

City of Philadelphia



(Bill No. 200260)

AN ORDINANCE

Amending Title 4, Subcode “A” of the Philadelphia Building Code, to revise certain provisions of Chapter 3, Permits, and amending Title 14 of The Philadelphia Code, entitled “Zoning and Planning,” to revise certain provisions of Chapter 14-300, entitled “Administration and Procedures,” by amending the terms and conditions of Administrative Review; all under certain terms and conditions.

THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:

SECTION 1. Title 14 of The Philadelphia Code is hereby amended to read as follows:

TITLE 4. THE PHILADELPHIA BUILDING CODE

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SUBCODE “A” (THE PHILADELPHIA ADMINISTRATIVE CODE)

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CHAPTER 3 PERMITS

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SECTION A-301 APPLICATION FOR PERMIT

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A-301.7 Amendments to application: Subject to the limitations of Section A-301.8, amendments to a plan, application or other records accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments shall be deemed part of the original application and shall be filed there with and requisite fees paid.

[Exception:] *A-301.7.1 Zoning and use registration permit amendments: Amendments to zoning [Zoning] and use registration permits [are not subject to amendment.] shall be subject to the Code provisions in effect on the date the amendment application is filed.*

SECTION 2. Title 14 of The Philadelphia Code is hereby amended to read as follows:

TITLE 14. ZONING AND PLANNING

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City of Philadelphia

BILL NO. 200260 *continued*

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CHAPTER 14-300. ADMINISTRATION AND PROCEDURES

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§ 14-303. Common Procedures and Requirements.

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(16) Administrative Review.

(a) The recipient of a variance or special exception issued by the Zoning Board may request in writing to L&I a minor administrative adjustment to the variance or special exception, provided the variance or special exception has not expired as set forth in § 14-303(10) (*Lapse of Permits and Approvals*). [§ 14-303(10) and provided no more than 180 days have passed since its issuance or no more than 180 days have passed since the enactment of this bill. Exception. A minor administrative adjustment which comes at the request of a City department or agency, may occur outside of the 180 days required by this section, provided that a formal written request on behalf of the City department or agency, accompanies the administrative adjustment application on the corresponding department or agency's letterhead, and is attested to by an employee of that City department or agency.]

(.1) Upon the filing of such a request, the Commission shall provide to the applicant contact information for each Registered Community Organization (“RCO”) whose registered boundaries include the applicant’s property and for the District Councilperson whose district includes the applicant’s property.

(.2) The applicant shall promptly send a copy of its request for administrative adjustment to each such RCO; to the District Councilperson; and to all persons or entities that entered an appearance in the matter before the Zoning Board; and shall certify to L&I that such notices have been provided. An appearance list shall be available for inspection at the Zoning Board.

(b) No sooner than ten (10) days after certification of notice, L&I may approve a minor administrative adjustment to a previously issued variance or special exception, but only if it does not substantially alter the character of the structure originally approved; only if it does not conflict with a Zoning Board proviso; and only if it reduces the intensity of the [previously approved use] *previous approval*. An administrative adjustment reduces the intensity of an [approved use] *approval* if it:

* * *

SECTION 2. This Ordinance shall become effective immediately.

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Explanation:

Italics indicate new matter added.

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CERTIFICATION: This is a true and correct copy of the original Bill, Passed by the City Council on October 1, 2020. The Bill was Signed by the Mayor on October 14, 2020.



Michael A. Decker
Chief Clerk of the City Council