



Randy E. Hayman, Water Commissioner

# COVID -19 Service Updates for Private Development Services

(Version 5 - 7/02/2021)

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](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)
- **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).
- **Version 5 Update (7/2/2021): Appointments are required to drop-off fees and O&M Agreements at PWD Headquarters**

Tuesdays, Wednesdays, Thursdays

**BY APPOINTMENT ONLY – Email [Toni.Todd@phila.gov](mailto:Toni.Todd@phila.gov) by 4pm the day prior**

1101 Market Street

4th<sup>th</sup> Floor

Philadelphia, PA 19107

215-685-6387 (Call once on the 4<sup>th</sup> Floor)

The email must include 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 bring photo ID for security purposes. Unvaccinated visitors must wear masks. Call 215-685-6387 once you arrive on the 4<sup>th</sup> floor lobby



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- **Review Fees (Conceptual, PCSMP Submission, Hourly Review) can also 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.

- **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.

- **Walk-In Hours are suspended.** Email [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov) with general questions or use this link to request a virtual pre-application meeting:  
[https://www.pwdplanreview.org/apply/application/pre\\_app\\_meeting](https://www.pwdplanreview.org/apply/application/pre_app_meeting)
- **Version 5 Update (7/2/2021): Review times are delayed.** You can check average review times along with your project's specific review status here:  
[https://www.pwdplanreview.org/apply/application/app\\_status](https://www.pwdplanreview.org/apply/application/app_status).
- **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/>