



# PRESERVATION ALLIANCE

*for greater philadelphia*

## Easement Program

### Application for Alteration(s) to a Property Under Easement

Date of Request:  
Property Name:  
Property Address:

#### Property Owner Contact Information:

(If the applicant is not the owner, please submit the property owner's contact information.)

Name:  
Mailing Address:  
Email:  
Telephone:

#### Applicant (if other than owner) Contact Information:

Name:  
Mailing Address:  
Email:  
Telephone:

#### Project Description: (please check one box)

In concept Review\*     Maintenance     Modification     Replacement

*\* Please note that there will be an administrative fee for more than one in-concept review per calendar year.*

Please provide a summary of the proposed project.

#### Documentation:

Documentation/background material is required for each application. Please submit the following documents with each request.

1. **Photographs** of the subject building(s) and site showing existing conditions, including those areas of the building(s)/site that may be affected by the proposed project.
2. **Plans, drawings, other design documents, or proposal from a licensed contractor** already developed for the proposed project, or any design documents that may be relevant to the project. Please delineate all new changes in red and the current structure /

conditions in black on all plans. Plans must be submitted in a minimum of 11"x17" format.

3. **Any additional information** that may support or be helpful in the Alliance's review of the project, including structural or engineering reports.

**Contractor Contact Information (if applicable):**

Name:  
Firm:  
Email:  
Address:  
Telephone:  
Fax:

**Architect Contact Information (if applicable):**

Name:  
Firm:  
Email:  
Address:  
Telephone:  
Fax:

**Submitting Your Application:**

Please submit your application, along with the required documentation via email (preferred), or U.S. Mail to:

Email: Amy Ricci  
amy@preservationalliance.com

Mail: Preservation Alliance for Greater Philadelphia  
Attn: Amy Ricci  
1608 Walnut Street, Suite 804  
Philadelphia, PA 19103

\*Subject to invoice for project review, as per easement document.

\*Please allow for a maximum of 30 days for project review.

\*Receipt of this document does not equate project approval. An approval document will be sent to applicant upon easement committee review.

*I have read and am in compliance with my easement. I understand the easement requirements pertaining to the building facades, interior spaces and open space requirements.*

For administrative use _____ Review period specified in easement:
--