



Randy E. Hayman, Water Commissioner

## COVID -19 Service Updates for Private Development Services (10/22/2020)

As a result of the COVID-19 coronavirus crisis, PWD Private Development Services has modified operations including the following:

- **All Plan Review Staff are working remotely.** You may contact your reviewer directly via email or reach out to [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov), but we are not answering our general phone line. Most staff do not have a work issued cell phone. Please conduct correspondence through email or web-based meeting platforms.
- **Stormwater inspections are on-going.** You may contact your stormwater inspector directly via email or their cell phone. General inspection inquiries can also be sent to [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov)
- **PWD Headquarters is closed to the general public** - This means no in-person meetings, permit signoffs, or document drop-offs under any circumstances.
- **Except for review fees and Operations & Maintenance (O&M) Agreements, all correspondence to Private Development Services should be sent electronically.** All plan submissions can be made electronically at [www.pwdplanreview.org](http://www.pwdplanreview.org). The website includes a file share service for large documents. Non -review correspondence (such as electronically signed conditional approval letters) can be emailed to the reviewer or [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov).
- **Review Fees (Conceptual, PCSMP Submission, Hourly Review) should be mailed to the following address:**

Philadelphia Water Department  
Jefferson Tower  
1101 Market Street, 5<sup>th</sup> Floor  
Philadelphia, PA 19107 -2994  
Attn: Lawrence Yangalay

Make checks payable to City of Philadelphia and include the project tracking number in the memo line of the check. Use a standard carrier service that does not require signature upon receipt. Couriers or hand deliveries will not be accepted.



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- **O&M Recording Fees and O&M Agreements should be mailed to the follow address:**

Philadelphia Water Department  
GSI Implementation Unit  
Private Development Services  
1101 Market Street  
Philadelphia, PA 19107 - 2994

Make checks payable to City of Philadelphia and include the project tracking number in the memo line of the check. Use a standard carrier service that does not require signature upon receipt. Couriers or hand deliveries will not be accepted.

- **Walk-In Hours are suspended, and pre-application meetings will be held virtually.** PWD will schedule meetings in Microsoft Teams, but applicants can set up meetings with a different platform if preferred. A meeting can be requested using this form: [https://www.pwdplanreview.org/apply/application/pre\\_app\\_meeting](https://www.pwdplanreview.org/apply/application/pre_app_meeting)
- **Review times are delayed** - Currently review times are posted on the homepage at [www.pwdplanreview.org](http://www.pwdplanreview.org). You can check your review status here: [https://www.pwdplanreview.org/apply/application/app\\_status](https://www.pwdplanreview.org/apply/application/app_status). Please do not reach out with further questions about the status unless the timeframe specified on the homepage has passed.
- **L+I Permits that require PWD sign-off as a pre-requisite must be obtained through eCLIPSE** – PWD cannot sign off on paper permits. Average review times for eCLIPSE sign-off are posted at [www.pwdplanreview.org](http://www.pwdplanreview.org). For more information on eCLIPSE see: <https://www.pwdplanreview.org/upload/pdf/eCLIPSEFAQ202007.pdf>
- **Most other development – related units at PWD are also working remotely.** Modified review and permit procedures are regularly updated at <https://water.phila.gov/covid-19/>