

<b>Designation Process</b>		
	<b>Component</b>	<b>Estimated Worktime</b>
<b>1.</b>	First Community Meeting	Dependant of the number of meetings staff is asked to attend by the neighborhood
<b>2.</b>	Petition Drive	90 Days (New District and Major Expansion) 30 Days (Minor Expansion)
<b>3.</b>	Petition Verification	Dependant on number of blocks that petitioned, two weeks average
<b>4.</b>	Parking Survey	One to two weeks depending on the number of blocks that qualified, also weather dependant
<b>5.</b>	PennDOT Letter	3-5 Days (hearing back from PennDOT may take several months or a few weeks)
<b>6.</b>	Block Qualification	Up to one week
<b>7.</b>	Community Management Plan Meeting	Minimum of two weeks, may take longer if the community cannot agree
<b>8.</b>	Report and Presentation to Planning Commission	Drafting the report takes less than a week, plus two weeks for both briefing and presenting to Planning Commission. At this time, maps of the district are generated, this take two weeks. Hearing Notices must be posted by staff at least two weeks before the hearing date.
<b>9.</b>	Legislation and Council	One to two weeks to write the legislation, it is then sent to the Budget Office which can take up to a month in their review, expansion require receiving the existing legislation from the City Clerk
<b>10.</b>	Memo to Parking Authority	One week
<b>11.</b>	Signs	Two to four weeks, plus time for Public Works to place the signs
<b>12.</b>	Buy Permit Letter	Two to Four weeks, planning writes, stuffs, labels, and mails the letter