

Redevelopment Process Visualization Guide

Accompanying document to *Improving GSI Outcomes from Redevelopment in Philadelphia*

November 2023



Sustainable Business Network
of Greater Philadelphia



The Water Center
UNIVERSITY of PENNSYLVANIA



This document is intended to accompany the white paper *Improving GSI Outcomes from Redevelopment in Philadelphia* released in November 2023. For more context regarding these visualizations and the information contained within, please refer to the source document.

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Background on the Visualizations

Visualizing the Philadelphia Water Department’s Stormwater Management Review Process [Figure 1]

The three main factors that determine which requirements of the City of Philadelphia’s [Stormwater Regulations](#) apply to a project are the development type, watershed, and earth disturbance. While this is relatively simple in theory, we heard from various developers - particularly those with less resources and less experience developing projects in Philadelphia - that the stormwater management requirements and overall development review process were challenging to navigate. As a result, the project team developed a flow chart to better visualize this process and assist developers in determining the appropriate Review Path with the Philadelphia Water Department (PWD) as well as map the various reviews, approvals, and permits required by PWD and other agencies through construction.

Figure 1 illustrates the appropriate PWD Review Path and development review process for New Development and Redevelopment projects, as defined in the Stormwater Regulations. Notably, it shows how plans for proposed projects must be submitted for conceptual review to pursue a zoning permit, while the submission of detailed stormwater management plans must receive a technical review and approval prior to obtaining a building permit. Figure 1 also maps key interactions with other City departments, such as L&I and Streets, that are often necessary to obtain approvals and advance projects through this City process. For more information on specific requirements and steps in the development review process, refer to Figure 2.

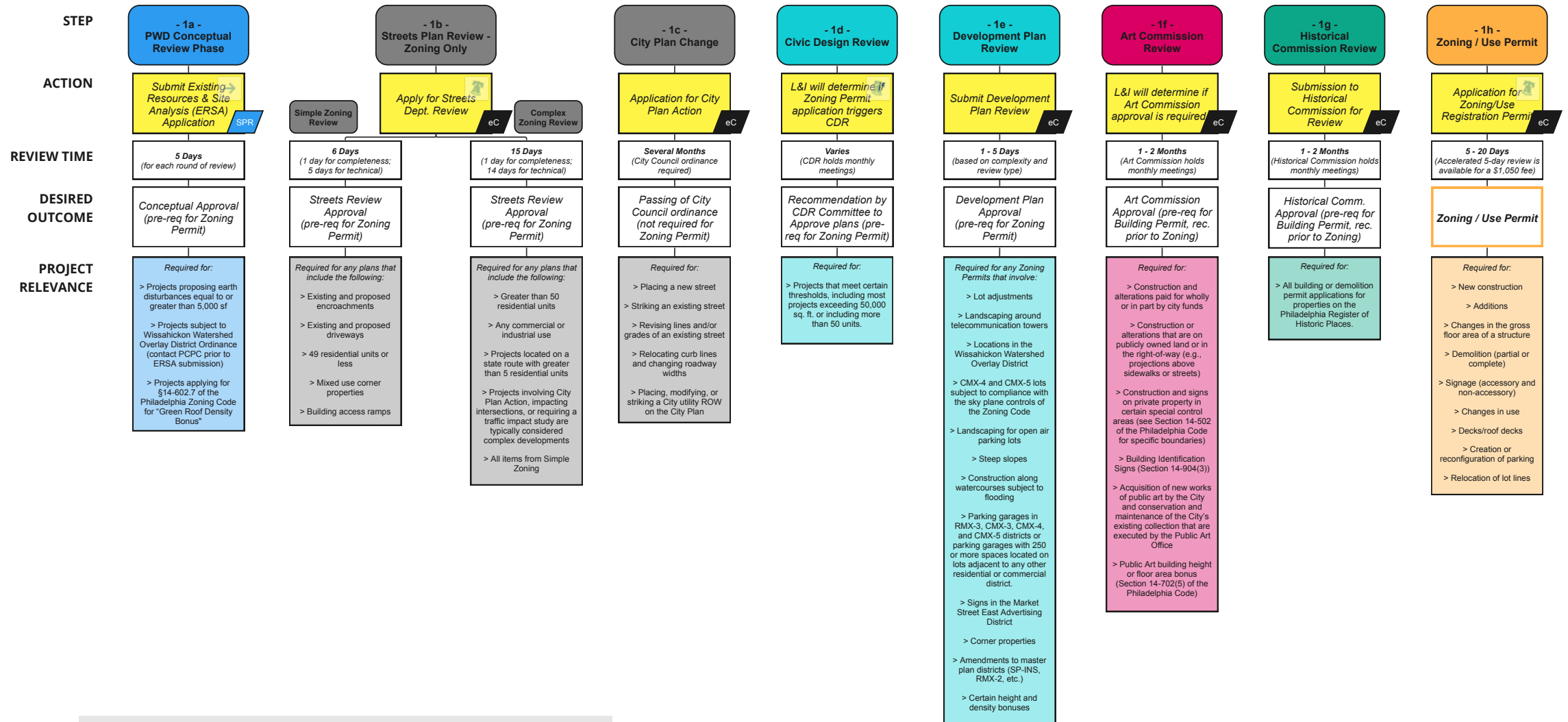
Visualizing the City of Philadelphia’s Development Checklist [Figure 2]

Figure 2 consists of a series of visualizations that illustrate the 3 phases of real estate development projects as outlined in the [City of Philadelphia’s Development Checklist](#) (2019): 1. Pre-Zoning & Zoning Permit Reviews; 2. Pre-Building Permit Reviews; and 3. Construction Permits & Reviews.

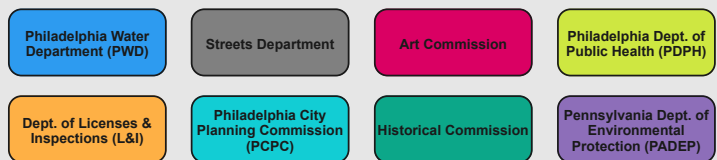
As with the Development Checklist document, the visualizations include the most common permits and approvals necessary for real estate development projects and highlight key information, including the action, submission location, standard review time, desired outcome, and project relevance. The steps follow those outlined in the Checklist and represent the recommended (or in some cases required) order of operations.

Based on input from individual City departments, changes have been made from the 2019 Checklist to reflect the current procedures. As with the Checklist, if these visualizations conflict with any regulation or review procedure adopted by individual departments or agencies, the requirements of the individual department shall govern.

Phase 1- Pre-Zoning & Zoning Permit Reviews



Reviewing Department/Commission Color Coding



Application/Review Process Via

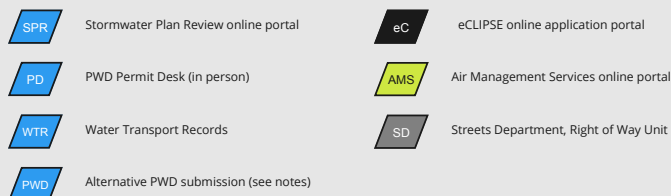





























Figure 2. Visualization of the City of Philadelphia's Development Checklist

Phase 2 - Pre-Building Permit Reviews

STEP	- 2a - Post-Construction Stormwater Mgmt Plan (PCSMP) Review	- 2b - National Pollution Discharge Elimination System (NPDES)	- 2c - Private Cost Review	- 2d - Sewage Facilities Planning aka Act 537 Review	- 2e - Water and Sewer Connection Review	- 2f - PWD Flow Test	- 2g - Utility Plan Review	- 2h - Façade Review
ACTION	Submit PCSMP Review Application  	Submit NPDES Permit Application 	Submit PWD Private Cost Review  	Submit Act 537 Application Mailer  	Submit Water and Sewer Connection Review (Pre-Permit)  	Submit Flow Test Request (Pre-Permit)  	Submit Utility Plan (Pre-Permit)  	Submit Façade Review Application  
REVIEW TIME	5 - 15 Days (15 days for Standard, 5 days for Expedited)	Varies (15 days for Completeness, 107 days for Technical)	15 Days (Approximately 15 calendar days per submission)	10 Days	2 - 10 Days (depending on size of the connection)	1 - 2 Days (\$570/test)	25 Days (to receive approval or to get additional comments)	Up to 60 Days
DESIRED OUTCOME	PCSMP Approval (pre-req for Building Permit)	NPDES Approval (pre-req for PCSMP Approval)	Private Cost Review Approval (pre-req for PCSMP Approval)	Act 537 Approval or Exemption (pre-req for PCSMP Approval)	Water and/or Sewer Connection Plans Approved (pre-req for connection permits)	Receive accurate flow test data for the project location (pre- req for Utility Plan)	Utility Plan Approval (pre-req for Building Permit)	Façade Review Approval (pre-req for Building Permit)
PROJECT RELEVANCE	Required for: <ul style="list-style-type: none"> > Any projects proposing earth disturbances equal to or greater than 15,000 sq. ft. > Projects located in the Darby Cobbs Creek Watershed proposing earth disturbances of 5,000 sq. ft. or more > Projects subject to the Wissahickon Watershed Overlay District Ordinance 	Required for: <ul style="list-style-type: none"> > Projects proposing earth disturbances of 1 acre (43,560 sq. ft.) or more 	Required for: <ul style="list-style-type: none"> > Projects that involve relocating, abandoning, or constructing new PWD infrastructure. This includes new public water main and sewer extensions and relocating existing fire hydrants or inlets > Projects that propose to construct new Green Stormwater Infrastructure (GSI) or modify existing GSI will also go through Private Cost Review 	Required for: <ul style="list-style-type: none"> > All Building Permits > Projects that propose a new connection to a PWD Sewer > Projects that require an NPDES Permit from PADEP > Projects proposing an On-Lot Disposal (septic) system, or any development on a lot with an existing septic system 	Required for: <ul style="list-style-type: none"> > Connections to the City sewer > Any project that modifies water main connections 	Required for: <ul style="list-style-type: none"> > PWD provides current flow test data necessary for the design of a domestic or fire sprinkler system. If there is no current data available at the project location, a new test must be performed by PWD. Current flow test must be obtained prior to the submission of a Utility Plan and Fire Suppression Permit application. 	Required for: <ul style="list-style-type: none"> > Projects that require a building permit for new construction > Projects that require a site permit that includes a foundation activity > Projects that are proposing new water or sewer connections to PWD infrastructure, including changes in service size > Projects that are proposing impacts to PWD infrastructure and/or an encroachment into PWD's ROW 	Required for: <ul style="list-style-type: none"> > Locations in a Neighborhood Conservation District > Locations in the City Avenue Overlay district with regards to site layout and landscape plans > The following locations for façade review only: Chestnut or Walnut Street (Blocks 100-2400) South Broad Street (Blocks 001 to 1000) East Market Street (Blocks 100 to 400) Ridge Avenue NCA Overlay <p>PCPC Façade Review determines whether the project respects the historic and pedestrian environment.</p>

Phase 2 (Continued)

STEP	- 2i - Streets Plan Review	- 2j - Foundation & TES Permits Review	- 2k - Encroachment Legislation	- 2l - Asbestos Abatement Review	- 2m - Air Pollution Permit Review	- 2n - Dust Control Permit Review
ACTION	Submit Streets Plan Review Application   <div> <div>Simple Building Review</div> <div>Standard Building Review</div> <div>Complex Building Review</div> </div>	Submit Streets Plan Review Application & Streets Review Checklist No. 3  	Submit Streets Plan Review Application & Streets Review Checklist No. 4  	Submit Asbestos Abatement Notification or Permit Application  	Submit Air Permit Application  	Submit Dust Control Permit Application  
REVIEW TIME	6 Days (1 day for completeness; 5 days for technical)	29 Days (1 day for completeness; 28 days for technical)	29 Days (1 day for completeness; 28 days for technical)	10 Days in Advance (Permit apps submitted 10 days prior to the start)	60 Days - 6 Months (For difficult permits, req. public issuance & comment)	60 Days Minimum (90 Days prior for demolition by implosion)
DESIRED OUTCOME	Final Approval of Site Plan - Simple Review (pre-req for Building Permit)	Foundation and TES Permits	Approval via City Council Ordinance	Asbestos Permit (pre-req for Building Permit)	Air Pollution Permit (rec. prior to Building Permit application)	Dust Control Permit (req. for Demolition)
PROJECT RELEVANCE	Required for any plans that include: <ul style="list-style-type: none"> > Less than 6 residential units (excluding corner properties) > Infill > Wheelchair lifts > Egress wells > Areaways and cellar doors/steps > Bicycle racks (sidewalk) > Pedestrian enhancements > Historic streets > All other items from the Simple Zoning 	Required for: <ul style="list-style-type: none"> > All projects seeking L&I Foundations-Only Building Permits that have Temporary Evacuation Support (TES) systems and/or foundations which encroach into the public right-of-way. 	Required for: <ul style="list-style-type: none"> > All projects with encroachments not permitted by Section 11-600 of the code will require approval by ordinance of City Council. Legislation can be prepared by the Streets Department or by the developer, City Council, or other party. 	Required for: <ul style="list-style-type: none"> > Notification only—Any project that involves the removal, clean-up, or encapsulation of friable asbestos-containing material. > Asbestos Permit—Required to perform abatement of all friable materials greater than or equal to 40 linear or 80 square feet of asbestos. Permits are only granted to City of Philadelphia licensed asbestos abatement contractors. 	Required for: <ul style="list-style-type: none"> > Equipment that causes or controls air pollution, such as equipment that burns fuel, uses paint or solvent, emits particles outdoors, or is used to control emissions from these sources. > Any mechanical ventilation system used in below-ground or enclosed parking garages. In addition to an Air Permit, a Complex Source Permit is required for large parking garages or lots with a capacity of 250 vehicles or more in Center City and 500 vehicles or more in the rest of the city. 	Required for: <ul style="list-style-type: none"> > Completely demolishing any building or structure that is more than 3 stories, greater than 40 feet tall, or encompasses more than 10,000 square feet. > Completely or partially demolishing a building or structure by implosion. > Engaging in the clearing, grubbing, or earth disturbance of any land in excess of 5,000 sq. ft.

Phase 3 - Construction Permits & Reviews

STEP	- 3a - Stormwater & Groundwater Discharge Review	- 3b - Water Service Review	- 3c - Meter Installation Review	- 3d - Wastewater Discharge Review	- 3e - Hauled Wastewater Discharge Review	- 3f - Hydrant Permit Review	- 3g - Water Discontinuance Permit Review
ACTION	Mail to PWD Industrial Waste Unit (IWU)	Submit Water Service Permit Application at PWD Permit Desk	Submit Meter Installation Permit Application	Mail to PWD Industrial Waste Unit (IWU)	Mail to PWD Industrial Waste Unit (IWU)	Contact Joseph Yeager at PWD	Submit Water Discontinuance Permit
REVIEW TIME	Varies	Immediate	Varies	Varies	Varies	7 - 10 Days (1-week permit: \$1,205, 6-month permit: \$6,295)	24 Hours (\$100/disconnection, regardless of size)
DESIRED OUTCOME	Stormwater & Groundwater Discharge Permits (req for Construction)	Water Service Permit (pre-req for Meter Installation Permit)	Meter Installation Permit (req for Construction)	Wastewater Discharge Permit (req for Construction)	Hauled Wastewater Discharge Permit (req for Construction)	PWD Hydrant Permit to receive access to hydrant during Construction	Discontinued Water Service by PWD
PROJECT RELEVANCE	Required for: > Diversion of stormwater from a site into the City sewers during construction or environmental remediation. > Removal of groundwater from a site into the City sewers during construction or environmental remediation.	Required for: > Any project that modifies water main connections or services.	Required for: > Installing or replacing a water meter in residential and commercial properties.	Required for: > Any Significant Industrial User (defined on page 66 of the PWD Regulations) pro-posing to use the City sewer for the disposal of wastewater from production processes that will connect or contribute to the City's Water Pollution Control Plants. > Proposals to use the City sewer for the disposal of wastewater from production processes that will connect or contribute to the City's Water Pollution Control Plants.	Required for: > Discharge hauled wastewater at the PWD's Southwest Water Pollution Control Plant. At this time the PWD only allows discharge of hauled seepage.	Required for: > The use of a hydrant, where no adequate water source is available. Applicable to construction and demolition projects proposing use of a hydrant.	Required for: > Discontinuing water service to property.

Phase 3 (Continued)

STEP	- 3h - Building Permits - All Types	- 3i - Electrical Permit Review	- 3j - Plumbing Permit Review	- 3k - Street Opening Review	- 3l - Street Closure Review	- 3m - Certificate of Occupancy Review	- 3n - Fire Suppression Systems Review
ACTION	Application for Building Permit	Application for Electrical Permit	Application for Plumbing Permit	Application for Street Opening Permit	Application for Street Closure Permit	Application for Certificate of Occupancy (if no Building Permit)	Application for Fire Suppression Systems Permit
REVIEW TIME	5 - 20 Days (15 - 20 days for Standard, 5 days for Accelerated)	5 - 20 Days (15 - 20 days for Standard, 5 days for Accelerated)	5 - 20 Days (15 - 20 days for Standard, 5 days for Accelerated)	Unspecified	Unspecified (must be submitted 10 days in advance of start date)	20 Days	20 Days (An accelerated review is available for a \$1050 fee)
DESIRED OUTCOME	Building Permit	Electrical Permit	Plumbing Permit	Street Opening Permit (not req. if obtained L&I Plumbing Permit)	Street Closure Permit	Certificate of Occupancy Permit (not req. if obtained L&I Building Permit)	Fire Suppressions System Permit
PROJECT RELEVANCE	Required for: > New Construction > Alterations to existing structures > Demolitions > Foundations > Mechanical work (HVAC, refrigeration, etc.) > Fire suppression systems > Signs > Excavation > Electrical work > Plumbing > Site work	Required for: > Most projects that involve: □ electrical □ fire alarm □ communication wiring	Required for: > The installation, alteration, renewal, replacement, or repair of plumbing. > Plumbing plans are also required, except for the following project types: New construction and additions for a one-or-two-family dwelling, up to four stories. Alterations in buildings with four or fewer dwellings, up to four stories high. Alterations in commercial buildings involving seven or fewer new fixtures, excluding food equipment. Replacement of any number of fixtures with fixtures of the same kind. Pipe repair. New or replacement water service, with service to a single building. New or replacement house drain, with service to a single building. New or replacement curb trap or fresh air inlet. Sealing a lateral. Installing a backflow device.	Required for: > Excavation above or below City streets/sidewalks, including opening, sheeting/shoring, vaults, or areaways. Exception: L&I Plumbing Permits do not need to obtain a separate Street Opening Permit.	Required for: > Projects where streets (including bike lanes) or sidewalks need to be fully or partially closed for reasons such as site development, utility work, crane placement, dumpster or other equipment placement. Due to the varied nature of site development, there is not one single Street Closure Application, and in some cases multiple permits will be required for a project.	Required for: > Any change in the use and occupancy of a space in which a separate L&I Building Permit is not required for the project. Most projects that require an L&I Building Permit will receive a Certificate of Occupancy with an approved Building Permit. These projects will not typically require a separate Certificate of Occupancy Permit described here.	Required for: > Fire hydrants on private property > Fire department connections > Fire Safety and Evacuation Plans > Fire Command Centers > Emergency Responder Radio Coverage Systems and > Other required emergency information and systems

Other Common Streets Department Construction-Related Permits

- > Areaways & Cellar Doors/Steps
- > Historic Streets
- > Legislation for Changes to Parking Regs or Roadway Direction
- > Sidewalk Cafes
- > Bicycle Racks
- > Pedestrian Enhancements
- > Street Lighting (Private Cost)
- > Bollard Installation Permit
- > Curb and Footway Permit
- > Special Hauling Permit

Additional notes regarding selected steps in the Development Review Process

The following is additional information regarding specific steps in the review process that was not incorporated into the above visualizations due to spatial limitations. As with the visualizations, if these notes conflict with any regulation or review procedure adopted by individual departments or agencies, the requirements of the individual department shall govern.

1f. Art Commission Review

Action: Submit through eCLIPSE for L&I to determine if Art Commission approval is a prerequisite. If it is, then the applicant emails their submission materials to the Art Commission email at artcommission@phila.gov.

1h. Zoning/Use Permit

Review Time: Review time is 5-20 Business Days based on scope. An accelerated review is available (except for sign review) for a \$1,050 fee. Accelerated review times are 5 Business Days.

2e. Water and Sewer Connection Review

Review Time:

Review times are as follows:

- Small connections (<6 inches in diameter): 1-2 Business Days
- Large connections (>6 inches in diameter): 7-10 Business Days
- Special Review: Additional 5 Business Days

2f. PWD Flow Test

Action: Instructions on the [flyer](#). Submit a letter of request with a check for \$570 payable to “City of Philadelphia.” Email the letter of request with a utility plan or sketch to WTR@phila.gov.

Mail the check to:

Philadelphia Water Department,
Attn: WTR FLOW TEST
1101 Market St, 2nd Floor
Philadelphia, PA 19107

Fee: \$570/test

2f. Hydrant Permit Review

Action: Applicants contact Joseph Yeager at Joseph.Yeager@phila.gov or 215-685-9655 with location of the hydrant they are requesting to utilize during construction. After initiating contact, the hydraulic conditions will be examined at the particular location and the permit will be approved/denied. If approved, PWD will furnish a list of approved backflow prevention equipment. Once approved, the permit will be available for pickup in the basement of the Municipal Services building @ 1401 John F. Kennedy Boulevard. Before being issued the permit, the customer will be required to show proof of acquisition of backflow prevention equipment to the PWD agent.

Fee:

One Week Permit for use of standard pressure hydrant.....\$1,205

Six Month Permit for use of standard pressure hydrant.....\$6,295

2l. Asbestos Abatement Review

Asbestos Permit — An independent certified Asbestos Project Inspector (API) must be hired as well.

3a. Stormwater and Groundwater Discharge Review

Action: PWD Industrial Waste Unit issues these permits. Applicants are to mail their applications to the PWD – Industrial Waste & Backflow Compliance Unit (IWU) at 1101 Market Street, 6th Floor, Philadelphia, PA 19107. The point of contact for IWU is Jennifer L. Moore (Jennifer.L.Moore@phila.gov).

3b. Water Service Review

Action: Submission is via email. For new service, the applicant must obtain pre-permit(s) through PWD Water Transport Records (WTR) by emailing WTR@phila.gov. Then, they are to contact the PWD Permit Unit by emailing Jason.Pezzetti@phila.gov and submitting all their documents. More information about the requirements can be found [here](#).

3d. Wastewater Discharge Review

Action: PWD Industrial Waste Unit issues these permits. Applicants are to mail their applications to the PWD – Industrial Waste & Backflow Compliance Unit (IWU) at 1101 Market Street, 6th Floor, Philadelphia, PA 19107. The point of contact for IWU is Jennifer L. Moore (Jennifer.L.Moore@phila.gov).

3e. Hauled Wastewater Discharge Review

Action: PWD Industrial Waste Unit issues these permits. Applicants are to mail their applications to the PWD – Industrial Waste & Backflow Compliance Unit (IWU) at 1101 Market Street, 6th Floor, Philadelphia, PA 19107. The point of contact for IWU is Jennifer L. Moore (Jennifer.L.Moore@phila.gov).

3g. Water Discontinuance Permit Review

Action: Submit your current water bill, a photo ID, a notarized letter from the property owner authorizing the permit (if you are not the property owner*), a letter on the property owner's letterhead authorizing the permit (if a company or organization owns the property) to the PWD Permit Desk at MSB.

Fee: \$100/disconnection, regardless of size

3h. Building Permits - All types

Review Time: Review times are 15 Business Days for one- and two-family residential and 20 Business Days for all other applications. An accelerated review is available (except for sign review) for new construction and alterations for a \$2,000 fee. All other projects have a \$1,050 fee for accelerated review. Accelerated review times are 5 Business Days.

3i. Electrical Permit Review

Review Time: Review times are 15 Business Days for one- and two-family residential and 20 Business Days for all other applications. An accelerated review is available (except for sign review) for new construction and alterations for a \$2,000 fee. All other projects have a \$1,050 fee for accelerated review. Accelerated review times are 5 Business Days.

3j. Plumbing Permit Review

Review Time: Review times are 15 Business Days for one- and two-family residential and 20 Business Days for all other applications. An accelerated review is available (except for sign review) for new construction and alterations for a \$2,000 fee. All other projects have a \$1,050 fee for accelerated review. Accelerated review times are 5 Business Days.

3k. Street Opening Review

Action: Submit application to the Streets Department Right of Way Unit at streetclosure@phila.gov.