical Review)

Approvals of all areaways and cellar doors/steps are subject to a utility conflict review, which is typically included in the review of a larger application. Notification for such approvals will now be presented to the utility representatives of the Committee of Highway Supervisors on a regular basis. Steps on or above the sidewalk are also subject to utility review, but are not reviewed under this specification.

2.3.3 Large Driveways

Submit: Plan Review Application, Review Checklist No. 1 or 2, Complete Streets Checklist
Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review)

Any project proposing curb cuts greater than twenty four (24) feet is subject to review for conformance with §11-900 (Complete Streets) and Streets Department standards. This review replaced the previous Committee of Highway Supervisors review of curb cuts greater than thirty (30) feet.

2.3.4 Historic Streets

Submit: Plan Review Application, Review Checklist No. 2
Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review)

The Historical Commission will be included in the Streets Departments review of all projects subject to a “Checklist No. 2” Building Permit review that front any street listed on the Historic Streets Thematic District, a list for which is available from Streets Departments’ Right of Way Unit.

2.3.5 Street Lighting (Private Cost)

Submit: Private Cost Street Lighting Application and Supporting Documents
Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review)

A separate Private Cost Street Lighting application and workflow process is required for all projects involving the installation of new, or the removal or relocation of existing street lighting. All applications are subject to completeness review by the Right of Way Unit, prior to review and subsequent approval by the Street Lighting Unit.

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2.3.6 Preliminary Review of Temporary Traffic Control (TTC)/ Maintenance & Protection of Traffic (MPT) Plans

Submit: Plan Review Application and Supporting Documents

Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review)

Also known as Maintenance and Protection of Traffic (MPT), the preliminary review of TTC/MPT Plans is offered as a service, and is not required. The primary reason for a preliminary review is to ensure conflicts between permitting agencies, such as PennDOT, are resolved prior to the applicant seeking a lane closure permit from the Streets Department.

- The only final approval of TTC/MPT Plans available from the Streets Department is the issuance of a Lane Closure Permit, which is required prior to the start of any work within any public Right of Way within the City, excluding the Interstate Highways (I-95, I-76 and I-676).
- There is no policy allowing for the expedited issuance of any permit related to a plan that has been granted a Preliminary MPT review. The benefit therefore, is limited to ensuring conflicts were resolved prior to construction.
- Applications for Foundation (Sheeting & Shoring) Review are already subject to an MPT review as part of that application. However, a preliminary review can be performed prior to the submission, but is not required.

2.3.7 Preliminary Review of Traffic Impact Studies (TIS)

Submit: Plan Review Application, Cover Letter (explaining need), Traffic Impact Study

Anticipated Review Time: 3 Business Days (Completeness)
20 Business Days (Technical Review)

Traffic impact studies are often produced and reviewed to either demonstrate regulatory compliance (Federal, State or City), or ahead of a full investment in site design. Such review is coordinated by the Right of Way Unit, with feedback requested by both Traffic Engineering and the Design Unit. Under either circumstance, review of TIS can be requested for initial feedback or acceptance, but does not represent final acceptance of any design documents subsequently submitted.

2.3.8 Legislation Required for City Plan Actions

Prepared within the Streets Department, Division of Surveys, Design & Construction

Submit: City Plan Action Request

Anticipated Review Time: 3 Business Days (Completeness)
Up to 2-3 Months (Technical Review and Coordination)

Additional Time: As required by the Law Department and City Councilperson supporting the legislation.

Changes to the City Plan that require legislation include the creation or striking of City streets, or utility right of way. Extensive coordination between multiple City agencies is required. Final legislation authorizes the Streets Department's Survey Bureau to approve the requested changes. Typically, approval for a City Plan Action must also be approved

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as a major roadway development, and is subject to a "Checklist 2" Building Permit Review (Major Developments).

2.3.9 City Plan Actions without Legislation

Prepared within the Streets Department, Division of Surveys, Design & Construction

Submit: City Plan Action Request

Anticipated Review Time: 3 Business Days (Completeness)
Up to 2-3 Months (Technical Review and Coordination)

Additional Time: As required by the Law Department.

Changes to the City Plan that do not require legislation include curb “bump outs” and lay –by lanes, and similar modifications that do not include whole city blocks. Extensive coordination between multiple City agencies is required. Typically, approval for a City Plan Action must also be approved as a major roadway development, and is subject to a "Checklist 2" Building Permit Review (Major Developments). Capital (City) projects involving these changes are considered to be “materially altering” the right of way, and are subject to Complete Streets approval in accordance with §11-900 of the Philadelphia Code.

2.3.10 Legislation Required for Changes to Parking Regulations or Roadway Direction

Prepared within the Streets Department, Traffic Engineering & Street Lighting Division

Submit: Plan Review Application, Review Checklist No. 4

Anticipated Review Time: 3 Business Days (Completeness)
Up to 2-3 Months (Technical Review and Coordination)

Additional Time: As required by the Law Department and City Councilperson supporting the legislation.

Changes to parking or roadway direction that require legislation are defined within Title 12 of the Philadelphia Code (Traffic Code). Extensive coordination between multiple City agencies and the community may be required. Final legislation authorizes the Streets Department’s Traffic and Street Lighting Division to implement a eight to nine month trial period, prior to the changes becoming permanent.

2.3.11 Sidewalk Cafes

Submit: Sidewalk Cafe Review Application and Supporting Documents

Anticipated Review Time: 3 Business Days (Completeness)
5 Business Days (Technical Review), or
90 Business Days (Technical Review & Inspection)

- Applications prepared by a licensed design professional are subject to a five (5) business day review.
- Plans not prepared by a licensed design professional are subject to a ninety (90) day review and site inspection schedule.
- Sidewalk café applications requiring legislation will also be subject to the requirements established for Encroachments (Legislation) applications.

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2.3.12 Newsstands

Newsstands are not currently part of the plan review process. All such applications are subject to inspection. Such inspections may take in excess of ninety (90) business days.

2.3.13 Bicycle Racks (Sidewalk)

Bicycle rack permits are issued for both existing conditions, and for new construction. In both cases, the approved plans will be part of the permit issued upon plan review approval.

Submit: Bike Rack Permit Application and Supporting Documents

Anticipated Review Time: 3 Business Days (Completeness)
5 Business Days (Technical Review), or
90 Business Days (Technical Review & Inspection)

- Applications prepared by a licensed design professional are subject to a five (5) business day review. When included in a larger project, the greater review time will apply.
- Plans not prepared by a licensed design professional are subject to a ninety (90) day review and site inspection schedule.

2.3.14 Pedestrian Enhancements

Permits for pedestrian enhancements, including pedestrian plazas, bicycle corrals, and parklets, are issued for both renewal of existing enhancements, and for new construction. In both cases, a permit will be issued upon plan review approval. At present, management of Pedestrian Enhancements is by the Mayor's Office of Transportation and Utilities. Revision to this policy and guidelines are ongoing, however, and permits for Pedestrian Enhancements will be issued by the Streets Department's Right of Way Unit in mid-late 2015.

2.4 Supplementary Agreements

The improvements listed below require additional agreements between the developer and the City of Philadelphia. The Streets Department coordinates this activity internally between the applicant, Streets Administration, and the Law Department.

2.4.1 Maintenance Agreements

Maintenance Agreements are typically required for roadway improvements which the Streets Department or other City or State agencies will not accept ownership. All such agreements will be prepared by the City of Philadelphia, and must be signed by both the parties.

Examples include, but are not limited to:

- Curb islands, bumpouts, and lay-by lanes
- Structural connections to City owned infrastructure (bridges, retaining walls, etc)

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- Green stormwater infrastructure
- Private traffic warning devices (rapid flash beacons)

Maintenance Agreements must typically be in place prior to plan review approval, and in all cases prior to construction of the proposed improvement.

2.4.2 Private Paving Agreements

Private paving agreements are currently the only mechanism by which a private developer may pave the street in Philadelphia. These requirements will be determined during review of a development plan for smaller projects. Developers with projects involving the creation or planned repaving/reconstruction of a city street are encouraged to begin the process ahead of, or concurrently to obtaining plan review approval.

The Streets Department's Contract Unit will develop a Highway Work Proposal of all items for bidding purposes. The Contract Unit will send out a developer letter that details the steps of the process as well as the private paving package. The package will include the following documents:

- Proposal for Private Paving Cover Sheet
- Highway Work Proposal Items and Unit Price Bid
- Paving Application
- List of approved Pavers (if using a contractor that is not on the list, a resume must be submitted for City approval)
- Letter of Agreement to use City Approved Paving Contractors
- Labor & Materialsmen Bond
- Performance Bond
- Compensation Affidavit
- Five Year Maintenance Bond as per City Code, Chapter 11-500 (developer and contractor must decide who will be responsible). In some cases a Letter of Escrow may be used in lieu of a Maintenance Bond. Contact the Contracts Unit (215-686-5511) for information on the requirements for a letter of escrow.
 - The Bank must be acceptable to the City of Philadelphia.
 - Letter of Credit ("LOC") should clearly state it is IRREVOCABLE.
 - The effective period should be continuous until appropriately cancelled or it should be "evergreen" until beneficiary, City of Philadelphia, provides written final acceptance under the applicable contract provisions.
 - There should be no indication of a delay in the release of funds should the beneficiary be in the position to draw on the LOC.
 - Reference should be made to the contract for which the LOC is being issued and/or the contract number in the LOC to eliminate possible ambiguity.

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2.5 Developer Services Meetings

The following services are offered on a first-come, first-served basis, in order to provide preliminary guidance and help ease projects through the plan review process. These meetings are specific to the Streets Department, as opposed to the more general meetings coordinated by the Commerce Department. This section also provided additional guidance, as related to common mistakes seen during the plan review process.

2.5.1 Meetings for Major Developments

Scheduling Contact: ROW Unit Plan Review Group (215-686-5531)
Submit: Preliminary plan and agenda with up to five (5) detailed topics to discuss
Meeting Schedule: 1st & 3rd Wednesday of each month (10:00-11:00, or 11:00-12:00)
Meeting Location: 1401 JFK Blvd, MSB Room 830 Conference Room
Special: a) A preliminary meeting with the Right of Way Unit, Plan Review Group will generally be required to determine if the needs of the project warrant the attention of the senior staff.
b) Applicants will be required to submit meeting minutes for concurrence by the Streets Department.

Meetings attended by transportation division chief engineers, or their assistants. Invitations may also be extended to PennDOT, the City Planning Commission, Water Department, and Mayor's Office of Transportation and Utilities, as warranted by the project impacts and requirements. A preliminary plan and detailed list of discussion topics/requests is required in order to confirm an appointment. *Guidance provided by the senior staff during these meetings will be documented, and used during the formal review process.*

A meeting invitation will follow to the requestor, to be forwarded to all others to be included. Due to space limitations, please limit your team to six (6) attendees. The applicant is advised there is no standard for preliminary sketches, though unclear plans will limit our ability to provide guidance.

2.5.2 Meetings for Minor Developments

Scheduling Contact: ROW Unit Plan Review Group (215-686-5531)
Submit: Preliminary plan and agenda with up to five (5) detailed topics to discuss
Meeting Schedule: 2nd & 4th Wednesday of each month (1/2 hour each, 10:00-12:00)
Meeting Location: 1401 JFK Blvd, MSB Room 960

Meetings attended by the Right of Way Unit Plan Review staff only, with special needs coordinated accordingly, and as identified in advance.

A meeting invitation will follow to the requestor, to be forwarded to all others to be included. Due to space limitations, please limit your team to six (6) attendees. The applicant is advised there is no standard for preliminary sketches, though unclear plans will limit our ability to provide guidance.

2.5.3 General Questions & Consultations: For questions or additional information regarding plan submission requirements, please contact the Technical Services Counter Staff at (215) 686-5502, or our Technical Services Counter (1401 JFK Blvd, MSB Room 960) Monday-Friday, from 9:00-2:00, except for City Holidays and snow emergencies.