



**CITY OF PHILADELPHIA**  
**DEPARTMENT OF LICENSES & INSPECTIONS**  
Boards Administration Unit  
Municipal Services Building – 11<sup>th</sup> Floor  
1401 John F. Kennedy Boulevard  
Philadelphia, Pennsylvania 19102  
215-686-2429

## **Fast Track Zoning Variances Zoning Board of Adjustment**

Visit our website at [www.phila.gov/li](http://www.phila.gov/li)

Your Zoning/Use Registration Permit application does not meet the requirements of the Philadelphia Code. Compared to many projects, your proposal is a relatively minor variance from the Code. For that reason, your appeal is eligible for the Zoning Board of Adjustment's Fast Track variance process.

This means that your case can be scheduled for the beginning of the hearing and the Zoning Board will likely approve your request if:

- The City Planning Commission has no objection to your proposal
- There is no public opposition at the hearing.
- There is no opposition from the District Councilperson.

### **IMPORTANT THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR YOUR APPLICATION TO BE ELIGIBLE FOR THE FAST TRACK PROCESS**

#### Fast Track Variance Record Form

You must complete a “*Zoning Board of Adjustment Fast Track Variance*” form in full and submit it at the time you file your appeal. This form will come from your Zoning Examiner and serves as your testimony for the appeal.

#### Photographs

You must submit color photographs, minimum 4” X 6” (no Polaroids, please), showing the current location and immediately surrounding area at the time you file your appeal.

#### Proof of Legal Interest in the Property

At the time you file your appeal you must submit either:

- A DEED which has been recorded and stamped by the City Recorder of Deeds;  
or
- A current LEASE;  
or
- An AGREEMENT OF SALE, if you are in the process of purchasing the property;  
or
- An AGREEMENT OF SALE, if the property was purchased within the last six months;  
or
- A RECEIPT from the Sheriff, if the property was purchased at Sheriff's sale within the last year.

**THESE ITEMS MUST BE SUBMITTED AT THE TIME YOU FILE YOUR APPEAL APPLICATION WITH THE BOARDS ADMINISTRATION UNIT OF THE DEPARTMENT OF LICENSES AND INSPECTIONS. IF YOU FAIL TO DO SO, YOUR APPEAL WILL NOT BE PLACED ON THE ZONING BOARD OF ADJUSTMENT'S FAST TRACK SCHEDULE.**