



Pittsburgh Department of City Planning

CONSOLIDATIONS/SUBDIVISIONS

WHAT ARE CONSOLIDATIONS AND SUBDIVISIONS?

A consolidation is when more than one lot is joined together legally to create a new single lot. A subdivision is when a lot is legally separated into more than one lot.

WHY MAY I BE REQUIRED TO CONSOLIDATE?

Reasons for consolidation include:

- For tax reasons, so that a property owner receives only one bill.
- To conform to the international building code, which does not allow construction across a lot line.
- For zoning requirements, to keep accessory structures such as a garage on the same lot as the primary structure.

WILL I NEED A SURVEYOR?

Yes, the County will not accept your plan for recording if it is not stamped by a licensed professional.

HOW ARE CONSOLIDATIONS AND SUBDIVISIONS APPROVED?

Planning Commission approval is required to complete a consolidation or subdivision. Hearings to consolidate and subdivide are held by the City Planning Commission on a bi-weekly basis on Tuesday afternoons at 200 Ross Street, 1st Floor Conference Room, Pittsburgh, PA 15219.

IS THE PLANNING COMMISSION AGENDA PUBLIC?

The City Planning Commission agenda is available on the [Department of City Planning website](#). The public is invited and encouraged to attend and testify on projects that impact their neighborhood.

WHAT IS THE FIRST STEP IN THE PROCESS?

Please email a draft consolidation or subdivision plan to subdivisions@pittsburghpa.gov for a preliminary approval before filing an application.

WHAT IS THE SUBMISSION PROCESS?

After preliminary approval from staff, please submit an [application](#) and two full-sized consolidation/subdivision plans at the OneStopPGH Counter, 200 Ross Street, 3rd Floor, Pittsburgh, PA 15219, prior to the scheduled hearing date. Office hours are from 8 AM to 3 PM. The plans must have the appropriate, original signatures. Payment must be made upon submission.

HOW LONG DOES THIS PROCESS TAKE?

The entire process from making an application to receiving approval takes approximately four to six weeks.

HOW MUCH IS THE FEE?

The fee is \$300. The acceptable forms of payment are credit card, e-check, or check or money order made payable to "Treasurer, City of Pittsburgh." Please note fees apply if paid by credit card or e-check.

SHOULD THE APPLICANT ATTEND THE HEARING?

Applicants are more than welcome to attend the hearing but in most instances the review and report made by staff is more than sufficient to answer any questions proposed by the City Planning Commission.

WHAT HAPPENS WHEN A CONSOLIDATION/SUBDIVISION IS APPROVED?

The registered surveyor or applicant should contact the Zoning Division after the scheduled Commission hearing to obtain the approved plan. The plan must then be taken to the Allegheny County Real Estate Department for recording. Their office is located at 542 Forbes Avenue. After the plan is recorded the applicant is required to contact the City Planning Department with the Plan Book volume and page number.

FOR MORE INFORMATION

For any additional information, please email subdivisions@pittsburghpa.gov.