Right of Way Unit

Private Development Review
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Trust the Process
Right of Way Unit Overview

Plan Review
Permitting
Inspections and Enforcement
Legislation
Administrative Functions
Customer Service

Right of Way Manager
- Plan Review/Legislation
- Permitting
- Administration/Customer Service
- Inspection

23 Employees

(1) Right of Way Manager
(6) Plan Review/Legislation Permitting
(5) Permitting Administration/Customer Service Inspection
(4) Administration/Customer Service Inspection
(7) Right of Way Manager
Right of Way Unit Challenges

City of Philadelphia
- Population: 1,550,000
- ROW Staff: 23 Employees (7 inspectors)
- Area: 142 sq. mi.

Washington D.C.
- Population: 659,000
- ROW Staff: 70 Employees
- Area: 68 sq. mi.
Right of Way Unit Challenges

Permits Issued By Year

- 2011: 7384
- 2012: 9501
- 2013: 12081
- 2014: 13312
- 2015: 15205
- 2016: 17436
- 2017: 20197
- 2018: 20796
Plan Review and Legislation

- Plan Review
- Administrative Functions
- Permitting
- Customer Service
- Inspections and Enforcement
- Legislation
Plan Review – Stats at a Glance

Total Projects Reviewed by Year

- 2014: 3217
- 2015: 3921
- 2016: 4336
- 2017: 4487
- 2018: 5999
Plan Review Types

- “Counter Reviews” – Checklist No. 1
- “Minor Developments” – Checklist No. 2
- “Major Developments” – Checklist No. 2
- “Foundation Permit Review” – Checklist No. 3
- “Encroachment Legislation” – Checklist No. 4
- “Sidewalk Café Review” – Sidewalk Café Review Application
Checklist No. 1 – “Counter Reviews”

- Anticipated Review Time: 0 to 3 Business Days
- All Zoning Reviews
  - Preliminary approval of curb cut locations
  - Does not include approvals of encroachments or final driveway layout/design
- Building Permit Review
  - Less than 6 Units (regardless of single lot or multi-lot)
  - Less than 100 linear feet of frontage
  - Not situated on a historic street
  - Curb cuts less than or equal to 24’-0” in width (with no other improvements)
  - Not situated on a corner lot
Checklist No. 2 – “Minor Developments”

- Anticipated Review Time: 5 Business Days
- Building Permit Review
  - A total of six (6) or more residential units (regardless of single lot or multi-lot submission)
  - A total frontage of one hundred (100) linear feet or greater (but less than a full City block)
  - Situated on a corner lot
Checklist No. 2 – “Major Developments”

• Anticipated Review Time: 20 Business Days
• Private paving contracts (roadway reconstruction or paving new streets)
• Projects involving City Plan Actions
• Projects that affect a signalized intersection
• Developments requiring Civic Design Review (CDR)
Checklist No. 2 – “Major Developments”

• Projects requiring a Traffic Impact Study
  – 3,000 trips/day (1,500 vehicles/day)
  – 100 trips/peak hour (entering)
  – 100 trips/peak hour (exiting)
  – 100 additional trips/peak hour (entering and exiting a redevelopment site)
  – New, redevelopment, relocation, or expansion of schools (K-12).
  – As required by other City agencies (ex. Air Management or Zoning) or PennDOT.
Checklist No. 4 – Encroachment Legislation

• Anticipated Review Time: 20 Business Days
• All projects with encroachments not permitted by §11-600 of the Philadelphia Code
  – Fire Escapes (Fixed)*
  – Planters
  – Benches
  – Basement stairs without Bilco doors
Sidewalk Café Applications

• Anticipated Review Time:
  – Plans prepared/stamped by a licensed design professional are subject to a five (5) business day review
  – Plans not prepared/stamped by a licensed design professional are subject to a ninety (90) day review and site inspection schedule.
  – Sidewalk cafés not permitted by § 9-208(2) of the Philadelphia Code require legislation and a Checklist No. 4 submission.
Private Paving Regulations

• Section 14.3 of the “Regulations Governing Street Openings Excavations and Restoration”
  – Projects developing 6 or more properties on a block (both sides) within a 2 year period
  – Substantial developments with over 100’ linear feet of street frontage
  – Projects fronting a Historic Street
Common Mistakes

• Incomplete Applications/Checklists
  – Applications not stamped, missing Owner’s information, phone numbers, emails etc.

• Driveway locations as measured from the property corner to the outer edge of the curb cut (excludes flare)
  – 120 feet from the approach to a traffic signal
  – 30 feet from the approach to a stop controlled or uncontrolled intersections
  – 30 feet from the exit (downstream corner) of any intersection
Common Mistakes

• Turning Templates
  – Required for all curb cuts at Zoning and Building
  – Run for largest AASHTO vehicle expected at the site
    • Large residential projects use SU entering while passenger vehicle exits
  – Turns should start and finish from a travel lane
    • i.e. not a legal parking lane
  – Show all line striping and parked cars on turning plans

• Site triangles
  – All State Routes, arterial roadways or streets where visibility/speed is an issue
  – PennDOT form M-950S
Common Mistakes

• Areaways
  – No more than one-quarter of the width of the sidewalk, nor more than 3 feet in any case

• Bays
  – Set back from party line and corner properties (i.e. 20 degree rule)
  – Horizontal offset of 7’-0” from overhead wires
Common Mistakes

• Street furniture
  – Show all existing and proposed street furniture (i.e. trees, bollards, poles, street lights, signs etc.) for Zoning and Building

• Plan Presentation
  – Provide roadway information (Standard Detail PP0101)
  – Identify the required minimum furnishing zone, and walking zones, per the Complete Streets Policy

• Underground utilities and one-call information
Common Mistakes

• Grading
  – Provide a benchmark set to Philadelphia Datum located outside the limit of disturbance, in the ROW and not in a travel lane
  – Check existing curb elevations and sidewalk slopes before setting FFE elevations
  – Curb replacement should match City Plan grades
  – See Standard Detail PP0102 for plan presentation requirements

• Encroachment Ordinances
  – Provide Councilperson letter of support
  – Stamp/seal plans
  – Provide adequate lead time for Encroachment Legislation to be passed

• PennDOT approval for projects on State Routes
Common Mistakes

• Provide detailed cover letters describing the nature of the project
  – Include the number of units, commercial square footage, perspective tenants etc.
  – Include information regarding loading and trash pick up
  – Include information on plan additions between submissions
• Provide recent site photos (not google streetview)
• Provide response letters stating where revisions can be found
Design Considerations

• Locate main building entrances near the street intersections for large projects on corner lots
• Evaluate the inclusion of additional bike parking, particularly in areas located near bike facilities
• Provide buffer from garage/parking lot entrances to first parking stall
• How will the site receive deliveries?
  – Is the street network large enough to accommodate truck sizes detailed in the lease? Can trucks reach the site?
• Developer Services Meetings
  – Major developments – 1st and 3rd Wednesday of the month 10:00 – 12:00
  – Minor developments – 2nd and 4th Wednesday of the month 10:00 – 12:00
Upcoming Improvements/Initiatives

• Website updates
• Sample plans for different project types
• Consolidation of Streets Department Regulations to one document
• Standardize comments and consistency across reviewers
• Plan Review fees to support additional staff
Upcoming Improvements/Initiatives

- Working towards consolidating most plan review to ROW staff only
  - Subsequent resubmission will be distributed less and reassigned to the same reviewer for consistency
- Working on MOU with L+I for Streets inspections, pre-construction meetings and sign offs
- Adoption of ePlans and eventual tie-in to L&I’s system
- Additional technical training for staff
Thank You!

Questions/Comments/Suggestions