



Pittsburgh Department of City Planning

DESIGN REVIEW SUBMISSION REQUIREMENTS

WHAT ARE THE GENERAL REQUIREMENTS?

For projects that require Site Plan Review, Project Development Plan, or a Final Land Development Plan, design review is a required component of the Zoning review. Please refer to the **Design Review Process Handout** for more information about the Design Review process.

The materials for Design Review must accompany the main submission for Zoning review. An application is not considered complete unless Design Review materials are received. A Record of Zoning Approval (ROZA) will not be issued without the submission of these required materials.

WHAT IS NEEDED FOR A PRE-APPLICATION MEETING?

Applicants can choose to schedule an optional pre-application meeting before submitting a formal application. More information will allow design staff to provide the most accurate outline of the process and of what the urban design challenges will be. The following are usually most helpful to have at this optional meeting, depending on the scope and location of a project:

- Location map
- Site plan, including adjacent context
- Labeled photos of surrounding context
- Elevations of all sides visible from a public street with materials labeled
- Landscaping plan
- Preliminary perspectives or renderings

WHAT IS NEEDED FOR STAFF DESIGN REVIEW?

The materials required depend on the scope and size of the project. For instance, a facade renovation of an existing building may not require perspectives or night time lighting renderings. Please submit as much of the following as possible with the application:

- Location map
- Labeled photos of surrounding context
- Elevations of all sides with materials labeled
- Landscaping plan
- Streetscape renderings showing the building in context

- Materials information labeled on elevations or included in materials board
- Massing studies of 3-D model
- Any alternative site or massing designs considered
- Perspectives of the project from the human scale

WHAT IS NEEDED FOR A CDAP MEETING?

The applicant must submit a complete presentation with:

- Updates and revisions to any items previously submitted
- Streetscape elevations showing the building elevations in context
- Site and landscape plan
- Perspectives and renderings that show prominent views of the building, such as from the river for riverfront buildings
- Items specifically requested by staff after Staff Design Review
- Any information that addresses Urban Design Targets assigned by staff

Final CDAP presentations are due the Wednesday before the scheduled CDAP meeting date.

WHAT IS NEEDED FOR A HIGH WALL SIGN?

The applicant must submit:

- Site plan indicating where the sign is located
- Elevations illustrating sign on building
- Section drawing illustrating how the sign is attached to the building face
- Description of sign lighting and materials
- View of sign from key vantage points
- Any alternative placements or lighting programs under consideration
- For CDAP, any additional information requested through Staff Design Review

FOR MORE INFORMATION

For questions or more information about design review process and submission requirements, contact William Gregory, Planner 2 (Design Review), at william.gregory@pittsburghpa.gov or 412-255-2470.