



**PHILADELPHIA STREETS DEPARTMENT**  
**ADA CURB RAMP DESIGN/ CONSTRUCTION APPROVAL SUBMISSION REQUIREMENTS**  
**(03/06/2019)**

**CURB RAMP DESIGN APPROVAL**

The design submission shall include the following documents (See section II of ADA Reference Guide for more details):

- A Cover/Transmittal Letter including brief description of the project and contact information of designer/contractor.
- Curb Ramp Summary sheet, listing intersections, ramp ID, TIF information etc.
- Curb Ramp Plans, signed by the contractor’s design Engineer (11” X 17” size).
- PennDOT’s [District 6-0](#) CS 4401 forms (03-2014 version, excel file).
- Applicable Technically Infeasible Forms (when design does not meet RC-67M guidelines).

**Case 1: For Ramps NOT crossing a State Route & Project is NOT funded by Federal/State Government**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:  
 Taiseer Kamal, ADA Coordinator, Streets Department – City of Philadelphia  
 940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102  
 (Contact: **Office:** 215 686 5511, **Cell:** 267-593-5522, Email: [Taiseer.Kamal@phila.gov](mailto:Taiseer.Kamal@phila.gov) )

**Case 2: For Ramps crossing a State Route**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:  
 Taiseer Kamal, ADA Coordinator, Streets Department – City of Philadelphia  
 940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102  
 (Contact: **Office:** 215 686 5511, **Cell:** 267-593-5522, Email: [Taiseer.Kamal@phila.gov](mailto:Taiseer.Kamal@phila.gov) )

**AND**

If the project is funded by Federal/State Government:	If the project is <u>NOT</u> funded by Federal/State Government:
Above documents shall be submitted in <b>3 Hard (color) copies in 3 ring binders</b> to: Francis Hanney, Traffic Manager & ADA Coordinator, District 6-0 4 <sup>th</sup> Floor, 7000 Geerdes Blvd., King of Prussia, PA 19406-1525 Contact Ph: 610 205 6560 Email: <a href="mailto:ghanney@pa.gov">ghanney@pa.gov</a>	Above documents shall be submitted in <b>EPS System</b> (To get access to the online EPS system, an applicant must become a business partner. To become a business partner contact Matthew Miele, District Permit Manager at 610-205-6795 or the District 6-0 EPS Help desk, Mr. John Porrini at 610-205-6703)
<b>(Please refer to PennDOT’s ADA Reference Guide for more details on PennDOT’s requirements.)</b>	

## **FIELD CHANGE APPROVAL**

During construction, if any ramp(s) does not meet approved design(s) and exceed the RC-67M standards due to unforeseen site constraints, the same shall be brought to the notice of the City & State to obtain revised approval(s) (For details, see PennDOT's Field Change Process).

## **CONSTRUCTED CURB RAMP ACCEPTANCE:**

**The As-built submission shall include shall include the following documents:**

- A Cover/Transmittal Letter including brief description of the project and contact information of designer/contractor,
- Curb Ramp Summary sheet, listing intersections, ramp ID, TIF information etc.,
- PennDOT's CS 4401 forms (Statewide Inspection form). (Ensure that the first & last name along with company name of both the Investigator 1 (contractor) and Investigator 2 (engineer) are indicated in the inspection form, A minimum of three pictures inserted in along with copies of approved TIF.

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### **Case 1: For Ramps NOT on a State Route & the project is NOT funded by Federal/State Government**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:  
Taiseer Kamal, ADA Coordinator, Streets Department – City of Philadelphia  
940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102  
(Contact: **Office:** 215 686 5511, **Cell:** 267-593-5522, Email: [Taiseer.Kamal@phila.gov](mailto:Taiseer.Kamal@phila.gov))

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### **Case 2: For Ramps crossing a State Route**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:  
Taiseer Kamal, ADA Coordinator, Streets Department – City of Philadelphia  
940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102  
(Contact: **Office:** 215 686 5511, **Cell:** 267-593-5522, Email: [Taiseer.Kamal@phila.gov](mailto:Taiseer.Kamal@phila.gov))

**AND**

<b>If the project is funded by Federal/State Government:</b>	<b>If the project is <u>NOT</u> funded by Federal/State Government:</b>
Above documents shall be submitted in <b><u>A CD with as-built forms in Excel format</u></b> to: Bernard B. McGowen, ADA Construction Coordinator, Penn DOT–District 6-0, 7000 Geerdes Blvd, King of Prussia, PA 19406 Phone:6102056718, email: <a href="mailto:bmcgowen@pa.gov">bmcgowen@pa.gov</a>	Above documents shall be submitted in <b><u>1 Hard (color) copy in 3 ring binders + 1 CD</u></b> to: Calene Maroski Philadelphia County Permits Supervisor 1901 Ruffner Street, Philadelphia, PA 19140 Cell: 610.248.2732 Phone: 215.225.1415   Fax: 215.560.6668 Email: <a href="mailto:camaroski@pa.gov">camaroski@pa.gov</a>
<b>(Please refer to PennDOT's ADA Reference Guide for more details on PennDOT's requirements.)</b>	