

CITY OF PHILADELPHIA
 DEPARTMENT OF STREETS
 PLAN REVIEW CHECKLIST No. 2 (Minor and Major Development Projects)

Apr-2014
 Rev. June-2015

SITE STREET ADDRESS:

PLAN REVIEW CHECKLIST
 ROADWAY DEVELOPMENTS FOR ANY MINOR OR MAJOR REVIEW

Instructions:

Failure to complete the checklist, or provide the information listed therein, will result in the application being deemed Administratively Incomplete. Applicants will be notified via email or telephone of all incomplete submissions, which will be held for pick up by the applicant for three (3) business days.

Submission Applicability:

The Streets Department Right of Way Unit will make all final determinations with respect to plan and supporting document applicability. Checklist items with "N/A" fields shown in gray are always applicable.

Included	N/A	Approved	Rejected	MINIMUM DRAWING INFORMATION MINOR AND MAJOR BUILDING PERMIT REVIEW
<i>The following two (2) checklists verify what information is being provided and required.</i>				
Submission Requirements				
				One (1) Plan Review Application
				Three (3) full sized paper plans sets, bound/stapled, and rolled (do not fold).
				One (1) Cover letter, explaining the nature of the proposed development, and identifying the purpose of the submission.
				One (1) CD, including all submission materials in PDF format. <i>Note: Any PDF files that cannot be rotated on screen, or printed to scale, will not be accepted.</i>
				One (1) <i>additional</i> full sized paper site and pavement restoration plans, bound/stapled, and rolled (required for all projects with frontage on a Historic Street).
				One (1) Complete Streets checklist (completed). Note: Plan Review Checklists are not Complete Streets Checklists.
				One (1) Traffic Impact Study, as required per the ROW Improvement Standards.
				One (1) Turning Plan (required for all curb cuts and City Plan Actions)
				One (1) copy of the City Plan Action Request (Required for all changes to the City Plan, including proposed changes to the curbline).
				Approval for all encroachments, street furniture, driveways and parking lot layouts must be obtained by the Streets Department Right of Way Unit. Applications, or prior approval documentation, must be provided where applicable.
				Approval documentation prior to October 1, 2013 for existing curb cuts greater than 24 feet should be provided. Such driveways may otherwise be subject to review under Philadelphia Code §11-900 (Complete Streets).

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Included	N/A	Approved	Rejected	MINIMUM DRAWING INFORMATION LEVEL 2 REVIEW (MINOR AND MAJOR)
<i>Supporting Materials need not be submitted with the initial application, and failure to do so will not result in Administrative Incompleteness.</i>				
Supporting Materials				
				Curb and sidewalk is required along all roadway frontages, unless successfully appealed before the Department of Licenses & Inspections Review Board. Approval documentation from L&I will be held as a prerequisite of plan review approval in this instances.
				The acceptable construction specifications of the Philadelphia Streets Department, as listed in the Right of Way Improvement Standard, Chapter 1.
				Any specifications not included in the list of acceptable construction specifications must be submitted for review and approval. List all non-standard specifications submitted for review, in the space provided below:
				Projects requiring private paving agreements with the City for mill & repaving, or (re)construction any existing/proposed City Streets, must be completed as a prerequisite of plan review approval.
				Approvals from stakeholders and other permitting agencies will be held as prerequisites of Streets Department Plan Review Approval. One (1) copy of any permits issued to date (PennDOT Highway Occupancy, Streets Department, L&I Zoning Permit, etc).
				Relocation of street furniture, structures (bus shelters, subway vents), underground utilities (and etc) must be resolved during design. Approval documentation from each affected owner will be held as a prerequisite of Streets Department Plan Review Approval.
				The Right of Way Unit reserves the right to require that City Plan Actions, and all administrative and legal requirements, must be completed prior to plan review approval. The Right of Way Unit will coordinate approval of the plans with the approval from the Board of Surveyors.
				The Developer is responsible for maintaining non-standard improvements (landscaped medians, midblock crossings, etc). This requires an agreement with the City.
				For all City Plan Action requests, copies of the final CAD files are required.
				For all City Plan Action requests, proof of submission of any/all administrative and legal requirements associated with the request are required.
				For projects involving Street Lighting, a separate Private Cost Street Lighting Application is required.

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FIRST SUBMISSION: Complete the pages 3-8 of this checklist.

RESUBMISSION(S): STOP here & provide the Counter Log number *from each prior report*, below.

PWD Capital Projects (Excluding Private Cost): STOP here, provide the PWD Work Number below.

Plan Requirements				
<p><i>Identify the plan sheet number (ex C301, 2 of 10, etc) where the required information can be found. This information will be verified prior to review, and any omissions may result in the application being deemed administratively incomplete.</i></p>				
General Requirements				
Sheet Number	N/A	Approved	Rejected	Description
				Engineer Name, date, project title, and work limits (ex. X Street from Y to Z Streets)
				Name and contact information of registered owner and developer (if different from owner)
				Site Address
				Development type (Site Plan, Subdivision, Streetscape), and proposed use (Residential, Commercial, Mixed Use, Industrial, Institutional, etc.)
				Zoning designation and all requirements pertaining to property.
				North arrow, legend (identify all line types and symbols used clearly) and graphical scale (1"=10',20',25',30' are preferred, 1"=40',50',60' or 100' acceptable in limited circumstances). <i>Engineer scales are required. All plan sheets.</i>
				Vicinity (Location) Map
				Utility Contacts (as published annually for the Committee of Highway Supervisors, Board of Review)
				A 4h" x 5w" space, set aside for approval stamps in the lower right hand corner of each plan (provide additional space for other permits, as and where needed).
				List all permits and utility reference numbers: PA One Call Serial Number, GPIS, PennDOT HOP, NPDES Permit, PWD (Stormwater Plan Review, and Private Cost Work Numbers), and etc.
				Provide a minimum of two (2) photographs showing the existing conditions at the site. The photographs shall provide a parallel and perpendicular view of the location relative to the roadway/sidewalk.
				List any/all approvals, ordinances, or permits previously granted for encroachments, curb cuts (driveways), street furniture, etc.

SITE STREET ADDRESS:

Survey & City Plan Information					
Sheet Number	N/A		Approved	Rejected	Description
					Existing & Proposed street names, cartway & footway width, direction of traffic & number of lanes, parking/no parking (See Standard Detail PP0101 - Roadway Symbols and Abbreviations Standard). Footway and cartway width dimensions. Example (12'-26'-12'). Information may be obtained from the Streets Department City Plans Section (Municipal Services Building, 1401 J.F.K. Blvd, Room 880)
					Existing & Proposed property lines, lot-lines, lot identification numbers. All streets abutting property and mentioned in deeds must be shown on plan.
					All existing City Plan information, including: <ul style="list-style-type: none"> • Survey monuments • House/ROW & curb lines • Point of (curb) Intersection (P.I.) elevations • Slump & Summit (High & Low Point) elevations • Roadway grades, and break in grade distances • Confirmation of City Plan Status (Legally Open & On City Plan)
					Point of Beginning of each property as mentioned in deed and dimensioned to nearest legally opened street intersection. Show intersection on plan.
					All property line courses and distances of existing and proposed lots, shown in Philadelphia District Standard only. Also include tangent bearings, radii, arc length and degree of curve. Dimensions must be in feet and hundredths of a foot.
					Areas of existing and proposed lots shown on plan. Show areas in square feet and acres.
					A surveyor's benchmark, set to Philadelphia Datum (<i>Projects using an assumed datum will be rejected</i>).
					Horizontal dimensions and measurements must be identified as being U.S. or District Standard (D.S.). <i>Note: District Standard is a standard of measurement unique to the City of Philadelphia. Consult with the Survey Bureau for additional information.</i>
					Rights-of-Way, dedicated or non-dedicated easements of record completely dimensioned. Alleys, driveways, and easements of record mentioned in deed or use, bounding on or across property.
					Engineer or Surveyor's certification that all valves, vents, manholes, inlets and other utility structures have been field verified and will not conflict with proposed curb alignments.

SITE STREET ADDRESS:

Site, Grading & Utility Plans <i>(In all cases, existing and proposed features are required)</i>				
Sheet Number	N/A	Approved	Rejected	Description
				Clearly delineate and label the proposed Limit of Disturbance (LOD). Include all utility connections within the LOD
				Paving limits and asphalt adjustment areas.
				Dimension buildings, height and number of stories, dimension to property lines and/or right of way lines.
				All building first floor and basement elevation(s).
				Location and boundaries of all existing site improvements and improvements on adjacent land within 25 feet of the property line (including buildings, walls, walkways, patio, driveways, concrete, asphalt etc).
				All proposed construction including curb, footway (sidewalk) and roadway paving (<i>Note: Where existing footway is disturbed due to curb replacement, the footway must be replaced from the back of curb to the first joint in the footway</i>).
				Identify the required minimum furnishing zone, and walking zones, per the Complete Streets Policy. <i>Complete Streets standards may require wider minimum walking zones, as determined by roadway classification.</i>
				Topography of site (contours), and streets (See Standard Details PP0102 and SC0112), on adjacent lands within 25 feet of the property line and on the full width of abutting public lands, and private rights-of-way and easement(s). All curb PC, PT and PI locations and elevations must be included on the grading plan.
				Location of all existing and proposed utilities (water, sewer, stormwater, gas, electric, telecommunication, etc) above and below ground, as obtained through the One Call System as required by Pennsylvania Act 287 (1974), and as amended.
				Show all water, sanitary sewer, fire utility, and stormwater connections (including all valves, manholes, and meter pits)
				All existing and proposed traffic signage and line striping, including an inventory of existing roadway signage.
				Type and height of all fences and walls.
				Structures within footway area in front of and adjacent to property shown and dimensioned.
				Curb cuts (driveways) dimensioned and distance to nearest street intersection right of way line. Location and dimension of off-street parking spaces.

SITE STREET ADDRESS:

Sheet Number	N/A	Approved	Rejected	Description
				Outlines of all existing structures within 25 feet of all property lines.
				Note any special features of the site (steep/sheer slopes, retaining walls, underground structures, existing encroachments, etc.)
				Roadway geometry (<i>Required for City Plan Actions & Roadway Reconstruction projects</i>)
				Show all existing street furniture at the project location including those at adjacent properties. Some examples of street furniture are trees, fire hydrants, inlets, traffic signs and signals, poles with streetlights, manholes, steps and etc
				Street lighting
				Traffic Signals (traffic lights, school flashers, rapid flash beacons, and etc)
				Corner properties must include a ramp package number at each corner, as assigned by the Streets Department ADA Unit. Approved as-built drawings of any and all existing ADA compliant ramps (to remain) may also be submitted.
				Location of overhead wires on or across property.
				Identify the nearest bridges and/or culverts on the map (within 100 feet of the parcel(s) being developed).
Landscaping/Streetscaping Plans				
				Existing vegetation (including location and size of any trees)
				Proposed landscaping with dimensions demonstrating conformance with the Street Tree Planting Diagram, Standard Detail FZ0202.
				A street tree planting schedule, verifying conformance with the following requirements of the Department of Parks & Recreation, Street Tree Management Division: 2-inch caliper (min), ball & burlap (B&B), single stem, and limbed to 5-feet above finished grade.
Details, Profiles & Cross Sections				
Sheet Number	N/A	Approved	Rejected	Description
				Paving and subsurface utility profiles and sections detailing character of paving (<i>Required for City Plan Actions, major utility projects & private paving/roadway reconstruction projects</i>)
				Roadway and/or Footway cross section, complying with following City standards, as also called out in Standard Detail SC0101 and SC0112.

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<p><i>Omission of any mandatory language from the plans will result in Administrative Incompleteness. The Streets Department accepts not all comments apply to all projects, but that changes to the plans during construction may trigger the requirements contained within these notes.</i></p>				
<p>Mandatory Language (All notes are required)</p>				
Sheet Number	N/A	Approved	Rejected	Description
				Work to be done in accordance with standard specifications, approved drawings, and regulations of the Department of Streets, Philadelphia Water Department, Philadelphia Parks & Recreation Department, and special provisions of the proposal.
				Pursuant to the requirements of Pennsylvania Act 287 (1974), and as amended, the Contractor shall contact the Pennsylvania One Call System at 1-800-242-1776, at least 3 working days prior to excavation. Pennsylvania One Call System # (Enter Serial Number) and Ward # (Enter Ward Number).
				Utilities shown are taken from public record. The Contractor must verify the exact location and depth.
				Horizontal and vertical control, line and grade stakes for curb, paving, etc. will be furnished by the [Enter Applicable Survey District Number] Survey District of the City of Philadelphia based on Item #4-1040. <i>Note: This item, Engineering Services, is a pre-determined amount to be determined by the Surveyor & Regulator and to be included in the contractor's bid.</i>
				Permits for bollards, curb, & sidewalk paving will be furnished by the [Enter Applicable Highway District Number] Highway District of the City of Philadelphia.
				The City of Philadelphia shall provide inspection services for paving and related work, to be paid under Item # 4-1041 at a cost of \$345 per day. The Contractor shall contact the Construction Unit of the Division of Surveys, Design & Construction at (215) 686-5539, a minimum of 2 weeks prior to the start of work. This item, Inspection Services, shall be included in the contractor's bid.
				Street light pole locations are not final. The Streets Department Street Lighting Engineer will determine the exact locations of the street light poles during construction. Contact the Street Lighting Engineer at (215) 686-5517 to coordinate street light pole locations.
				Street trees must be permitted by the Philadelphia Department of Parks & Recreation. Contact the Street Tree Management Division at (215) 685-4363.
				For projects on State Routes, notice is hereby given that the receipt of a permit from either the Philadelphia Streets Department, or the Pennsylvania Department of Transportation (PennDOT) does not imply a permit from the other. All permits must be obtained prior to the start of construction.

Due to the complexity of some projects, the City reserves its right to require additional information.

For questions or additional information regarding plan submission requirements, please contact the Technical Services Counter Staff at (215) 686-5502.