



CITY OF PITTSBURGH

Historic Review Commission Application for a Certificate of Appropriateness

DIRECTIONS:

Please note: You must complete a Zoning and Development Review Application (ZDR) along with this Application. The ZDR can be filed and fees paid online after creating an account at OneStopPGH. Please upload this Application when submitting the ZDR along with your supporting documentation.

DEADLINE:

Completed applications must be received at least 13 business days prior to the HRC hearing, when a hearing is required. In order to confirm your spot on the agenda, you must confirm that your application has been received by emailing historicreview@pittsburghpa.gov.

FEE SCHEDULE:

See attached.

STAFF USE ONLY:

DATE RECEIVED: _____

LOT AND BLOCK NUMBER: _____

WARD: _____

DISTRICT: _____

ZDR#: _____

FEE PAID: _____

ADDRESS OF PROPERTY:

APPLICANT/PROPERTY OWNER INFORMATION

OWNER NAME: _____ COMPANY NAME: _____

OWNER ADDRESS: _____

APPLICANT NAME: _____ COMPANY NAME: _____

APPLICANT ADDRESS: _____

APPLICANT CONTACT (EMAIL): _____ (PHONE): _____

SUPPORTING DOCUMENTATION (REQUIRED):

Drawings Photographs Renderings Site Plan Other

DETAILED DESCRIPTION OF PROPOSED PROJECT (ATTACH ANOTHER SHEET IF NEEDED):

APPLICANT OR PROPERTY OWNER SIGNATURE:

SIGN: _____ DATE: _____

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There is a \$50 zoning filing fee due at the time of application for all projects except painting. The historic review fee is separate and will be assessed upon receipt of your application by Historic Preservation staff. **Applications must be complete and fees must be paid prior to a hearing before the Historic Review Commission, when a hearing is required.**

All demolitions and historic nominations require full Historic Review Commission review. Fees vary for historic nominations (\$100 or \$250+), depending on type.

Residential review is for single-family homes and structures with four units or fewer that were originally built as houses. Apartment buildings and properties with more than four units are considered commercial buildings.

Fees are non-refundable. A single project will require the applicant to pay staff level review fees OR Historic Review Commission level review fees; projects requiring Historic Review Commission level review fees are not also required to pay staff level review fees.

STAFF LEVEL REVIEW and FEES – Project adheres to historic guidelines.

Type of Project	Residential Fees	Commercial Fees
In-kind repairs	\$25	\$500
In-kind restoration		
HVAC or fencing replacement		
Signage		
Painting	No Fee	

HISTORIC REVIEW COMMISSION LEVEL REVIEW AND FEES – Project does not adhere to historic guidelines or involves a change in materials.

Type of Project	Residential Fees	Commercial Fees
Change in materials	\$100	\$1000
Change in fenestration		
New HVAC or fencing		
Non-conforming signage		
Addition or new construction		
Demolition		