

# CITY PLAN CHANGE PROCESS

1. To initiate a City Plan action, send a letter of request to the Streets Department Commissioner explaining your proposal and the reasons for the proposed change. Please include any plans or drawings you have which will make the completion of the process easier and quicker.

Letters should be addressed to: Clarena I. W. Tolson  
Streets Commissioner  
Municipal Services Building  
Room 730  
1401 J.F.K. Boulevard  
Philadelphia, PA 19102

2. The request is forwarded to the Survey Bureau Manager. He will keep you apprised of your proposal's progress at each step in the process and also inform you of any required actions on your part.

3. The drafting staff of the City Plans Unit will prepare a study plan of your proposed plan change. You may be contacted and asked to provide additional details necessary to properly prepare the plan.

4. The study plan is distributed throughout the city to any entities which may be impacted by your request or which may have authority over some aspect of your request. These entities include all Streets Department operating divisions, such as Traffic, the Right-of-Way unit, the Highway Division, etc. as well as other city departments, such as the City Planning Commission, The Water Department, Fire Department, Police Department and The District Council Person. The plan is also sent to all utility companies, including PGW, Verizon, the various cable companies, etc. All of the above will receive their copies of the plan within a week of its completion.

5. All of the above agencies send a representative to a meeting of the Utility Board of Review, which is chaired by a representative of the City Planning commission. All aspects of the proposed change are discussed. The purpose of this meeting is to identify conflicts any agency may have with the proposed action. A typical result is that the Water Department might require a right-of-way for an existing sewer to be reserved in a street being stricken from the City Plan. This group meets once each month.

6. Any changes in the plan necessitated by the Board of Review are discussed with the applicant. If he/she can comply with the necessary changes, such as accepting a required right-of-way or relocating a water pipe to avoid the right-of-way, the project continues. In some instances, the proposal dies at this point if the conflict with the party-in-interest's plans for the site cannot be cost-effectively resolved.

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7. The City Plan unit revises the study plan to reflect any required changes and redistributes it to the above agencies to assure that their concerns have been adequately dealt with.

8. If all concerns have been dealt with and the party-in-interest is satisfied that his/her project is to still proceed, the City Plans Officer will draft the necessary ordinance(s) to enable the changes.

8(a). If your request involves only the relocation of a curb line or curb lines for a distance of less than a full block, no ordinance is required. In this case, the Board of Surveyors is empowered to enact such changes by a resolution of the Board. Your proposal still has to go through the Utility Board of Review.

9. The ordinance draft is forwarded to the Law Department where it is reviewed as to form.

10. After the Law Department approves the proposed ordinance, it is returned to the City Plans Office. An impact/analysis statement is prepared to accompany the proposed ordinance. It is then sent to the Streets Commissioner's office and the Managing Director's Office for their signatures. After these signatures are obtained, the proposed ordinance and the impact statement are sent to the Mayor's Office for his review and signature.

11. If the Mayor approves, the ordinance is forwarded to City Council for by the appropriate district councilperson. City Council does not meet during the summer months or over the Christmas Holidays, so an ordinance forwarded to them in mid-June cannot be introduced until they reconvene in September.

12. Following its introduction as a bill in Council, your ordinance will be referred to the Streets and Services Committee for a hearing where testimony will be taken. At this committee hearing, both the Survey Bureau Manager and a representative of the City Planning Commission will testify. It is strongly recommended that you attend this committee hearing and testify so the committee members can ask any questions they might have.

13. After the hearing, the must have two readings in Council. Generally, if the Streets and Services Committee approves, Council will vote in the affirmative on the bill. The vote generally occurs two weeks after the hearing.

14. The approved bill now returns to the Mayor for his signature, whereupon it becomes law. After the Mayor's signature, you have 120 days from the date of the bill's adoption to pay a fee of \$200.00, which is required for all private ordinances enacted by City Council. The Revenue Department will inform you of this required payment after they receive notice of the bill's passage by the office of the Chief Clerk of City Council.

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15. Upon receipt of proof of the \$200 payment, the City Plans Office will schedule a public hearing before the Board of Surveyors. All such hearings will be at the regularly scheduled meetings of the board. The hearings are usually about a month after being scheduled. This is to allow sufficient time for the required public advertising. A notice of the hearing must be placed on two consecutive Thursdays in The Philadelphia Inquirer, The Daily News, and The Legal Intelligencer. You will be required to provide notarized proof of publication from each of the newspapers by Wednesday of the week before your hearing. We will provide the copy for the advertisements. Additionally, we will prepare a sample placard from which you must make 25 copies and return these copies within a week of scheduling the hearing. We will place these placards in prominent places in the general vicinity of the proposed change so that the public can be informed of the hearing.

16. On the appointed date, the public hearing will be held. Your presence will be required to explain the details of your proposed change and to answer any questions that members of the board may have. At that time, your proposal will be tabled. This means that no further action will be taken until you have fully satisfied any conditions outlined in the ordinance.

17. After the hearing, our staff will prepare a special plan for the use of the Law Department, showing the ownership of all parcels affected by the change. This plan includes not only your parcel but also all abutting property owners. The Law Department uses this plan to determine what parties need to be included in the agreements to be executed.

18. Next, the Law Department will prepare any necessary agreements and oversee any required bonds. These agreements will include one for you to sign releasing the city from all claims for damages. Your agreement may call for a right-of-way to be established and set forth the limits and purposes of said right-of-way. There will also be agreements for any abutting property owners to execute if the Law Department determines that they will be materially affected by your proposed City Plan change. Also, in the event of the striking of a street, you will be required to place new curb and sidewalk across what was formerly the street. There may also be work required by the Water Department or the Gas Works. To insure your compliance within the allotted time you will be required to post a bond or letter of credit. Should you not fulfill your obligation to make these necessary physical adjustments, the Streets Department will move against your bond or letter of credit to pay for the necessary work. If you are placing a new street, you will be required to execute a Deed of Dedication giving the city a perpetual easement for roadway purposes.

19. Once the agreements and bond documents have been prepared by the Law Department, you will be contacted and be asked to pick up the documents. It is your responsibility to have all the required documents executed (including obtaining all necessary signatures) as outlined by the conditions in your ordinance. You will generally have two years from the date the ordinance became effective to satisfy all

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of the requirements. When you have completed all of the required documentation, you will return it to the Law Department for their review.

20. Once the Law Department determines that you have completed all of the documentation and any other steps required, they will contact the City Plans Unit, and we will place your City Plan change on the agenda for the next Board of Surveyors meeting, at which time a vote will be taken on the confirmation of your City Plan change. You need not be present for this action. Immediately after the confirmation, you will be notified that your requested City Plan Action has been completed.