



# Pittsburgh Department of City Planning

## GATEWAY SIGNAGE

### ABOUT NEIGHBORHOOD GATEWAY SIGNAGE

The purpose of a neighborhood gateway sign is to identify a major entrance to a city neighborhood. These signs promote the branding of a neighborhood and also serve as navigational tools.

### WHAT IS ALLOWED?

A neighborhood gateway sign requires a permit just like any other signage, such as a business identification sign. These signs must comply with zoning code and building code regulations.

To meet zoning regulations, the proposed sign:

- Must be located at or near neighborhood boundaries and placed to clearly convey entry to that neighborhood;
- Is limited to one sign for each major entrance gateway to a city neighborhood;
- May not contain advertising matter attached to or integrated with or as part of the sign;
- May not be an electronic sign; and
- May not be larger than 40 square feet in face area.

### WHEN AND HOW SHOULD I SEEK APPROVAL?

The applicant is encouraged to contact City Planning early in the design process. Through either the Art Commission or design review process, City Planning will review the sign for contextual appropriateness and impact on the public realm. By starting this before the design is complete, these comments can be incorporated into the design and prevent changes late in the process.

### CITY PLANNING REVIEW

The approval process will vary based on who owns the property where the sign will be located.

#### SIGNS ON CITY OF PITTSBURGH PROPERTY

If the City of Pittsburgh owns the parcel, the first step will be Art Commission review. For more information, visit <http://pittsburghpa.gov/dcp/> and type "Art Commission" in the search box. Please email [pacd@pittsburghpa.gov](mailto:pacd@pittsburghpa.gov) for more information.

If the project is within the boundaries of a Registered Community Organization (RCO), a Development Activities Meeting may be required at least 30 days before Art Commission.

#### SIGNS ON PRIVATE OR STATE-OWNED PROPERTY

If the parcel where the sign is to be located is privately owned or owned by the Commonwealth of Pennsylvania, then the first step will be the design review process, followed by review by the Planning Commission. For more information on the design review, please visit <http://www.pittsburghpa.gov/dcp/process-guides> and review the Design Review documents. Once design review is complete, the project will be presented at two Planning Commission meetings. Contact Kate Rakus at [kate.rakus@pittsburghpa.gov](mailto:kate.rakus@pittsburghpa.gov) or at 412-255-2470 to start this process. The fee for this review is \$50, payable by check or money order to "Treasurer, City of Pittsburgh".

### PERMITS, LICENSES, AND INSPECTIONS REVIEW

After zoning approval has been issued, all signs will next require an application at the Permits, Licenses, and Inspections (PLI). Their office is located across from the Zoning Counter. This application will require a separate fee and must be submitted by a registered sign contractor. To read about their sign review process, please visit their website: <http://pittsburghpa.gov/pli/pli.html> and then choose Commercial Permits and then Sign.

### WHAT ELSE SHOULD I KEEP IN MIND?

If the parcel where the sign is to be located does not already have an official address assigned by Public Works, one may need to be assigned. Also, if the individual or organization applying for the sign is not the property owner, a support letter and/or lease agreement will be required from the property owner. Please contact Kate Rakus at [kate.rakus@pittsburghpa.gov](mailto:kate.rakus@pittsburghpa.gov) or 412-255-2470 x 3 for more information.