Art Commission Submission Guidelines

REQUIREMENTS FOR REVIEW AND APPROVAL
The City of Pittsburgh’s Art Commission is charged with fostering excellence in design to City property in Pittsburgh. For that purpose, the Commission is authorized to review and approve the designs of projects in the public realm such as architecture, landscape architecture, works of art, memorials, and streetscape components. The following outlines the requirements to apply for review by the City of Pittsburgh’s Art Commission.

APPLICATION DEADLINE:
Applications are due on the first Wednesday of each month, January through November. Art Commission hearings take place on the fourth Wednesday of each month, January through November.

A full application as described below must be received by 4:00 PM on the first Wednesday of the month, three weeks before an upcoming Commission meeting, to be included on the next Art Commission agenda.

APPLICATION FORMAT:
Applications are made online at https://forms.gle/S5iPNjFRt3eLdeWt9

The following checklist summarizes the materials to be submitted through the online application:

- **Individual or organizational statement**: This should summarize the background or mission statement of the applicant.
- **Letter of intent**: A description of the proposal, including a brief history of the project planning and the intended impact on the community.
- **Presentation**: A PDF that includes all visuals to be digitally projected at the Art Commission hearing. Your presentation at the hearing must be under ten minutes in length. Presentation PDFs should be as concise as possible and be no more than fifteen slides. Click here for the presentation template.
- **Additional documents**: Additional information, visuals, or plans may be submitted to supplement what is in the presentation. These will be included in the application review but will not be presented at the hearing.
- **Budget**: This should describe the cost of materials, artist fees, maintenance, etc. The budget will be included in the application review but will not be presented at the hearing.
- **Letters of support**: Three letters of support are required: Two from community stakeholders or neighborhood organizations, and one from the Department of Public Works or the Department of Mobility & Infrastructure. Letters of support may be sent separately to pacd@pittsburghpa.gov and must be received by the day before the hearing.

Notes on application materials: Project scopes vary widely and each application will have unique material necessary for a comprehensive review. The presentation template above shows general expectations for visual materials, but these may differ from project to project. Applicants should strive to submit materials that give as complete of an understanding of the proposal as possible. Applicants may reach out to PACD staff at the email given below before application with any questions regarding what should be submitted or if they are unable to complete the online application form.

DEPARTMENT CONTACTS:
Public Art & Civic Design Division: Questions regarding the application process should be sent to pacd@pittsburghpa.gov.
Department of Public Works: For projects on City property, requests for letters of support should be sent to chris.hornstein@pittsburghpa.gov.

Department of Mobility and Infrastructure: For projects in the City right-of-way, requests for letters of support should be sent to Kimberly.lucas@pittsburghpa.gov.
DEVELOPMENT ACTIVITIES MEETING:
If the site of your project is within the boundaries of a Registered Community Organization (RCO), the Pittsburgh Administrative Code requires that a Development Activities Meeting be held at least 30 days before the hearing. You can identify areas covered by RCOs at https://pittsburghpa.gov/dcp/whos-my-rco. The full guidelines for Development Activities Meetings can be found at https://pittsburghpa.gov/dcp/dev-activities-meeting.

FOUR TYPES OF REVIEW:
Conceptual Review: This review takes place at the initial stages of the project. The purpose of this review is to allow the project to receive feedback, suggestions, and/or design critiques before a substantial investment of time or finances have gone into a final design and/or construction-level documents and engineering. Projects that receive Conceptual Approval must return at a later date to seek Final Approval.

Conceptual/Final Review: This type of review is appropriate for 1) projects of a smaller scale, or 2) large projects that have previously received Conceptual Approval and wish to receive additional feedback. In both cases, Final Approval may be given if the project meets the requirements for Final Review. This type of review may only be pursued when approved by PA+CD staff based on project scope.

Final Review: Applicants for Final Review must have previously received Conceptual Approval. Final Approval is required of applicants before they begin construction or fabrication of their project.

Courtesy Review: This optional review is for projects taking place on private property. Any resident or organization planning a project that will be visible to the public may submit their plans and designs to the Art Commission for advice and suggestions. Applications for Courtesy Review will require the same submission materials as Conceptual or Final Review and will be placed on the Art Commission agenda for a regularly scheduled hearing date.

HEARING OUTCOMES:
The Art Commission may approve, approve with conditions, deny, deny with conditions, or table. If a project is denied with conditions, the applicant may revise the proposal and resubmit within three months. If a project is denied without conditions, the project may not reapply for one year. A tabled project may resubmit at any time.

Depending on the scope, some projects may require a later update to the Commission. PA+CD staff may inspect projects after completion. The purpose of this inspection is to document the project and assure that the project has been implemented as proposed to the Art Commission. Following Final Approval, no changes may be made to the scope of the project without further approval.

STAFF REVIEW:
In certain circumstances, an Over-The-Counter review may be conducted by PACD staff in place of the project going to an Art Commission hearing. Information on Over-The-Counter Review may be found at https://apps.pittsburghpa.gov/redtail/images/16285_OTC_Process_Guide.pdf

ADDITIONAL NOTES:
The figures in application renderings present a visual message regarding who will be using a property or facility. City of Pittsburgh property is intended for use by people of all races, genders, sexual orientations, ages, and ability levels. Presented renderings should reflect this diversity.

Interpreters for the hearing impaired will be provided with four days notification by contacting Lisa Ray at 412-255-2219.

After receiving Art Commission approval, any necessary permits, certificates of occupancy, legal agreements, or other City approvals are still required. These must be applied for separately at the appropriate City departments and are the responsibility of the applicant.