



Randy E. Hayman, Water Commissioner

COVID -19 Service Updates for Private Development Services

(Version 3 - 3/01/2021)

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, 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
- **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. 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.
- **Version 3 Update (3/1/2021): PWD Headquarters is closed to the general public** - This means no in-person meetings or permit signoffs, but as of February 16, 2021; document and fee drop-offs are permitted in limited circumstances by appointment ONLY:

Tuesdays & Thursdays ONLY
8:30am – 10am & 1pm – 3:30pm
1101 Market Street
5th Floor
Philadelphia, PA 19107

Email pwd.planreview@phila.gov by **4pm** the **day prior** and confirm the **requested drop off date, project tracking number, items to be delivered, and the name of the person and company** who will be delivering the document. Visitors must wear a face covering at all times and bring photo ID for security purposes. To obtain a stamped receipt, bring a copy of your PWD invoice



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- **Version 3 Update (3/1/2021): Review Fees (Conceptual, PCSMP Submission, Hourly Review) can also be mailed to the following address:**

Philadelphia Water Department
Jefferson Tower
1101 Market Street, 5th 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.

- **Version 3 Update (3/1/2021): &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.

- **Version 2 Update (1/7/2021): Walk-In Hours will resume virtually every Tuesday from 11am – 1pm beginning on January 19, 2021** - To attend please email pwd.planreview@phila.gov for the link. Include the date(s) you wish to attend. Applicants will be admitted into a breakout room on a first come first serve basis.
 - Note that reviewers rotate each week. If your project has an assigned reviewer, you should reach out to that reviewer directly to schedule a separate time for a virtual discussion.
 - Walk-Ins are best suited for small groups and short discussions (less than a half hour). If you require a more extensive discussion please complete a pre-application form at https://www.pwdplanreview.org/apply/application/pre_app_meeting
- **Version 2 Update (1/7/2021): Review times are approaching normal** – Please refer to submission confirmation emails and [the Philadelphia Stormwater Management Guidance Manual](#) for typical review times. You can check your review status here: https://www.pwdplanreview.org/apply/application/app_status.



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- **L+I Permits that require PWD sign-off as a pre-requisite must be obtained through eCLIPSE** – PWD cannot sign off on paper permits. 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/>