

SITE STREET ADDRESS:

Included	Approved	Rejected	MINIMUM DRAWING INFORMATION FOR ALL ZONING AND "CHECKLIST 1" (MINOR) REVIEW APPLICATIONS
<i>ZONING PERMIT: The following information is REQUIRED for all drawings submitted to the Streets Department, Technical Services Counter, for review and approval at the Zoning Permit level.</i>			
			Submit an aerial view Site Plan and Elevation Plan which: <ul style="list-style-type: none"> o Dimensions all items in both the right of way, and parking facilities, (PROPOSED OR EXISTING) that require our review and approval. Dimensions should and will include length, width, height, vertical clearance above sidewalk, and distances from curb-line(s) o Identifies and labels items either "PROPOSED" or "EXISTING" o Is drawn to a minimum scale of 1/8 inch per foot or 1/10 inch per foot
			Identify, on the plan, which portions of § 14-301(9)(b) (Open Air Parking & Parking Garages), or §14-804 (Bicycle Parking) require Streets Department Approval.
			All driveway curb-cuts, located relative to the curb-line(s), dimensioned (width) and labeled "PROPOSED" or "EXISTING". All unsignalized curb cuts will be designed and constructed per Standard Detail SC0105 (Standard Driveway Detail)
			Provide a turning plan for all curb cuts, clearly showing all travel and parking lanes.
			Provide roadway information in accordance with Standard Detail PP0101 (Roadway Symbols and Abbreviations Standard)
			Show curb-lines, property lines
			Show all existing and proposed street furniture at the project location and adjacent properties. Some examples of street furniture are trees, fire hydrants, inlets, traffic signs and signals, poles, streetlights, manholes, steps, etc
			Identify the required minimum furnishing zone, and walking zones, per the Complete Streets Policy, and the attached sketch
			Call out all corner curb ramps to be upgraded to current ADA standards, or provide evidence with the submission demonstrating existing ramps have been upgraded.
			Two (2) or more photographs showing the existing conditions at the site, and providing parallel and perpendicular views relative to the roadway/sidewalk
			Provide space sufficient for all approval stamps (4"h x 5"w per stamp is typical)
<i>BUILDING PERMIT: The following information is ALSO REQUIRED for drawings submitted to the Streets Department for review and approval (Quick Review – Minor Development) at the Building Permit level.</i>			
			A copy of the approved zoning plan.
			Plans for new construction must be prepared, signed and sealed by a design professional licensed in the Commonwealth of Pennsylvania.
			Show all underground utilities and service connections (PROPOSED AND EXISTING), and include the PA One Call Serial Number, as required by the Pennsylvania Underground Utility Line Protection Act (Act 287, and as revised)
			Show all proposed utility trenches, and pavement restoration limits. Roadway restoration requirements are governed by Streets Department regulation.
			Include standard construction details for all street work, including curb & sidewalk (SC0101), driveways (SC0105) & all encroachments on or below the street.
			Street trees, dimensioned to show conformance with Standard Detail FZ0202
			Corner properties must include a ramp package number at each corner, as assigned by the Streets Department ADA Unit. Approved as-built drawings of any and all existing ADA compliant ramps (to remain) may also be submitted.
			Complete Streets Checklist: for all projects proposing curb cuts greater than twenty four (24) feet, and no other triggers. Include additional information on the plans, as required.

Due to the complexity of some projects, the City reserves its right to require additional information.

For questions or additional information regarding plan submission requirements, please contact the Technical Services Counter Staff at (215) 686-5502