



# Pittsburgh Department of City Planning

## LOT CONSOLIDATION AND SUBDIVISION REQUIREMENTS

### WHAT ARE LOT CONSOLIDATIONS AND SUBDIVISIONS?

A consolidation is when more than one lot is joined together legally to create a new single lot. A subdivision is when a lot is legally separated into more than one lot.

### WHY MAY I BE REQUIRED TO CONSOLIDATE?

Reasons for consolidation include:

- For tax reasons, so that a property owner receives only one bill.
- To conform to the international building code, which does not allow construction across a lot line.
- For zoning requirements, to keep accessory structures such as a garage on the same lot as the primary structure.

### HOW ARE CONSOLIDATIONS AND SUBDIVISIONS APPROVED?

Planning Commission approval is required to complete a consolidation or subdivision. Planning Commission hearings are held on a bi-weekly basis on Tuesday afternoons at 200 Ross Street, 1st Floor Conference Room, Pittsburgh, 15219.

### CAN I SEE THE CITY PLANNING COMMISSION AGENDA?

The Planning Commission agenda is available at <http://www.pittsburghpa.gov/dcp/> (the Department of City Planning website). The public is invited and encouraged to attend and testify on projects that impact their neighborhood.

### WHERE DO I SUBMIT A CONSOLIDATION/SUBDIVISION PLAN?

At the Zoning Office, 200 Ross Street, 3rd Floor, Pittsburgh, 15219. Zoning office hours are from 8 AM to 3 PM. Please do not arrive later than 2 PM.

### HOW LONG DOES THIS PROCESS TAKE?

The entire process from making an application to receiving approval takes approximately four to six weeks.

### WHAT DO I NEED TO SIGN UP?

You need to contact a registered surveyor to draw up a proposed consolidation or subdivision plan. Before the plan is signed, staff can review the draft document for comments. After incorporating any recommendations from the Zoning Office, submit two copies of the consolidation and/or subdivision plat, with the appropriate, original signatures, and the appropriate fee. The plat will then be reviewed by the City Planning Commission.

**Note:** Mylar film is no longer required.

### HOW MUCH IS THE FEE?

The base fee of \$375 in addition to \$35 per lot created. Therefore if three lots become one lot the cost will be \$410; if one lot becomes three lots the cost will be \$480. Please see the Zoning Fee Schedule 2015 for the list of Department of City Planning fees. Payment must be by check or money order, payable to "Treasurer, City of Pittsburgh."

### SHOULD I ATTEND THE HEARING?

Applicants are more than welcome to attend the hearing but in most instances the review and report made by staff is more than sufficient to answer any questions proposed by the City Planning Commission.

### WHAT HAPPENS WHEN MY CONSOLIDATION/SUBDIVISION IS APPROVED?

The registered surveyor or applicant should contact the Zoning Office after the scheduled Commission hearing to obtain the approved plat. The applicant then must record the plat at the Allegheny County Real Estate Department, 542 Forbes Avenue. After the plat is recorded, the applicant must inform the City Planning Department of the Plan Book volume and page number.

### FOR MORE INFORMATION

For any additional information please contact the Zoning Office at 412-255-2241.

**Note:** Allegheny County Real Estate Department may need a new deed to be filed that contains the new legal description of the properties.