



**DEPARTMENT OF CITY PLANNING  
DEVELOPMENT ADMINISTRATION AND REVIEW (ZONING)**

Office of the Zoning Administrator

200 ROSS STREET ♦ THIRD FLOOR ♦ PITTSBURGH ♦ PENNSYLVANIA ♦ 15219

**DEVELOPMENT REVIEW APPLICATION - WORKSHEET**

Please read this Worksheet to obtain instructions for completing Pages DRA-1 through DRA-3 of the Development Review Application. Please type, or print legibly all of the information requested on the Application. Each item on the Worksheet must be checked Complete once the Question has been answered on the Application form.

Questions 6, 12, and 26 may not apply to all applications. If they are not applicable, provide the appropriate response on the Application form and mark as "Not Needed" on this Worksheet.

The Worksheet must be submitted along with a complete Application form at the Zoning Office.

QUESTION NUMBER AND INSTRUCTIONS	COMPLETE	NOT NEEDED
<p><b>QUESTION 1:</b></p> <p>Provide the Property Owner's name, phone number, address (with state and zip code), as well as the Owner Identification Number.</p>	<input type="checkbox"/>	
<p><b>QUESTION 2:</b></p> <p>Provide the Applicant's name, phone number, address (with state and zip code), as well as the Application Identification Number.</p> <p>Enter your Contract ID Number (which is assigned by the Bureau of Building Inspection). If you are a Contractor and do not have a number, please see the BBI office.</p> <p>If you are not a Contractor, then an Applicant Identification Number is a number will be generated at the Department of City Planning – Development Administration and Review (Zoning Counter) for tracking purposes. If you do not have an Applicant Identification Number, a Zoning Counter Staff Member will issue a number when reviewing the Development Review Application with the Applicant. (It is important that the applicant save this number for future applications.)</p>	<input type="checkbox"/>	
<p><b>QUESTION 3:</b></p> <p>Provide the name of the development.</p>	<input type="checkbox"/>	
<p><b>QUESTION 4:</b></p> <p>Indicate the development location. For example: <i>Corner of Smithfield Street and Forbes Avenue.</i></p>	<input type="checkbox"/>	
<p><b>QUESTION 5:</b></p> <p>Indicate the development address.</p> <p>This must be a valid City street address. If a City address is not available for the property or if the applicant desires to change a current City address, then the City of Pittsburgh Department of Public Works (DPW) must be contacted.</p>	<input type="checkbox"/>	



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QUESTION NUMBER AND INSTRUCTIONS	COMPLETE	NOT NEEDED
<p><b>QUESTION 6:</b></p> <p>If a change to the Zoning District is being proposed, the proposed zoning district and present use of site is required information. The Present Use of Site must be a Use type from the list provided on <b>Page DRA-4</b> of the Development Review Application.</p> <p>Also, a Zone Change Petition must be completed and turned in with this application. A Zone Change Petition may be found on the Department of City Planning – Development Administration and Review website at <a href="http://www.city.pittsburgh.pa.us/cp/html/land_use_control_and_zoning.html">http://www.city.pittsburgh.pa.us/cp/html/land_use_control_and_zoning.html</a> and select forms.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>QUESTION 7:</b></p> <p>If a Certificate of Occupancy exists, please enter the following information, existing Certificate of Occupancy Number, date the Certificate of Occupancy was issued and existing use of property.</p> <p>If a Certificate of Occupancy exists and the information is not known, please contact the Zoning Staff for assistance in obtaining this information.</p> <p>If a Certificate of Occupancy does not exist, please move on to Question 8.</p>	<input type="checkbox"/>	
<p><b>QUESTION 8:</b></p> <p>Provide an estimated construction start date, occupancy date and project cost.</p>	<input type="checkbox"/>	
<p><b>QUESTION 9:</b></p> <p>Refer to <b>Page A4</b> of the Development Review Application for a complete listing of proposed use types. For further detailed descriptions of the use types refer to <a href="http://www.city.pittsburgh.pa.us/cp/html/land_use_control_and_zoning.html">http://www.city.pittsburgh.pa.us/cp/html/land_use_control_and_zoning.html</a> and select the link for the City Zoning Code maintained at the Municode.com website. Dependent upon the project, more than one use type may be selected.</p> <p>For example: <i>A five story building may include space for a Restaurant (Limited), Retail Sales and Services (General) and a Bank or Financial Institution (Limited).</i></p>	<input type="checkbox"/>	
<p><b>QUESTION 10:</b></p> <p>Select the type of work in which you are applying for by placing an "X" or check mark next to the appropriate type of work. More than one description can be selected.</p>	<input type="checkbox"/>	

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QUESTION NUMBER AND INSTRUCTIONS	COMPLETE	NOT NEEDED
<p><b>QUESTION 11:</b></p> <p>Provide a general description of the development. Examples of a description are provided as follows:</p> <ul style="list-style-type: none"> <li>◆ <i>Construction of a new four story building that will contain two floors designed for retail space and two floors designed for offices.</i></li> <li>◆ <i>Interior renovation to an existing grocery store.</i></li> </ul>	<input type="checkbox"/>	
<p><b>QUESTION 12:</b></p> <p>An application for Land Operations Permit must be made by a contractor <b>registered</b> by the City of Pittsburgh unless the work is to be performed by the owner on property where that owner is resident, for which you will need a <b><u>General Contractor's License</u></b>.</p> <p>(Visit the Bureau of Building Inspection Site at <a href="http://www.city.pittsburgh.pa.us/BBI/">www.city.pittsburgh.pa.us/BBI/</a> for more information on obtaining a General Contractor's License.)</p> <p>The following is a list of conditions that require an applicant to apply for a Land Operations Permit:</p> <ol style="list-style-type: none"> <li>1. Grading involving 50 cubic yards or more.</li> <li>2. An excavation or fill, 5 feet or more in vertical depth as measured from the natural ground surface or any slope with a gradient of 25% or more.</li> <li>3. Excavation below finished grade for basement, cellar, and/or foundation of any above ground structure, swimming pool, or underground structure on a lot with an average existing slope with a gradient of 25% or more.</li> <li>4. An easement for a public sewer, water main, storm drain or power line.</li> <li>5. An encroachment on or alteration of an existing drainage channel or watercourse.</li> <li>6. Surface mining involving 50 cubic yards or more.</li> <li>7. Removal of trees, vegetation or other natural ground cover over an area in excess of 10,000 square feet.</li> <li>8. Removal of trees, vegetation or other natural ground cover on any slope with a gradient in excess of 25%, and over 10,000 square feet in area. (The removal of such ground cover could affect the stability of existing slope).</li> <li>9. Surfacing and paving of land other than streets or ways with hard surface or compacted non-permeable material such as asphalt, concrete or slag, with an area in excess of 10,000 square feet.</li> <li>10. Transportation of any material for disposal purposes over public streets, in total quantity of material in excess of 1,500 cubic yards.</li> <li>11. Any "major excavating, grading or filling" operation as so defined in Section 903.02 and permitted as a conditional use under the Zoning Ordinance.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>

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**DEVELOPMENT REVIEW APPLICATION – WORKSHEET (continued)**

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<p><b>QUESTION 13:</b></p> <p>Write the number of each type of structure proposed for new construction or renovation. If no work is proposed for a type of structure listed, then write a zero in its place. If no new structures or renovations are proposed for the entire development, then check the "N/A" box.</p>	<input type="checkbox"/>																
<p><b>QUESTION 14:</b></p> <p>Enter the gross floor area in square feet (sq ft) for each item listed. The "Existing to be razed" refers to any existing structure that is proposed to be razed or demolished as part of the work. The "Existing to be retained" refers to any portion of an existing structure that will remain in place and in use. The "To be constructed" refers to any new building, structure, or addition that is proposed to be constructed as part of the work. The "Building Footprint" is defined as the total surface area of the property lot occupied by any retained or new structures. Please write a zero for any items not included in the work.</p>	<input type="checkbox"/>																
<p><b>QUESTION 15:</b></p> <p>Write the existing heights of the main structure and accessory structures currently on the site that will remain and not be demolished. Also, list the type of accessory structure. If any item does not currently exist, write a zero for its height. Write the proposed final heights of the main structure, any proposed additions, and accessory structures in the "Proposed" column. If any item listed is not part of the proposed work, then write a zero for its height.</p> <p><b>Note:</b> More than one accessory structure may be part of the project, such as the need for a fence and a garage. The following is an example list of accessory structures:</p> <table border="0" data-bbox="142 1371 1023 1581"> <tr> <td>Garage</td> <td>Dumpster (Permanent)</td> <td>Below-ground Swimming Pool</td> </tr> <tr> <td>Carport</td> <td>Gate/Guard House</td> <td>Above-ground Swimming Pool</td> </tr> <tr> <td>Patio/Porch</td> <td>Gazebo/Storage Shed</td> <td>Home Occupation/Business</td> </tr> <tr> <td>Fence</td> <td>Antennas (&lt; 32" diameter)</td> <td></td> </tr> <tr> <td>Deck</td> <td></td> <td></td> </tr> </table>	Garage	Dumpster (Permanent)	Below-ground Swimming Pool	Carport	Gate/Guard House	Above-ground Swimming Pool	Patio/Porch	Gazebo/Storage Shed	Home Occupation/Business	Fence	Antennas (< 32" diameter)		Deck			<input type="checkbox"/>	
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Fence	Antennas (< 32" diameter)																
Deck																	
<p><b>QUESTION 16:</b></p> <p>Provide the number of existing dwelling units that will remain as part of the work. A dwelling unit is defined as a residential unit such as an apartment, condo, townhouse, or house. If there are no existing dwelling units, indicate this by writing a zero. Also provide the number of proposed dwelling units to be constructed as part of the work. If no new dwelling units are proposed, then indicate this by writing a zero.</p>	<input type="checkbox"/>																

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<b>QUESTION 17:</b>	<input type="checkbox"/>	
Provide the property lot area in square feet. If the area is known in acres, convert this value to square feet by multiplying the acreage by 43,560. (i.e. 2 acres x 43,560 = 87,120 square feet).		
<b>QUESTION 18:</b>	<input type="checkbox"/>	
Provide the total number of existing parking spaces that are full-size and/or compact-size spaces. Also provide the number of existing handicap parking spaces. If there are currently no parking spaces that exist, please indicate by writing a zero.  If Off-Street Loading pertains to your project, please provide the number of actual loading spaces and the number of required loading spaces. (Refer to Section 914.10 of the Pittsburgh Zoning Code for the Off-Street Loading Requirements.)		
<b>QUESTION 19:</b>	<input type="checkbox"/>	
Place an "X" or a check mark beside any of the choices listed in Question 19 that best describe the type of proposed work. More than one description can be marked. If none of the items listed will take place, then indicate this by checking the "N/A" box.		
<b>QUESTION 20:</b>	<input type="checkbox"/>	
Question 20 inquires about any plumbing work that will take place inside the building (existing or new building) and on private property. This does not include plumbing, water, or sewer work that will take place in the street or sidewalk within the public right-of-way. Please read through the three choices and make one choice with an "X" or check mark.		
<b>QUESTIONS 21-24:</b> These questions inquire about sewer and water construction that will take place in the street, sidewalk, or any other public right-of-way. The Pittsburgh Water and Sewer Authority (PWSA) owns and maintains the public sewers and the majority of the public water mains in the City of Pittsburgh. For more information on the PWSA requirements for water and sewer use and connections, please refer to the PWSA Procedures Manual for Developers. The Manual is available at <a href="http://www.pgh2o.com">www.pgh2o.com</a> or by calling 412-255-2443.		

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<p><b>QUESTION 21:</b></p> <p>For each of the four items listed in Question 21, please indicate the number of each item that will be part of the proposed work. For example, if a new residential home will be constructed and needs one new water tap and one new sewer tap, then write a "1" beside "New Water Service Connections", a "1" beside the "New Sewer Service Connections" and zeros by all other items.</p> <p>Terminations of existing taps may be required by PWSA depending on the presence and location of any existing taps and the type of work that is proposed to take place. More detailed information on the PWSA requirements will be obtained as you proceed through the PWSA permitting process.</p> <p>Please note that the numbers you write in Question 21 are subject to change once you begin the PWSA permitting process because more detailed information about the water and sewer utilities at the property will be reviewed at that time.</p>	<input type="checkbox"/>	
<p><b>QUESTION 22:</b></p> <p>Question 22 inquires about the water consumption or the sewer discharge flows of the building or site changing from their existing conditions to new, proposed conditions. For example, if a property lot contains a one-family home currently and the applicant is proposing to renovate the home and retain its use as a one-family home, then the water consumption and sewer discharge flows should not change significantly. This use of the property is staying the same.</p> <p>One example of a change in water consumption and sewer discharge flows is when a retail store is converted into a restaurant and the water use in the bathrooms and a new kitchen increase the water consumption and sewer discharge flow. However the change in water consumption and sewer discharge flows can also be defined as a decrease from the current values, for example by converting a restaurant into a retail store.</p>	<input type="checkbox"/>	
<p><b>QUESTION 23:</b></p> <p>Question 23 inquires about any sewer main and/or water mains that an applicant is proposing to construct. Some examples of this type of work include:</p> <ul style="list-style-type: none"> <li>◆ Constructing an extension to existing PWSA water mains and sewer mains to service a home currently without public water and sewer utilities;</li> <li>◆ Constructing water mains and sewer mains for a new residential housing development.</li> </ul> <p>Please mark only one of the three boxes for the option you will pursue regarding the ultimate ownership of these new utilities.</p> <p>If this type of work is not proposed to take place, then mark the third box for "Not Applicable" with an "X" or check marks.</p>	<input type="checkbox"/>	

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<p><b>QUESTION 24:</b></p> <p>Question 24 is a follow-up question to Question 23. Question 24 requests information on the physical location of the new, proposed water and sewer utilities described in Question 23.</p> <p>If Question 23 has been marked "Not Applicable", then also mark Question 24 as "Not Applicable".</p>	<input type="checkbox"/>	
<p><b>QUESTION 25:</b></p> <p>Question 25 provides a list of work that is typically performed within the City rights-of-way related to renovation, demolition, and construction work. Read through the list and select all applicable items by marking the appropriate boxes with an "X" or check mark. More than one item can be selected. If none of the items on the list will be part of the proposed work, then leave all boxes unmarked.</p>	<input type="checkbox"/>	
<p><b>QUESTION 26:</b></p> <p><b>Visitability Tax Credit:</b></p> <p>In October 2002, Pittsburgh City Council introduced Ordinance 939, which would require that all single family homes, duplexes and triplexes developed with public funds in the City of Pittsburgh be visitable.</p> <p>Visitability includes having one no step entrance to the house, 32" wide doorways, and a first floor accessible powder room. This would allow people with physical impairments to participate in family events and community gatherings at the house. This would also allow that a person with a temporary or permanent mobility impairment to remain living in his or her home.</p> <p>The Visitability Tax Credit provides a real estate tax credit up to \$2,500 for City taxes and up to \$2,500 for County taxes over five years.</p>	<input type="checkbox"/>	
<p><b>Applicant Signature:</b></p> <p>Applicant must sign the form in blue or black ink.</p>	<input type="checkbox"/>	