



# Pittsburgh Department of City Planning

## PLANNING COMMISSION

### ABOUT THE PLANNING COMMISSION

The Planning Commission reviews and has approval authority over major development proposals and redevelopment plans. The Commission also makes recommendations to City Council concerning the Zoning Ordinance and zoning maps. The Commission reviews various types of projects in specific zoning districts, Zoning Map and Code changes, master plans, conditional uses, lot consolidations and subdivisions, and historic nominations.

### PLANNING COMMISSION PRESENTATIONS

Two presentations are required to receive Planning Commission approval—Briefing and then Hearing and Action. City Planning staff introduces each project before the applicant's presentation. In most cases we recommend that the property owner and project designer attend the meetings; either party can make the presentation.

Planning Commission presentations should generally be no longer than 10-15 minutes. Electronic presentations are required and a computer and projector are available. Applicants must email a digital presentations as a single pdf by noon on Wednesday the week prior to Briefing.

### PLANNING COMMISSION MEETINGS

City Planning Commission meetings are held every other Tuesday beginning in the early afternoon. They are located downtown on the 1st floor of the Civic Building at 200 Ross Street.

Planning Commission agendas, applicant presentations, and minutes are posted [online](#). To receive the agenda by email, please contact [planningcommission@pittsburghpa.gov](mailto:planningcommission@pittsburghpa.gov).

#### *Briefing*

At approximately 1 PM, the Commission hears project briefings off of the official record. The public is welcome to observe, but no public comments are taken. The briefing portion of the meeting provides an initial presentation to the Commission, then projects typically return in two weeks on the Hearing and Action agenda.

#### *Hearing and Action*

If, at briefing, the Commission asks the applicant to supplement the presentation, the updated pdf must be emailed to staff by noon on Wednesday the week prior to Hearing and Action. If not, the Hearing will be delayed.

Hearing and Action begins no earlier than 2 PM. Applicants make a presentation again, including any revisions or additional information requested by the Commission during briefing. Public comment is then accepted—limited to 3 minutes per person, per project. Speakers do not need to sign up in advance. The Commission usually votes on projects the same day they are presented for Hearing and Action.

### WILL NEIGHBORS BE NOTIFIED?

It is strongly recommended that applicants to the Planning Commission reach out to neighbors and local community organizations in advance of the hearing. Planning staff can provide contact information for relevant community groups, if necessary.

If the project is within the boundaries of a [Registered Community Organization](#) (RCO), a [Development Activities Meeting](#) with the community may be required, depending on the scope of the project. If required, the meeting must take place at least 30 days before the first City public hearing.

### AFTER PLANNING COMMISSION

For development projects, please review the "After Planning Commission" handout which covers the final review process. Once the final drawings are reviewed and all conditions of Planning Commission approval are met, staff will email the Record of Zoning Approval (ROZA).

**Please do not file for a building permit until a Record of Zoning Approval (ROZA) is issued or until staff authorize permit submission.**

For projects requiring City Council approval, please review the "After Planning Commission" handout.

### MINUTES AND TRANSCRIPTS

Planning Commission minutes are available on the City Planning website as soon as approved by Planning Commission. To order a transcript, please call Network Deposition Services at 412-281-7908. A fee will be charged.

### FOR MORE INFORMATION

Please see Planning Commission submission requirements on the other side of the handout. For questions or more information, contact [planningcommission@pittsburghpa.gov](mailto:planningcommission@pittsburghpa.gov).



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## PLANNING COMMISSION

### SUBMISSION REQUIREMENTS

One week prior to the Planning Commission meeting, please submit the complete Planning Commission presentation in pdf format via email to Zoning Staff.

If, at briefing, the Commission asks the applicant to supplement the presentation, the updated presentation must be emailed to staff by noon on Wednesday the week prior to Hearing and Action. If not, the Hearing will be delayed.

The agenda is set the Thursday prior to the Planning Commission meeting. The project presentations are posted with the agendas to the City Planning website.

### NEW CONSTRUCTION OR EXTERIOR RENOVATION

The applicant must **submit and present:**

- Introductory slide with project address, zoning district, and brief description of project
- Location map
- Site plan with graphic scales and dimensions, and including adjacent context
- Labeled photos of surrounding context
- Elevations (with dimensions) of all sides visible from a street
- Landscaping plans
- Perspective drawings (including eye-level perspectives) rendered accurately and showing surrounding context
- Building materials information or board (board recommended for larger projects)
- Construction Management Plan summary (one slide)
- Sustainability & Stormwater Management summary (one slide)
- Accessibility & Universal Design summary (one slide)
- Community process summary (one slide)

As applicable, complete applications may include the following items:

- Transportation study by Traffic Engineer
- Relationship to overall PLDP or Master Plan
- Automobile and bicycle parking plans

Please **do not** include interior floor plans or images, unless specifically relevant to approval criteria.

### INSTITUTIONAL MASTER PLAN

The applicant must **submit the Institutional Master Plan and present:**

- Location map
- All of the proposed projects in the 10-year development plan
- Transportation study by Traffic Engineer
- Sustainability and Stormwater Management summary
- Accessibility & Universal Design summary
- Community process summary
- Medium and Large Academic Institutions should also review the IMP Best Practices Guide (for Medium and Large Academic Institutions)

### HIGH WALL AND PUBLIC DESTINATION SIGNAGE

The applicant must **submit and present:**

- Site plan indicating proposed sign location
- Accurate elevation illustration of sign on building
- Section drawing illustrating how sign is to be attached to the building
- Description of lighting and materials of sign
- View of sign from important vantage points
- Illustration of the extent of visibility of the sign
- Alternative locations considered
- Community process summary (one slide)

### ZONE CHANGE PETITION

The applicant **must submit and present:**

- Location map
- Labeled photos of site and surrounding context
- General information about possible future uses
- Community process summary (one slide)

### DEMOLITIONS

The applicant **must submit and present:**

- Location map
- Labeled photos of site and building
- Site plan illustrating the site after demolition
- Community process summary (one slide)
- For demolitions in the Uptown Public Realm, a report, study, of statement of the property's future use that meets the review criteria of Zoning Code Section 922.10.E.2.

### OTHER APPLICATION TYPES

Please contact City Planning staff to discuss requirements for other application types, including Specially Planned Districts and PUDs.