

PHILADELPHIA STREETS DEPARTMENT
ADA CURB RAMP DESIGN/ CONSTRUCTION APPROVAL SUBMISSION
REQUIREMENTS
(9/13/2012)

CURB RAMP DESIGN APPROVAL:

For Ramps within the Right-of-Way of City Streets (NOT on a State Route):

ADA curb cut ramp design and construction must comply with Penn DOT's RC-67M and Penn DOT Publication 13M (DM-2). Additional design guidance is provided in the Penn DOT District 6-0 ADA Curb Reference Guide.

<http://www.dot.state.pa.us/penndot/districts/district6.nsf/services?OpenForm>

All designs must be reviewed by the Streets Department for approval prior to construction. The design submission should include the following, two (2) copies, each bound in a separate 3 ring binder:

- Transmittal Letter with Curb Ramp Summary attached, listing intersections, ramp ID, TIF information etc.
- ADA Ramp Plans, signed by the contractor's design Engineer (11" X 17" size);
- Penn DOT's **District 6-0** CS 4401 form & Technically Infeasible Form (TIF), if required. Forms should be downloaded from the following:

<http://www.dot.state.pa.us/penndot/districts/district6.nsf/services?OpenForm>

Ramp design packages shall be submitted to:

Elias Issac, Engineer & ADA Coordinator to Streets Department, 940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102 (contact: ph 215 686 5511, email: elias.issac @phila.gov)

NOTE: It should be noted that Projects with State and / or Federal funds shall require PennDOT's ramp design approvals as prescribed in their Specifications/ contract.

For Ramps within the Right-of-Way of a State Route:

ADA curb cut ramp design and construction must comply with PennDOT's RC-67M and Penn DOT Publication 13M (DM-2). Additional design guidance is provided in the Penn DOT District 6-0 ADA Curb Reference Guide.

<http://www.dot.state.pa.us/penndot/districts/district6.nsf/services?OpenForm>

All designs must be reviewed by Penn DOT and the Streets Department for approval prior to construction. The design submission should include the following, in a 3 ring binder:

- Transmittal Letter with Curb Ramp Summary attached, listing intersections, ramp ID, TIF information etc.
- ADA Ramp Plans, signed by the contractor's design Engineer (11" x 17" size)
- Penn DOT's CS 4401 form & Technically Infeasible Form (TIF), if required.

A total of **5 copies** are required each bound in a separate 3 ring binder.

Three (3) copies to Penn DOT addressed to:

Francis Hanney, Traffic Manager & ADA Coordinator, District 6-0 4th Floor, 7000 Geerdes Blvd., King of Prussia, PA 19406-1525 (contact Ph: 610 205 6560, Email: fhanney@pa.gov

For all projects that are not directly funded by governmental agencies including utilities and private developments a Highway Occupancy Permit application must be submitted with plans, ramp designs and forms to:

William Rosetti at 215-225-1415 or wrosetti@pa.gov
Penn DOT District 6-0
Blaine & Ruffner Street
Philadelphia, PA 19145

The designs and application will be forwarded to the Permits Office, District 6-0 and then to the Traffic Unit, for review and comment. Resubmissions are made to Mary Ellen Culhane in the Permits Unit, District 6-0.

AND

Two (2) copies to Streets Department addressed to:

Elias Issac, Engineer & ADA Coordinator to Streets Department, 940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102 (contact: ph 215 686 5511, Email: elias.issac @phila.gov)

Beginning Oct. 31, 2011 Penn DOT is offering an electronic process for business partners. To participate in the electronic process an applicant must become a business partner. To become a business partner please contact the District 6-0 EPS Help desk, Mr. John Porrini at 610-205-6703.

Note: During construction, if any ramp does not meet approved design standards due to unforeseen site constraints, the same shall be brought to the notice of the City & State to obtain revised approval or resolved at the risk and cost of the contractor.

CONSTRUCTED CURB RAMP ACCEPTANCE:

For every ADA curb ramp constructed, the project's contractor and engineer must jointly perform post construction inspection to ensure the ADA compliancy. If after inspection, it is discovered that the ramp does not meet or exceed the approved design/ADA requirements, the ramp must be repaired/reconstructed at the risk and cost of the contractor/owner.

An as-built construction submission must be submitted (for both **City Streets & State Routes**) no later than 15 days after ramp construction is completed addressed to:

Elias Issac, Engineer & ADA Coordinator to Streets Department, 940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102 (contact: ph 215 686 5511, email: elias.issac @phila.gov)

For State Routes, directly funded by governmental agencies:

As-built submission must be submitted to:

Bernard B. McGowen, ADA Construction Coordinator, Penn DOT-District 6-0,
7000 Geerdes Blvd, King of Prussia, PA 19406 (Attn: (Contact: ph 610 205 6718, email: bmcgowen@state.pa.us)

For State Routes, ALL projects that are NOT directly funded by governmental agencies including utilities and private developments

As-built submission must be submitted to:

William Rosetti at 215-225-1415 or wrosetti@ pa.gov.
Penn DOT District 6-0
Blaine & Ruffner Street
Philadelphia, PA 19145

The As-built submission must include a transmittal letter clearly indicating the name & address of the contractor and engineering companies who were responsible for the ramp design, construction and inspection referencing the Ramp approval # with date.

The submission must also include the following:

- Summary Sheet listing intersection name, ramp locations ID # and TIF information.
- Ensure that the first & last name along with company name of both the Investigator 1 (contractor) and Investigator 2 (engineer) are indicated in the PennDOT's inspection form, CS4401.
- A minimum of three pictures inserted in Penn DOT's CS4401 along with copies of approved TIF.
- As built ADA Ramp Plan (only if there are changes from the approved plan) should be included with TIF (if applicable)

***Note:** Prior field change approval on TIF shall be obtained on occurrence of a technically infeasible condition during or after construction and the **approved TIF** shall be included while submitting as-built documents.*

One color hard copy of the above documents, bound in a 3 ring binder, and a CD with electronic files of the as-built forms in Excel format, along with the plans in PDF, must be submitted to City and Penn DOT for acceptance.