



# Pittsburgh Department of City Planning

## ADMINISTRATOR EXCEPTION

### WHAT IS AN ADMINISTRATOR EXCEPTION?

The Administrator Exception is an approval process required by the Zoning Code for certain requests that are allowed by right, provided they will not be injurious to surrounding property.

### WHO CAN FILE THE APPLICATION?

An application for approval of an Administrator Exception can be filed by the owner or the owner's agent at the Division of Zoning and Development Review, 200 Ross St, 3rd Floor, weekdays 8 am-3 pm, excluding City Holidays.

### HOW LONG DOES THE PROCESS TAKE?

There is a 21-day posting period. The applicant must return to the Zoning Division after the 21 days to complete the process for the appropriate permits. The permitting process will vary by application type.

### WHAT DO I NEED FOR THE APPLICATION?

Zoning Staff will confirm that your request requires an Administrator Exception. You must bring:

- A survey or site plan on 11x17 or smaller
- Check or money order made payable to "Treasurer, City of Pittsburgh"

### HOW MUCH IS THE FEE?

The fee is :

- \$275 for a Residential request
- \$550 for a Non-Residential request

Check or money order made payable to "Treasurer, City of Pittsburgh" is required. Fees are non-refundable, including if the request is denied. These fees cover the Administrator Exception process only. Additional fees may be assessed for other zoning reviews, as applicable. These will vary by project type.

### WHAT IS THE POSTER FOR?

The Zoning Code requires that notice is posted for at least 21 days on the subject property in a location visible from the public right-of-way so someone can read the notice. Upon application, the applicant will be given a poster for this purpose indicating the date and nature of the Administrator Exception.

On the day of posting, the applicant must take a photo of the poster and the site context as evidence that the

posted notice requirements above are met. (See Section 922.01.C.2 for more details.) Please e-mail or send the photos to the Zoning staff person who took the application. The 21-day count will begin the day that the Zoning Division receives the photo.

### WHAT IS REQUIRED AFTER THE 21-DAY POSTED NOTICE PERIOD?

If the request has been granted, and if all other Zoning requirements have been met, **the applicant must return to the Zoning Division** (200 Ross Street, 3rd Floor) in order to process the zoning voucher.

The approval expires one year after being granted. A permit should be obtained and substantial construction or occupancy should begin within one year of approval. If additional time is needed, the applicant may request a one-year extension by writing to the Zoning Administrator within the one-year time period. Include the address of the subject property with a brief explanation on why an extension is needed.

### MAY A NEIGHBOR APPEAL A DECISION?

Yes, if affected parties may appeal an Administrator's Exception within 30 days of the application date. Appeals are heard by the Zoning Board of Adjustment (ZBA). See the ZBA handout for more information.

### CAN I SEE ADMINISTRATOR EXCEPTION FILES?

Yes, the applications and drawings are available for view at the Zoning Division, 200 Ross Street, 3rd Floor, Monday-Friday 8 am-3 pm, excluding City Holidays. Photocopies of decisions are available for \$0.50 per page, payable by check or money order only.

### FOR MORE INFORMATION

Contact the Division of Zoning and Development Review at 412-255-2241 or [zoning@pittsburghpa.gov](mailto:zoning@pittsburghpa.gov).