WHAT IS OVER-THE-COUNTER REVIEW?

Most urban design, architecture, and landscape projects on public property and in the right-of-way require Art Commission review and approval. However, in certain circumstances an Over-The-Counter review may be conducted by PACD staff in lieu of the project going to an Art Commission hearing.

WHAT PROJECTS ARE ELIGIBLE FOR OVER-THE-COUNTER REVIEW?

Over-The-Counter review is limited to proposed projects that will have a relatively minimal impact on the public realm. Projects may be eligible for Over-The-Counter approval based on the following criteria:

1. Replacements: Projects which replace the form or content of existing elements or fixtures in order to repair, improve, or update existing implementations.

   Replacements may be either of the following:
   - In Kind: Repair or replacement of existing elements or fixtures with identical products, or products of a similar aesthetic that have been slightly modified due to changes in cost, product availability, or updates.
   - Content: Changes made to written content or images in order to provide updated information, branding, or imagery which maintain the same overall aesthetic.

2. Negligible Changes: Projects that will have minimal to no impact on the public realm.

   Negligible changes may be either of the following:
   - Low Visibility: Changes or additions that cannot be easily viewed from public property or the right-of-way.
   - Minor change: Changes or additions that will not affect the general aesthetic of the site, would go unnoticed by a large portion of visitors to the site, or would be assumed by most viewers to be a standard element of City infrastructure.

3. City Standards: Projects that fit within the City's established design standards.

4. Modifications: Changes to the design and/or aesthetic of projects that have previously been approved by Art Commission.

HOW IS A PROJECT SUBMITTED FOR OVER-THE-COUNTER REVIEW?

All inquiries and applications for Over-The-Counter review should be sent to Public Art & Civic Design Division staff at pacd@pittsburghpa.gov. Final determination of eligibility will be made by PACD and the Director of City Planning based on the extent and impact of the proposal.
WHAT MATERIALS MUST BE SUBMITTED FOR REVIEW?

A full Art Commission application package is not necessary for Over-The-Counter review; however, the applicant must provide enough material to give a full and comprehensive understanding of the scope of the proposed project. Application materials must include:

1. A statement describing proposed project. This should include:
   - Applicant information: name, organization, address, phone, and email
   - Project address or cross streets
   - Description of project: scope, intended impact, lifespan, maintenance requirements
   - Evidence of DPW or DOMI support (see below)

2. Visual materials clearly demonstrating project scope and location. These will vary from project to project, but should include:
   - Map identifying project location(s)
   - Current photographs of project location from multiple views
   - Technical drawings/renderings/images of proposed project, as applicable
   - Renderings of proposed project in situ showing scale
   - Material and color specifications

If submitted materials are not sufficient for review, PACD staff will request additional materials.

DPW / DOMI SUPPORT

Projects on City property require the support and permission of either the Department of Public Works (for City-owned land and buildings) or the Department of Mobility and Infrastructure (for the public right-of-way). As evidence of this support, applicants must provide either 1) a signed letter of support from the relevant department, or 2) the name of the City contact at the relevant department with whom they have been working on this project.

WHAT IS THE PROCESS FOR PROJECT APPROVAL?

If the project receives Over-The-Counter approval, PACD staff will issue an approval letter, which may be used as the project proceeds through any other required City permitting. Please note that any necessary building permits, certificates of occupancy, or other City approvals are still required.