



# Pittsburgh Department of City Planning

## SITE PLAN REVIEW PROCESS

### ABOUT THE SITE PLAN REVIEW PROCESS

Site Plan Review is an administrative zoning review process for medium-sized projects. The purpose of the Site Plan Review is to ensure that a proposed development complies with applicable zoning standards. This is not an “over-the-counter” permit, but a more detailed review. The process is intended to result in well-designed projects that improve quality of life, enhance neighborhood character, and provide economic and environmental benefits.

### WHEN IS SITE PLAN REVIEW REQUIRED?

Site Plan Review is required in these situations:

- Any new construction, building addition or use enlargement or exterior renovation of an existing structure in the NDO, LNC, NDI, UNC, or P district on a lot of 2,400 SF or larger;
- Any new construction or building addition, enlargement, or exterior renovation of an existing structure in the HC, UI, or GI district on a lot of 8,000 SF or larger;
- Any off-street parking area in the NDO, NDI, LNC, UNC, UI, or P district that includes more than 10 parking spaces or more than 2,500 SF of surface area;
- Any construction (including additions and rehabilitations) in the H district;
- Any new construction, enlargement, or renovation of a multi-unit residence of 4 or more units; or
- Any development requiring Site Plan Review listed in Section 911.04 - Use Standards.
- Any development subject to Residential Compatibility Standards in Section 916.

Properties without a valid Certificate of Occupancy may also be subject to Site Plan Review.

### HOW LONG WILL THE PROCESS TAKE?

The length of the review process depends on the complexity of the project; the number of revisions required; and the volume of other projects currently being reviewed by the Department of City Planning. .

### WILL I NEED A PUBLIC HEARING?

As long as the project is in compliance with all applicable zoning regulations, it can be approved by the Zoning Administrator and does not need a public hearing.

### WHAT DRAWINGS ARE REQUIRED FOR SITE PLAN REVIEW?

The following drawings are the minimum required for site plan review:

- Site plan application (completed and signed)
- Location map
- Detailed Site Plan, **dimensioned**, including adjacent context, vehicular and bike parking details
- Labeled photos of surrounding context
- Elevations of all sides
- Landscape plan
- A stamped survey is required for final approval
- Review fee is required for final approval

**Other drawings may be required for specific projects. For example, for HVAC applications, a roof plan and illustration of screening is required.**

### HOW DO I START THE PROCESS?

Please email Anne Kramer, Design review Specialist, at [anne.kramer@pittsburghpa.gov](mailto:anne.kramer@pittsburghpa.gov) with the drawings and a Development Review Application, including a description of the development. Paper submissions are permitted, if electronic is not possible. Once you have made your submission, staff will review and get back to you within several weeks with initial comments.

### WILL I NEED DESIGN REVIEW OR OTHER REVIEWS?

All projects that require Site Plan Review also require Design Review, a review of architecture and urban design. Please see our Design Review handouts on the City Planning website for additional information.

In addition, some projects require stormwater review and/or a new address assignment. These reviews are not directly handled in the Zoning Department, but staff can direct you to the appropriate contact(s).

### HOW DO I END THE PROCESS?

After you have resolved any zoning and design issues, a staff member will prepare the zoning paperwork and make an appointment to meet you at the Zoning Counter. For most efficient service, please make an appointment.

### FOR MORE INFORMATION

Please contact Anne Kramer, Design Review Specialist, at [anne.kramer@pittsburghpa.gov](mailto:anne.kramer@pittsburghpa.gov) or 412-255-2562 with any additional questions.