



Updated 5/15/2020

**\*\*\*Philadelphia: Non-essential City operations are halted, and all City buildings are closed to the public, effective Tuesday, March 17, 2020.\*\*\***

| Agency   | Status   |
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| <b>Philadelphia Art Commission</b>                         | 5/15/20: A meeting will take place on 5/20/20 at 2pm that will solidify future instructions on how to submit to the Art Commission. You can use the link on the enclosed website url to access this meeting virtually - <a href="https://www.phila.gov/departments/philadelphia-art-commission/">https://www.phila.gov/departments/philadelphia-art-commission/</a> You may submit written questions and comments by emailing them to <a href="mailto:artcommission@phila.gov">artcommission@phila.gov</a>   |
| <b>PA Department of Conservation and Natural Resources</b> | 5/15/20: The best form of contact, per DCNR, is to use their website for any questions or comments: <a href="https://www.dcnr.pa.gov/Pages/contact-us.aspx">https://www.dcnr.pa.gov/Pages/contact-us.aspx</a>  |
| <b>Parks and Rec</b>                                       | 5/13/20 Update: Now that the ban on construction work in our state has been lifted, PPR is revising our plan for accepting plans for review. If you are inquiring about development review plan pick-up or drop-off: Plans can be dropped off on Mondays AND Fridays ONLY between 9AM & 3PM via a phone call to <a href="mailto:Robin.Klink@phila.gov">Robin.Klink@phila.gov</a> at 215.683.0213.<br><br>Please call Robin and she will meet you outside of our One Parkway Building at 1515 Arch Street since our building is still closed for public business.   |
| <b>PADEP</b>   | During this time, you may send new complete NPDES Construction permit applications through our FTP site (please see FTP instructions below). Please note that this is a work in progress to help keep our process moving forward; please be patient as we move through this process.<br><br><b>At the FTP site, please create a subfolder named with the project name to house the new submission. Each Completeness Checklist item should be a separate file with the file name matching the Completeness Checklist item name.</b><br><br><b>Please send me a brief e-mail (with the project name) when you are uploading to the FTP site. (Please send e-mail to <a href="mailto:christopsm@pa.gov">christopsm@pa.gov</a>)</b><br><u>FTP instructions</u><br><b>User:</b> EP-NEROUload1<br><b>Password:</b> z26f50V895hG<br><br>Site can be reached via standard HTTP access at <a href="http://copaftp.state.pa.us">http://copaftp.state.pa.us</a> or secure HTTP access at <a href="https://copaftp.state.pa.us">https://copaftp.state.pa.us</a> using a web browser. It can also be reached via FTP client at <a href="ftp://copaftp.state.pa.us">ftp://copaftp.state.pa.us</a> .<br><br>Christopher Smith, P.E.   Civil Engineer Manager<br>Department of Environmental Protection<br>2 East Main Street   Norristown, PA 19401<br>Phone: 484.250.5152   Fax: 484.250.5971 |
| <b>Fire Dept. (Lt. Brown)</b>                              | Fire Dept. is still reviewing. FedEx submissions as usual.   |

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| <p>PWD</p>                                     | <p>They are not accepting in person/ hard copy submissions moving forward, end date TBD. PWD Private Cost submitted to <a href="mailto:PWD.EDR@phila.gov">PWD.EDR@phila.gov</a>, Act 537 goes to <a href="mailto:Eric.Ponert@phila.gov">Eric.Ponert@phila.gov</a>. Fees/documents are not to be hand delivered. All projects outside of Private Cost and Act 537 to be submitted using Project Dashboard. All on site meetings cancelled. They will not be answering their phone at this time. Any questions, e-mail <a href="mailto:pwd.planreview@phila.gov">pwd.planreview@phila.gov</a>. Stormwater Credit submissions go to: <a href="mailto:PWDStormwaterCredits@phila.gov">PWDStormwaterCredits@phila.gov</a> <b>4/14/20:</b></p> <ul style="list-style-type: none"> <li>• 15-day ERSA review, status online</li> <li>• Utility Plan reviews occurring, limited staff, expect delays</li> <li>• Private cost reviews occurring, limited staff, expect delays</li> <li>• ACT 537 reviews occurring, limited staff, expect delays, to be uploaded to Eclipse per Eric Ponert</li> <li>• Flow test requests on hold, historic information available upon request</li> <li>• One-call requests are being addressed</li> <li>• Building permit stamps are being handled through eCLIPSE</li> <li>• Notify PWD if project received waiver so they can schedule SWM inspections</li> <li>• Developer can send scan/photo of signed documents and checks for issuance of PWD approvals; submit originals once open to public again</li> <li>• Street opening/tap permits are being processed &amp; coordinated with Streets Dept for emergency utility work</li> <li>• Discontinuance permits on hold</li> </ul> <p><b>5/14/20: The Philadelphia Water Department updated its procedures for obtaining new water and sewer permits. Projects that are eligible for active construction under the Executive Order are able to obtain new connection permits following the instructions in the updated fact sheet: <a href="http://water.phila.gov/pool/files/permit-process.pdf">http://water.phila.gov/pool/files/permit-process.pdf</a>. Please carefully review the instructions and also visit the PWD website for all current information: <a href="https://water.phila.gov/covid-19/">https://water.phila.gov/covid-19/</a>.</b></p> <p>As a result of the COVID-19 coronavirus crisis, PWD is adjusting procedures for collecting stormwater plan review fees. Please continue to make review fees payable to "City of Philadelphia", however fee payments must be mailed to the following address for expediated processing:</p> <p>Philadelphia Water Department<br/>         Jefferson Tower<br/>         1101 Market Street; 5th Floor<br/>         Philadelphia, PA 19107-2994<br/>         Attn: Lawrence Yangalay</p> |
| <p>PECO</p>                                    | <p>PECO apps to continue being submitted online via e-mail. Project specific and on Electric / Natural Gas App.</p>   |
| <p>PGW</p>                                     | <p>PGW to continue accepting e-mail submissions of applications.</p>  |
| <p>Streets</p>                                 | <p>Closed to Public. Submissions online only. Checklist #1 can only be submitted online via L&amp;I eClipse; Checklist 2, 3, 4 submitted online to <a href="mailto:StreetsROW.PlanReview@phila.gov">StreetsROW.PlanReview@phila.gov</a> with accompanying newforma transfer to same e-mail; ADA submissions submitted to Taiseer, Marques, and Sunil (<a href="mailto:Taiseer.Kamal@Phila.gov">Taiseer.Kamal@Phila.gov</a>, <a href="mailto:Marques.Brown@Phila.gov">Marques.Brown@Phila.gov</a>, and <a href="mailto:Sunil.Gill@phila.gov">Sunil.Gill@phila.gov</a>) <b>4/14/20:</b></p> <ul style="list-style-type: none"> <li>• Plan reviews occurring, expect delays</li> <li>• Permits are only being issued for emergency work</li> <li>• Checklist #1 being accepted via eCLIPSE (preferred) and email, <a href="mailto:StreetsROW.PlanReview@phila.gov">StreetsROW.PlanReview@phila.gov</a></li> <li>• Permit extension being addressed case by case</li> <li>• ADA Ramp Designs are continuing (submitted to Taiseer, Marques, and Sunil as above)</li> <li>• No resolution on how survey approval pre-reqs are being addressed</li> </ul>   |
| <p>Upper Merion Township</p>                   | <p>Closed until further notice. At this time, permit applications are only being accepted via mail, accompanied by a check. Send To:</p> <p>Permits Department<br/>         Upper Merion Township<br/>         175 W Valley Forge Road<br/>         King of Prussia, PA 19406</p>   |
| <p>Lower Merion Township</p>                   | <p><b>5/15/20:</b> Department hours restricted, response time approx. 24 hours. Use contact info in enclosed link to coordinate with appropriate department: <a href="https://www.lowermerion.org/government/permits-and-forms/temporary-permit-procedures">https://www.lowermerion.org/government/permits-and-forms/temporary-permit-procedures</a></p>  |
| <p>Montgomery County Conservation District</p> | <p><b>4/20/20 Update:</b></p> <p>MCCD staff are working remotely, with access to phone and email.</p> <p>NOTE: Plan submissions/mail can only be received via USPS at this time. FedEx/UPS/in-person deliveries cannot be accepted.</p> <p>Contact the District Manager, Jessica Buck, with questions or concerns. <a href="mailto:jbuck@montgomeryconservation.org">jbuck@montgomeryconservation.org</a></p>   |

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| <p><b>Chester County Conservation District</b></p>  | <p><b>5/15/20:</b> All physical offices closed with staff working remotely. For technical review, reach out to your resource conservationist, and for new submissions, reach out to Gordon Roscovich at <a href="mailto:groscoovich@chesco.org">groscoovich@chesco.org</a>. For exact process, please use enclosed PDF labelling the <b>temporary</b> submission procedure per CCCD.</p>  |
| <p><b>L &amp; I</b></p>                             | <p>Response (IVR) phone service. See the eCLIPSE resource page to learn more about how to use eCLIPSE. <a href="https://www.phila.gov/departments/departments-of-licenses-and-inspections/permits-and-certificates/help-using-eclipse/">https://www.phila.gov/departments/departments-of-licenses-and-inspections/permits-and-certificates/help-using-eclipse/</a> L&amp;I's online eCLIPSE permitting and licensing system has been live since mid-March. The Municipal Services Building at 1401 JFK Boulevard has a small security staff on site that is receiving mail deliveries to L&amp;I during normal business hours.</p> <p><b>L&amp;I has suspended all deadlines for filing appeals otherwise due after March 13.</b> The time for filing appeals will likely be extended for two weeks in every instance where the original filing deadline would have fallen after that date. The suspension of the appeal filing deadlines may be extended further at the discretion of the Chair of the License and Inspection Review Board. All appeals currently before the Board will be stayed at least through April 17 unless the Board determines an emergency warrants immediate consideration. An emergency is defined as anything that immediately concerns public health, safety, and welfare. Anyone requesting an emergency hearing must complete an Emergency Hearing Appeal Form and submit it to <a href="mailto:michelle.rand@phila.gov">michelle.rand@phila.gov</a>, <a href="mailto:suletazba@gmail.com">suletazba@gmail.com</a>, <a href="mailto:kristin.bray@phila.gov">kristin.bray@phila.gov</a>, <a href="mailto:Joanna.klein@phila.gov">Joanna.klein@phila.gov</a>, and <a href="mailto:lawcodeenforce@phila.gov">lawcodeenforce@phila.gov</a>. Upon receipt of the form, the Board will either deny the request or schedule an emergency hearing that will take place telephonically.</p> <p><b>4/14/20:</b></p> <ul style="list-style-type: none"> <li>• State waivers appear to have been issued to construction companies, not specific sites. L&amp;I will shut down sites if they have this general waiver that is not site specific</li> <li>• NO inspections are occurring upon request</li> <li>• If have waiver, permits still being reviewed/issued</li> <li>• Design professionals need to register with the City to submit app through eCLIPSE</li> <li>• Online apps are being processed within 3 days</li> <li>• If prerequisite approval is required but not available through eCLIPSE, L&amp;I will review but hold permit until prerequisite approval obtained</li> <li>• Currently not able to submit a permit amendment application online</li> <li>• Paper applications are being processed, examiner will reach out if additional info is needed – can submit revised plans through mail or drop off at front entrance with security guard</li> <li>• Hard copies of approvals will be held at L&amp;I until open to the public</li> <li>• Continue to check online portal for application status</li> <li>• No permits will expire during shutdown</li> <li>• BBS hearings occurring for emergencies (virtual hearing)</li> <li>• L&amp;I to continue eCLIPSE training as long as demand is there</li> </ul> <p><b>5/6/2020: See L+I's website for "Resources to help you navigate L+I processes during the shutdown" for current guidance on development services.</b></p> <p><b>5/13/2020:</b> To help alleviate the City's budget deficit, L+I has proposed cost of living adjustments to all of its license and permit fees, which are expected to generate</p> |
| <p><b>Delaware County Conservation District</b></p> | <p>Permit applications can be submitted via package as normal. See <a href="#">2020-04-01_DCCD Resources</a> (Saved Admin -&gt; Admin -&gt; Admin Procedure Manual -&gt; Covid 19 -&gt; Philadelphia Agencies). Please mail all correspondence to: Soil &amp; Water Conservation, c/o Delaware County Court House, 201 W. Front Street, Media, PA 19063</p>   |
| <p><b>Philadelphia Survey Districts</b></p>         | <p><b>4/20/20:</b> Per Brett with CPA, Survey Districts to start taking submissions electronically starting this week.</p>  |
| <p><b>Lehigh County Conservation District</b></p>   | <p>Closed with all staff working from home. All pre-app meetings cancelled and not scheduling any new. Cammy will be in office (occasionally - please coordinate with her first) to receive checks. There is a drop box outside of her office for time-sensitive materials (checks).</p>  |
| <p><b>Tredyffrin Township, Chester County</b></p>   | <p>Township offices are closed to the public at this time. All business with the Township should be conducted by phone, by mail, or electronically. All tax and sewer payments can be made at the Township Building at 1100 DuPortail Road using the lockbox in the lobby; however, cash payments will not be accepted at this time. All stormwater &amp; grading permits should be submitted electronically to <a href="mailto:engineeringdept@tredyffrin.org">engineeringdept@tredyffrin.org</a>. All construction permits should be submitted by mail or electronically to <a href="mailto:permits@tredyffrin.org">permits@tredyffrin.org</a>. Subdivision/land development applications will not be accepted until the office reopens. If you need to contact a Township staff member, please do so via phone or e-mail.</p>  |
| <p><b>Philadelphia City Planning Commission</b></p> | <p>being reviewed through eCLIPSE</p> <ul style="list-style-type: none"> <li>• Mixed-income signoffs addressed through eCLIPSE</li> <li>• Subdivision approvals on hold pending City Survey status</li> <li>• Wissahickon Watershed applications cannot be reviewed due to limitations access hard copy maps</li> <li>• EDR on hold</li> </ul> <p><b>5/15/20:</b></p> <ul style="list-style-type: none"> <li>• The City of Philadelphia's Department of Planning and Development hereby announces a special meeting of the Philadelphia City Planning Commission. The meeting will be held on <b>Tuesday, May 19 at 2 p.m.</b> Use enclosed link to access meeting link and meeting agenda - <a href="https://www.phila.gov/departments/philadelphia-city-planning-commission/">https://www.phila.gov/departments/philadelphia-city-planning-commission/</a></li> </ul>   |



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ZBA

All ZBA hearings are postponed through April 22, and will be rescheduled once the Board reopens. The ZBA is suspending all deadlines for filing appeals otherwise due after March 13. The time for filing appeals will likely be extended for two weeks in every instance where the original filing deadline would have fallen after that date.

**4/14/20:** ZBA is on hold, but is hoping to be back by early summer.

**5/15/20:** All ZBA

hearings cancelled through end of May.