



City of Pittsburgh Commission on Naming Public Properties

City of Pittsburgh, Department of City Planning

200 Ross Street, Fourth Floor

Pittsburgh, Pennsylvania 15219

NAMING COMMISSION ON PUBLIC PROPERTIES

Application for Review

COVER FORM

Hearing Date: / /

CURRENT AND PROPOSED NAME OF PROPERTY/FACILITY: _____

ADDRESS OF PROJECT PROPERTY: _____

HAS THIS PROJECT EVER COME BEFORE NAMING COMMISSION? **yes** **no** (check one)

If yes, when? Month year

APPLICANT NAME: _____

ADDRESS: _____

City _____

State, Zip _____

PHONE: _____

FAX: _____

E-MAIL: _____

RELATIONSHIP OR ROLE IN PROJECT: _____

CO- APPLICANT NAME: _____

ADDRESS: _____

City _____

State, Zip _____

PHONE: _____

FAX: _____

E-MAIL: _____

RELATIONSHIP OR ROLE IN PROJECT: _____

BRIEF DESCRIPTION OF PROPOSED PROPERTY: _____



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Letter of Intent

Please place in this section a formal letter of intent stating the current and proposed name of your project, asking to be placed on the agenda for a Naming Commission Hearing.

NAMING COMMISSION OF PITTSBURGH

CURRENT/ PROPOSED PROJECT NAME:

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Narrative

Please provide a concise, yet thorough explanation of your proposed project within this section.

Please use no more than 3 letter-sized (8.5 x 11 inches) pages at a minimum of 10pt. type.

In this section, you should include and/or address:

Materials to be submitted should include:

- (a) Name of public property or facility to be named or renamed
- (b) Name of designee
- (c) Narrative on why designee was chosen and his or her connection to the property or facility
- (d) Site maps & Images
- (e) Historical information
- (f) Biographies
- (g) Other materials, as deemed necessary by the CNPP or applicant
- (h) Report on local community support and outreach done to garner community support

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Site Map & Images

Please keep this section as concise as possible, using no more than 6 full pages. All pages within this application document should be 8.5 x 11 inches in size. However, an applicant may use up to 11 X 17 size pages, if necessary, to ensure legibility in construction documents and other like detailed schematics.

Please insert all images, drawings, contextual renderings in this section. Images should be inserted into this Word document and be accompanied by a caption describing what the image is and its relation to the project.

Example of caption: *Detail of lower section of sculpture illustrating its mount to the base.*

- Site plan
- Historical Images
- Photographs of the proposed property
- Description or samples of ideas/suggestions of materials/colors for project

You may include multiple images per page, as long as images remain large enough to be easily understood.

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Letters of Support

Use this section to provide proof that you have alerted and received at least tentative support and/or approval from any persons, community organizations and/or City agencies that will be directly affected by your proposed project. Your application should include:

- Letters of support from community stakeholders (residents, property owners, and frequent users of the project area)
- At least 1 letter of support/approval from any pertinent City agency or other governmental official that has purview or maintenance responsibilities to the proposed project location (ie: Department of Public Works, Department of Parks and Recreation, PA Department of Transportation, etc...)

Completed Applications

To be included on the Naming Commission's quarterly public agenda, an application from the project leader(s) requesting to be placed on the agenda and the documents outlined above must be received by **4:00PM on the Monday four (4) weeks prior** to an upcoming Commission meeting. The cover form must state the type of review being sought from the Commission. The application must indicate who will be presenting the project to the Commission, who will be attending the review, and the name of the client(s).

All application materials (cover form, narrative, images, letters of support, etc.) should be combined into a single Word or PDF document and delivered via email, dropbox, google drive or CD with the optional digital presentation (either Powerpoint or PDF format) that the applicant wishes to present at the hearing. Presentation boards, material samples, color swatches, etc, are allowed as well. Should you have questions or have special needs for presentation materials, please email or call the Department of Planning.

All applications must be submitted to:

The Naming Commission
Attn: Ms. Lisa Ray
Lisa.Ray@pittsburghpa.gov
Department of City Planning
200 Ross Street, 4th Floor
Pittsburgh, PA 15219

For additional information contact:

Ms. Lisa Ray
Senior Secretary
412-255-2219
Lisa.Ray@pittsburghpa.gov