



## Pittsburgh Department of City Planning

# AFTER PLANNING COMMISSION

### WHAT IS REQUIRED AFTER PLANNING COMMISSION IF PLANNING COMMISSION HAS APPROVED A PROJECT?

After Planning Commission approval, please email staff to address any Planning Commission conditions for development projects. Planning Commission conditions may include, but not be limited to, review of final construction drawings, approval of stormwater management plan, and/or final approval of the transportation and parking plan by the Transportation Planner and Traffic Engineer.

For new construction and work involving interior and exterior renovations, please forward a digital copy of the final drawings to the staff person who presented the project at Planning Commission. Please submit the drawings outlined on the following page as relevant to each project. Submission requirements will vary by project type.

If there are any differences between the drawings approved by Planning Commission and the final drawings, please call those items out on the drawings. If the changes are minor, they may be approved administratively as an amendment to the Planning Commission approval. A letter requesting this change may be required. More significant changes may require a return to Planning Commission.

Depending on the scope of the project and the current review volume, it may take a week or more for staff to review these submissions. Once the review is complete, staff will contact the applicant with any questions or requests for additional information. Once any necessary changes have been made and resubmitted, staff will prepare the Zoning Voucher for the building permit and let the applicant know when it is ready for pick up at the Zoning Counter, open weekdays from 8 am to 3 pm, excluding City holidays.

For larger development projects with multiple Zoning Vouchers required, please contact staff to verify the most efficient way to review and process.

Please work with zoning staff if any additional Zoning Vouchers are necessary, in addition to the building permit, such as HVAC or electrical.

### WHAT ARE THE NEXT STEPS IF A PROJECT REQUIRES CITY COUNCIL APPROVAL?

Applicants should work with the City Councilmember representing the area where the project is located throughout the City Council process.

Please note that Planning Commission may add conditions to an application proceeding through City Council. These conditions may be required to be met prior to City Council or may be tied to the final approval by the Zoning Administrator (after Council approval).

After Planning Commission recommendation to City Council, City Planning staff will prepare the resolution or ordinance and transmit it to City Council. This process generally takes approximately two to three weeks.

Once the resolution or ordinance is introduced in City Council and given a bill number, the City Clerk's Office will work to schedule a Public Hearing, which will require the standard 21-day mailing and posted notice. City Council is required to hold the Public Hearing within a certain time frame, as per application type. In certain circumstances, a letter from the applicant agreeing to an extension may be required.

At the Public Hearing, City Planning staff and the applicant team must be present. The applicant should be prepared to make a presentation. If the applicant would like to make an electronic presentation, they should contact the City Clerk's office at 412-255-2138 in advance. If hard copies are printed, there are nine City Council members. Public testimony will be taken at the public hearing and anyone wishing to speak at the hearing should call the City Clerk's office to register in advance.

After the Public Hearing, the City Council will consider the legislation at Standing Committee. They will deliberate and vote. These meetings usually occur on Wednesdays. Then, a vote will be taken at a full Council Meeting, usually the following Tuesday.

For Conditional Use Applications that require a Zoning Voucher and Building Permit, after approval by City Council, the applicant must email City Planning staff prior to proceeding to the Zoning Counter. Please see submission requirements on the following page. Applicant will work with City Planning staff to address any additional outstanding conditions (from Planning Commission and/or City Council) prior to the issuance of the Zoning Voucher.



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### SUBMISSION REQUIREMENTS FOR FINAL CONSTRUCTION DRAWINGS (WILL VARY BY PROJECT)

- Final Site Plan meeting the requirements of [Zoning Code Section 922.01.D](#)
- Building Elevations:
  - Specify materials including glass (transparency) details
  - Building height
- Bicycle and automobile parking details:
  - Standard and compact automobile parking (number, location, size of stall and drive aisle)
  - Accessible automobile parking spaces (number, location, size of stall and accessible aisle)
  - Bike parking details (number, location, rack type, clearance around)
  - Loading spaces (number, location, screening, size of stall)
- Details on other accessory uses or structures (HVAC, storage sheds, retaining walls, solar panels, etc):
  - A noise analysis will be required for projects subject to Residential Compatibility as per [Zoning Code Section 916.06](#)
  - A diagram illustrating that HVAC will not be visible from the right-of-way may be required
- Landscaping plan with planting details:
  - Tree and vegetative survey on sites of 10,890 square feet or greater
  - Protection and/or replacement plan and details for trees larger than 12 inches dbh
  - Amount required (street trees, parking lot landscaping screening and trees)
  - Plant schedule (species, height of shrubs at planting, diameter of tree at planting)
  - Planting details for trees and shrubs
  - Alternative Compliance Plan and Agreement form (if proposed)
- Geotechnical Report (if in steep slope, landslide prone overlay, etc)
- Floodplain Application Final Approval (<http://pittsburghpa.gov/dcp/flood>)
- Any requests for Administrator Exceptions (parking dimension standards, loading reduction, etc)
- For high wall signs:
  - Site plan, elevation of building illustrating sign, sign details
  - Statement that the sign will meet the lighting levels of [Zoning Code Section 919.03.M.7\(c\)](#)
- For projects using LEED bonus or requirement (see [Zoning Code Section 915.04](#)):
  - Documentation that the project has been registered with the USGBC
  - Documentation that team member is a LEED accredited professional
  - Documentation that the project team has submitted all the design phase credits (when available)
- Addressing letter stating new address assignment (required if new construction or relocation of door)
- Certificate of Appropriateness (if in local historic district or locally nominated structure)

*If a foundation permit only is sought, the applicant should provide the final site plan and address assignment. Staff will verify if transportation, stormwater and other environmental requirements are met.*

### FOR MORE INFORMATION

Contact Kate Rakus, Principal Planner, at [kate.rakus@pittsburghpa.gov](mailto:kate.rakus@pittsburghpa.gov) or 412-255-2470 Ex. 3.