

4.1 General Provisions

This chapter serves to coordinate the information contained in the previous chapters. Timelines cannot be provided, though standard review and processing time for plan review and permits are discussed throughout chapters 2 and 3. In the end, the ability to address Streets Department standards and site specific requirements in a timely manner is the responsibility of the developer and their consultants.

The applicant is expected to be aware of the code and approval processes for all other City departments. The information contained in this chapter does not address those requirements.

4.2 Typical Process Flows

4.2.1 Standard Development

The process flow for typical developments is as shown below, though other sections may also apply as may be necessary due to the scope and complexity of the project.

1. Design: See Chapter 1
2. Zoning Permits, per Chapter 2 (Sections 2.2.1 & 2.2.2)
3. Foundation Permits (where required), per Chapter 2 (Sections 2.2.1 & 2.2.6)
4. Final Approval, per Chapter 2 (Sections 2.2.1, and one of: 2.2.3, 2.2.4 or 2.2.5)
5. Permits, per Chapter 3

4.2.2 Legislative Approval

There are three basic forms of legislation involving the Streets Department:

1. Submit plans for one or more of the three types of legislation required.
 - Encroachments, per Section 2.2.7. Timing for legislative approval for encroachments may begin before, during or after the zoning and building phases. However, no plan showing encroachments that require legislation will be approved without a signed ordinance.
 - New Streets, per Section 2.3.8.
 - Striking Existing Right of Way (Streets and Utility Rights of Way), per Section 2.3.8.
 - Changes to Parking Regulations or Roadway Direction, per Section 2.3.10.
2. Upon completion of any legislative approval, it is the responsibility of the applicant to furnish copies of the signed ordinance to the coordinating Streets Department unit, with plans, where required by the sections referenced above.

4.3 ADA Compliant Corner Curb Ramps

The review of ADA corner curb ramps is subject to separate Streets Department review and approval, as discussed in Section 2.3.1 (ADA Corner Curb Ramps). ADA ramps plans or packages are not accepted by other reviewing units, in conjunction with other concurrent reviews within the Streets Department.

4.4 Altering Curblines Without Legislation (City Plan Actions)

Generally this process will occur concurrently with Standard Development, Section 4.2.1, above, but with the additional requirements set forth in Section 2.3.9.

Right-of-Way Improvement Standard

Chapter 4- Process Flow

4.5 Changing City Street Lighting

Generally this process will occur concurrently with Standard Development, Section 4.2.1, above, but with the additional requirements set forth in Section 2.3.5.

4.6 Changing City Traffic Signals

There is currently no separate process flow for changing City traffic signals. Generally this process will occur concurrently with Standard Development, Section 4.2.1, above.

4.7 Constructing and Paving Streets

This section pertains to the construction of new and existing streets by private developers, and not by the City of Philadelphia. Applicants are advised that all private paving projects are subject to:

- Design Approval by the Chief Engineer and Surveyor (new or reconstructed streets)
- Final acceptance by the Chief Highway Engineer (applies to all private paving projects)

4.7.1 Existing Streets, Currently Paved

Paving of existing streets generally will be approved by the Streets Department according to the standard development process flow, as outlined in section 4.2.1. However, a paving agreement will be required, per Section 2.4.2.

4.7.2 Existing Streets, Currently Unpaved, or Partially Paved

Generally this process will occur concurrently with Standard Development, Section 4.2.1, above, but with the additional requirements set forth in Section 2.4.2. However, applicants are encouraged to schedule a Developer Services Meeting with the Streets Department, Right of Way Unit prior to seeking plan review approval. Refer to Section 2.5.2 for information regarding Developer Services Meetings.

4.7.3 Proposed Streets, Public

- A. Submit preliminary plan(s) to the Philadelphia Planning Commission, and the Streets Department, Right of Way Unit, Plan Review Group.
- B. Schedule Developer Services Meeting with the Streets Department, Right of Way Unit. The Philadelphia City Planning Commission will be invited to attend, and can be expected to have additional requirements. Refer to Section 2.5.1 for information regarding Developer Services Meetings.
- C. Preliminary Plan Submission, Per Chapter 2
 - Submission must include a City Plan Action Request, Per Chapter 2. Legislation will be required, and will be addressed as part of the City Plan Action.
 - Zoning approval may be requested, Per Chapter 2, from the Right of Way Unit. Additional requirements may be warranted, as determined during preliminary review.
- D. Building Permit Plan Submission, Per Chapter 2
 - Prerequisites of approval:
 - i. Submit proof all legal and administrative obligations have been fulfilled, as may be identified during the plan review, City Plan Action, and legislative processes.
 - ii. Paving agreement(s), per Section 2.4.2

Right-of-Way Improvement Standard

Chapter 4- Process Flow

4.7.4 Proposed Streets, Private

Private streets are considered common driveways, and will be approved by the Streets Department according to the standard development process flow, as outlined in section 4.2.1.

4.8 **Special Provisions**

Special provisions are possible only in the presence of detailed and ongoing agreements, such as between City of Philadelphia agencies and departments.

4.8.1 Philadelphia Water Department

- A. New technologies, practices, and facilities, when proposed by the PWD, will be receive coordinated approval by the administrative officers of both the PWD and Streets Departments prior to use in capital programs subject to Streets Department review and approval.
- B. Roadway infrastructure projects (water/sewer/green), with no City Plan Actions required, per Section 2.2.8 (Major Utility Projects).
- C. Roadway infrastructure projects (water/sewer/green) involving City Plan Actions (bump outs, lay-by lanes, dedication or striking of the ROW). The plan review and restoration response process will be as per Section 4.4, above.
 - The approval letter issued at the completion of this review will also include the pavement restoration requirements, as coordinated with TP&A as part of the plan review process.
- D. Site improvement projects, including PWD facilities, private cost agreements, or PWD-Private Partnership projects: These projects are treated as Standard Development (Section 4.2.1), and as may otherwise be required by scope and complexity of the project.
 - For relatively small private cost and partner projects, the Right of Way Unit may elect to defer review to the Transportation Planning and Analysis Unit for issuance of a paving restoration letter.
- E. Maintenance and Protection of Traffic Plans (MPT), per Section 2.3.6.
- F. All projects reviewed under these special provisions and requiring full roadway reconstruction: the Water Department, or consultants working for the Water Department, will submit plans to the District Surveyor and Regulator within whose district the work is proposed. The Survey District will review the plan for conformance with City Plan, allowing modifications as needed to allow for ADA compliant footways, improved drainage, or as otherwise deemed necessary. Upon approval, the District Surveyor and Regulator will sign the final roadway reconstruction plans, and forward to the Chief Engineer and Surveyor for final sign off.

**PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS
APPENDIX**

- A Listing of Streets Department Standard Details
- B Listing of Streets Department Specifications (In Development)
- C Listing of Streets Department Plan Review Application & Checklists
- D Street Closure Permits Fee Schedule
- E Listing of Referenced Streets Department Publications
- F Approved Non-Standard Products
- G Streets Department Highway and Survey District Maps

**PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS**

APPENDIX A

Listing of Streets Department Standard Details

Street Lighting (SL01XX)

SL0100 – General Notes

SL0101 – Street Light Pole (2 pages)

SL0102 – Column Base for 30' Street Light Poles

Sheet 1 – 1'-8" Base

Sheet 2 – 2'-0" Base

SL0103 – Column Base for Pedestrian Poles (4 pages)

SL0104 – Street Lighting Bracket

SL0201 – Street Light Davit on Wood Pole

SL0202 – Residential Street Light Tap / 30' Street Light Pole Manhole Tap (2 pages)

SL0203 – Street Lights Connected in Series

SL0204 – Street Light Pole Brackets

SL0205 – Street Lighting Tap – PECO Pole

Traffic Engineering (TE0XXX)

TE0101 – 20' C-Post / Street Name Sign Pole

TE0102 – C-Post Split Base Assembly

TE0201 – D-Pole (2 pages)

TE0202 – D-Pole Foundation

TE0203 – D-Pole Spreadfoot Foundation

TE0301 – Pedestal Pole

TE0501 – Mastarm Details (2 pages)

TE0601 – Signal Head (6 pages)

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TE0701 – Traffic Signal Service Detail

TE0703 – D-Pole Service Tap & Direct Bury Tap

TE0801 – Sample Phasing, Timing & Color Sequence Chart

TE0901 – Micro-loop detail

Interconnect (IC01XX)

IC0102 – Interconnect Wiring Detail

IC0103 – Interconnect Drop from Mast Arm Pole

IC0104 – Conduit Installation Detail

Signs (Street name, Traffic) (SN0XXX)

SN0101 – Metro Street Name Standard (2 pages)

SN0102 – Overhead Street Name Sign

SN0203 – Bicycle Lane Shifts

SN0204 – No Parking/Stopping Sign

SN0301 – Traffic Sign Post Mounted

SN0302 – Assembly of Sign Brackets

Pavement Markings (P01XX)

PM0102 – Typical Crosswalk / Stop Bar detail

PM0103 – Bike Legend Detail (Including Bike Dash Detail)

PM0105 – Left Turn Detail

PM0106 – Bus Zone and Legend Detail

PM0108 – Rail Road Detail

Street Construction (SC01XX)

SC0101- Typical Curb & Footway Construction & Roadway Restoration (Formerly L-892)

SC0102 – Typical Curb Detail (Formerly L-779)

SC0105 – Standard Driveway Details (Formerly L-879-RR)

SC0106 – Typical Bumpout Construction

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SC0107 – Typical Restoration Concrete Footway

SC0109 – Concrete Cheek Wall (A,B)

SC0110A – Brick Sidewalk & Cheek Wall Single Width

SC0110B - Brick Sidewalk & Cheek Wall Multiple Width

SC0112 – Roadway Half Section Sidewall Grading Standard (Formerly L-903)

SC0113 – Permanent Trench Restoration (Formerly L-901)

SC0114 – Temporary Trench Restoration (Formerly L-902)

Plan Presentation (PP01XX)

PP0101 – Roadway Symbol and Abbreviation Standard

PP0102 – Roadway Grading

Furnishing Zone Detail (FZ0XXX)

FZ0101A – Inverted U Bike Rack

FZ0101B – Bike Rack Installation

FZ0101C – Bike Rack Placement

FZ0202 – Street Tree Planting Diagram (Formerly L-895)

PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS

APPENDIX B

Listing of Streets Department Specifications (In Development)

**PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS**

APPENDIX C

Listing of Streets Department Plan Review Application & Checklists

Streets Plan Review Application

Plan Review Checklist No. 1 (*Zoning & Checklist 1 Building Permit Review Plans*)

Plan Review Checklist No. 2 (*Minor & Major Development Projects*)

Plan Review Checklist No. 3 (*Sheeting/Shoring – Foundation Permit Review*)

Plan Review Checklist No. 4 (*Encroachment Legislation*)

Complete Streets Checklist

Sidewalk Café Review Application & Checklist

Street Lighting Private Cost Application & Checklist

PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS
APPENDIX D
Street Closure Permits Fee Schedule

Street Closure Permits

City of Philadelphia Street Closure Permit Rates - Effective 11/1/12

Permit Cost per Location = Rate x Unit of Measure x Time

Closure Type	Rate for Center City & University City	Rate for All Other Areas of the City	Maximum Duration
Sidewalk Shelter platform with 6 Foot Wide Pedestrian Walkway	no fee	no fee	1 year
Partial Sidewalk Closure	\$1.00 per foot per week*	\$.50 per foot per week*	1 year
Full Sidewalk Closure Accompanied By Creation of Protected Footway in Parking Lane	\$1.50 per foot per week*	\$.75 per foot per week*	1 year
Parking Lane	\$2.00 per foot per week*	\$1.00 per foot per week*	1 year
Full Sidewalk Closure	\$3.00 per foot per week*	\$1.50 per foot per week*	1 year
Travel Lane	\$3.00 per foot per week*	\$1.50 per foot per week*	1 year
Dumpster Only	\$40 per dumpster per week	\$40 per dumpster per week	1 year
Portable On-Demand Storage Unit (PODS) Only	\$40 per PODS	\$40 per PODS	5 days
Full Closure - 5 days or less	\$125 per block per day	\$125 per block per day	5 days
Full Closure - More than 5 days	\$1,000 per block per week**	\$500 per block per week**	1 year
Helicopter - for lift location up to 10 blocks	\$250	\$250	6 hours
Helicopter - for lift location over 10 blocks	\$50 per block over 10	\$50 per block over 10	6 hours
Temporary No Parking	\$25 per 40 foot space per day	\$25 per 40 foot space per day	48 hours
Window Washing Sidewalk Closure	\$150 per block per year	\$150 per block per year	1 year

* There is a minimum weekly fee of \$40 per closure type per block and a maximum yearly fee of \$50,000 per closure type per block. For full sidewalk closures, the minimum weekly rate after the first week is \$200 per block in Center City & University City and \$100 per block in all other areas.

** For full closures over five days, there is a maximum yearly fee per block of \$50,000 in Center City and University city and \$25,000 in all other areas.

PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS
APPENDIX E

Listing of Referenced Streets Department Publications

Except where noted by “”, all referenced materials are available for download from the Streets Department’s website. See the Preface for current website information.*

Chapter 1 References

* *Traffic Guidelines* (by Streets Department Traffic Engineering Unit), dated 5-24-2006, and as revised.

Chapter 2 References

Philadelphia Streets Department ADA Curb Ramp Design/Construction Approval Submission Requirements, dated 9-13-2012

Proposal for Private Paving Cover Sheet

Highway Work Proposal Items and Unit Price Bid

Paving Application

List of approved Pavers

Letter of Agreement to use City Approved Paving Contractors

Labor & Materialsmen Bond

Performance Bond

Compensation Affidavit

Five Year Maintenance Bond as per City Code, §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. Click here for information on the requirements for a letter of escrow.

Sample Paving Agreement

Chapter 3 References

Alleys, Driveways and Retaining Walls, revised April 2014

Construction Dumpster Law Guide, last revised July 2013

**Guidelines for Assigning Police Support for Utility Construction*, dated February 5, 2013, and as revised.

Special Event Application Guide (Formerly Block Party Permits Guide), revised July 2013

**PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS**

APPENDIX F

Approved Non-Standard Products

Street Tree Subgrade Structures (March 20, 2014)

**CITY OF PHILADELPHIA
DEPARTMENT OF STREETS**

MEMORANDUM

March 20, 2014

TO : For General Distribution

FROM : Darin Gatti, PE – Chief Engineer and Surveyor *DLG*
Stephen Lorenz – Acting Chief Highway Engineer *S.L.*

**SUBJECT: Street Tree Subgrade Structures
Guidelines for Limited Use**

As you may be aware, any specifications that are not included in the City of Philadelphia, Department of Streets, Standard Construction Items (1997), must be submitted to the Streets Department for approval. We have reviewed one such item, henceforth known as *Street Tree Subgrade Structures*, and most commonly marketed as Silva Cells (by DeepRoot Green Infrastructure, LLC, San Francisco, CA). The following guidelines and restrictions have been prepared for the design and permitting of these structures within the City of Philadelphia Right of Way. They have further been prepared with consideration of all other Right of Way users, and the general welfare and safety of our residents.

- Restrictions:
 - Street Tree Subgrade Structures may only be installed adjacent to existing or proposed street trees.
 - Placement is limited to the furnishing zone of footways, with a legal width of twelve (12) feet or greater. Extension of these structures will not be permitted to extend into the walking or building zones, even where street tree pits are otherwise permitted by special exemptions or other design standards. Each zone will be as defined by the Philadelphia Complete Streets Design Handbook, and legal footway width will be as existing, or proposed, on the City Plan.
 - Street Tree Subgrade Structures may not be constructed around existing or proposed utilities. No utility service (main or lateral, existing or proposed) will be placed within a Street Tree Subgrade Structure.
 - No new utility services will be installed within an existing Street Tree Subgrade Structure.
 - No Street Tree Subgrade Structure will be permitted within five (5) linear feet of any manner of utility vault, vent, valve box, manhole, drainage inlet, fire hydrant, utility pole, street light, or traffic signal found within the Right of Way.

- Design and Permitting
 - A permit will be required by the Streets Department, Right of Way Unit, and will require permanent maintenance responsibilities and liability be assigned to the property of record on which it fronts, and not to any manner of third party, including, but not limited to, any department or office of the City of Philadelphia.
 - No Street Tree Subgrade Structure will be permitted for placement within the public Right of Way without prior approval of the Committee of Highway Supervisors. Projects entered into the Guaranteed Pavement Information System (G.P.I.S.) containing Street Tree Subgrade Structures will not be permitted without a Utility Clearance Transmittal.
 - Street Tree Subgrade Structures may not be used as any manner of stormwater control measure, except as implied by the inherent benefit of the tree itself.
 - Plans for each Street Tree Subgrade Structure must be prepared by a professional engineer, licensed in the Commonwealth of Pennsylvania.
 - The minimum deck stress for any Street Tree Subgrade Structure installation is twenty two (22) pounds per square inch (PSI).
 - The placement of additional delineators, alternative pavements, etc, are to be considered preferred treatments, but will not be required.
 - Changes to these guidelines, as may be required in the future, will be subject to the approval of our respective offices.

General Distribution:

D. Perri, Streets Department Commissioner
R. Montanez, Street Lighting & Traffic Engineering
M. Brisbon, Highway Division
P. O'Donnell, Right of Way Unit
H. Wilson, Right of Way Unit
N. Sen, Transportation Planning & Analysis
S. Chiu, City Planning Commission
F. Pillar, Parks & Recreation
C. Crockett, PWD – Planning & Environmental Services
M. Lavery, PWD – Design Branch
V. Lenoci, PWD – Stormwater Plan Review Group
W. Rosetti, PennDOT
A. Key, DeepRoot Green Infrastructure, LLC

File

PHILADELPHIA STREETS DEPARTMENT
RIGHT OF WAY IMPROVEMENT STANDARDS

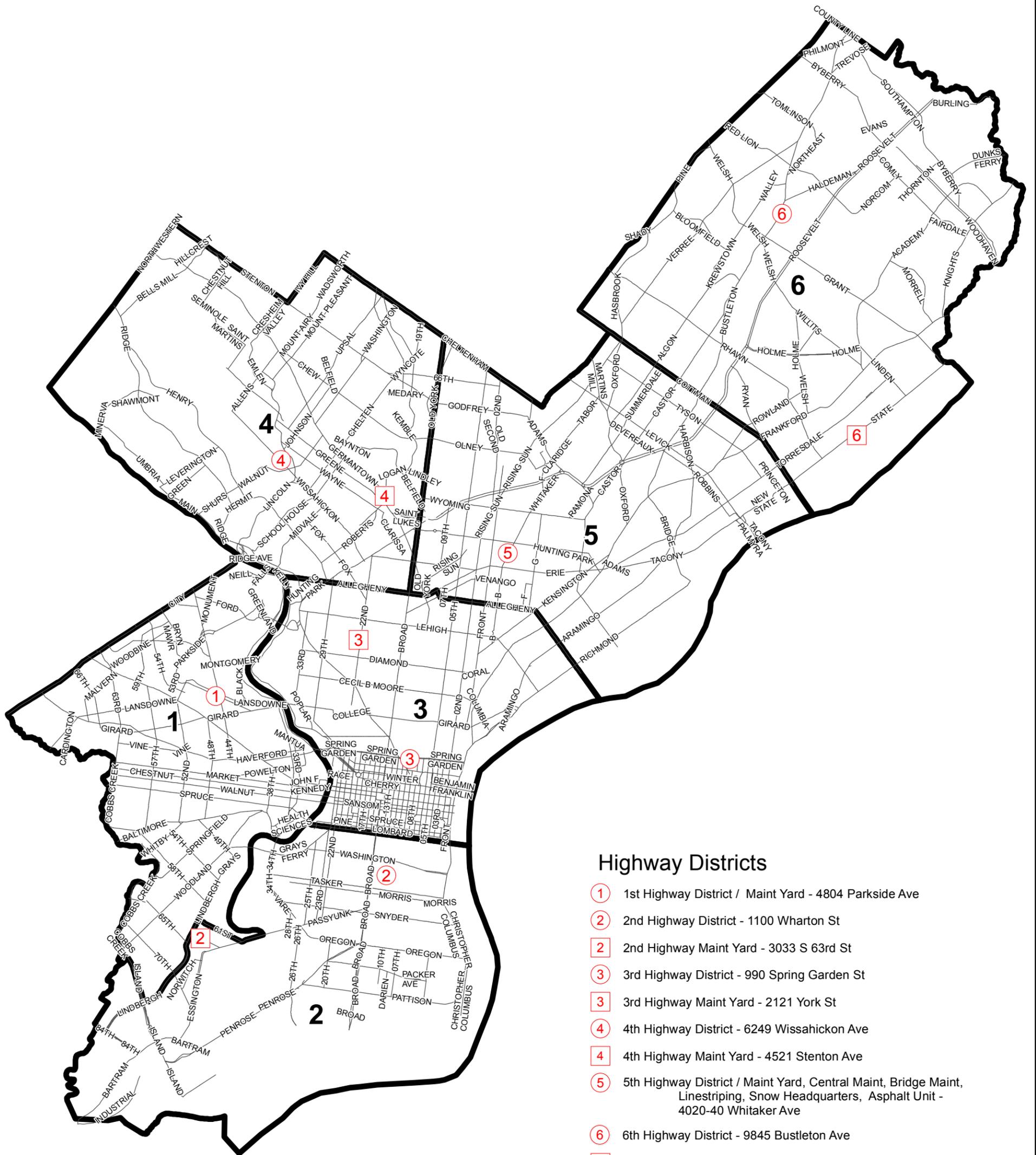
APPENDIX G

Streets Department Highway and Survey District Maps

CITY OF PHILADELPHIA

DEPARTMENT OF STREETS

HIGHWAY DISTRICTS AND OFFICE LOCATIONS



Highway Districts

- ① 1st Highway District / Maint Yard - 4804 Parkside Ave
- ② 2nd Highway District - 1100 Wharton St
- ② 2nd Highway Maint Yard - 3033 S 63rd St
- ③ 3rd Highway District - 990 Spring Garden St
- ③ 3rd Highway Maint Yard - 2121 York St
- ④ 4th Highway District - 6249 Wissahickon Ave
- ④ 4th Highway Maint Yard - 4521 Stenton Ave
- ⑤ 5th Highway District / Maint Yard, Central Maint, Bridge Maint, Linestriping, Snow Headquarters, Asphalt Unit - 4020-40 Whitaker Ave
- ⑥ 6th Highway District - 9845 Bustleton Ave
- ⑥ 6th Highway Maint Yard - 8401 State Rd

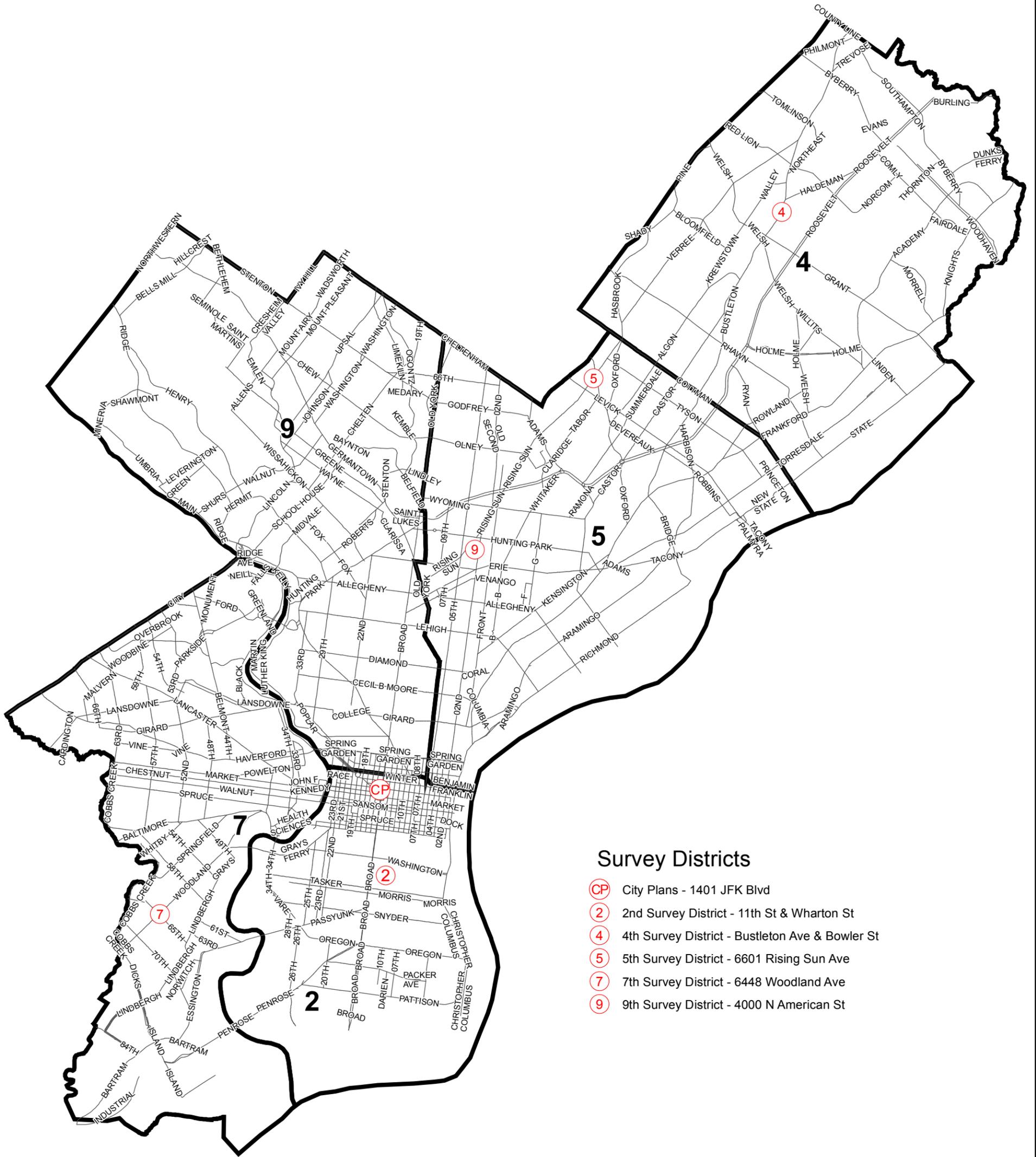
District	Office Phone	Fax	Yard Phone	Fax
1	(215) 685-0168, 69, 72	(215) 685-0178	(215) 685-0170, 71	(215) 685-0178
2	(215) 685-1858, 59	(215) 685-1863	(215) 685-4281, 82	(215) 685-1634
3	(215) 685-3922, 23, 33	(215) 685-3925	(215) 685-9776, 77	(215) 685-9775
4	(215) 685-2191, 92, 65, 66	(215) 685-2190	(215) 685-2193, 94	(215) 685-2164
5	(215) 685-9843, 50	(215) 685-9839	(215) 685-9819, 20	(215) 685-9815
6	(215) 685-0652, 53	(215) 685-0386	(215) 685-8271, 72	(215) 685-8286



CITY OF PHILADELPHIA

DEPARTMENT OF STREETS

SURVEY DISTRICTS AND OFFICE LOCATIONS



Survey Districts

- CP City Plans - 1401 JFK Blvd
- 2 2nd Survey District - 11th St & Wharton St
- 4 4th Survey District - Bustleton Ave & Bowler St
- 5 5th Survey District - 6601 Rising Sun Ave
- 7 7th Survey District - 6448 Woodland Ave
- 9 9th Survey District - 4000 N American St

District	Phone	Fax
CP	(215) 686-5598, 67	(215) 686-5182
2	(215) 685-1865	(215) 685-1851
4	(215) 685-3050, 51	(215) 586-0354
5	(215) 685-0585, 86	(215) 685-0561
7	(215) 685-2668, 69	(215) 685-2661
9	(215) 685-3050, 51	(215) 685-3052

