



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: Jennifer Robinson
jrobinson@preservationalliance.com

Mail: Preservation Alliance for Greater Philadelphia
Attn: Jennifer Robinson
1608 Walnut Street, Suite 1702
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 open space and easement requirements and have checked with the designer and legal counsel on all terms.

For administrative use _____
Review period specified in easement: