



# Pittsburgh Department of City Planning

## PRE-APPLICATION MEETING

### WHAT IS A PRE-APPLICATION MEETING?

A pre-application meeting is a service provided by the Department of City Planning to advise prospective applicants on the applicable zoning and planning approval processes before an application is submitted. This initial discussion helps prospective applicants understand these processes.

The meeting may be required if any of the following thresholds are met:

- \$100,000 for Exterior Renovations on Commercial Building Permits
- Any new commercial structure or additions of 5,000 square feet or greater
- Any application with more than 20 parking spaces
- Any Master Plan/Rezoning Application
- Any Historic Nomination
- Any Zoning Protest Appeal
- Any Advertising Sign Application

Common topics discussed at these meetings are:

- Zoning district and requirements for the project
- Development review approval process
- Applicable public hearings and notices
- Design review process
- Development Activities Meeting(s)
- Local community groups

The purpose of these meetings is to discuss the processes under the jurisdiction of the Department of City Planning. Questions about building codes or other non-planning aspects will not be discussed.

### HOW ARE MEETING SCHEDULED?

Prospective applicants wishing to schedule a pre-application meeting should apply using the [OneStopPGH](#) online application portal. Pre-Application meeting requests can also be made at the OneStopPGH Counter at 200 Ross Street, 3rd floor, weekdays from 8 am to 3 pm.

After an application reviewed, the applicant will be notified via email of meeting time. The requestor will also be advised if zoning staff determine the questions may be answered more efficiently without a meeting.

### WHAT IS THE FEE FOR THE MEETING?

There is a \$50 fee for each pre-application meeting. This fee is due prior to scheduling the meeting. It can be

paid at the OneStopPGH online portal, in person at the OneStopPGH Counter, or by mail to Dept. of Permits, Licenses, and Inspections, 200 Ross St, Suite 320, Pittsburgh, PA 15219. Credit cards and E-checks payment is available, with a service fee, and checks are accepted made payable to "Treasurer, City of Pittsburgh."

### WHO WILL BE THERE?

City Planning staff relevant to the project may include the Zoning Administrator, zoning staff, design staff, and the neighborhood planner. For projects in the Uptown Public Realm District, representatives from the Green Building Alliance will attend. The applicant is welcome to bring anyone involved in the project such as the property owner, architect, developer, or other parties.

### WHAT MATERIALS SHOULD PROSPECTIVE APPLICANTS BRING TO THE MEETING?

The prospective applicant must bring a map of the development and surrounding parcels and be able to discuss the proposed use(s). The more information brought to the meeting, even in draft form, the more details staff can provide on relevant processes.

Helpful items to bring include:

- Site plan or survey
- Photos of site and context
- Landscape plan
- Building elevations
- Perspective renderings
- Date of Development Activities Meeting

### WHAT ARE THE NEXT STEPS AFTER THE MEETING?

The prospective applicant will be advised at the meeting what the next steps will be as this will vary by project type.

Please contact other agencies such as the Department of Permits, Licenses, and Inspections, the Department of Mobility and Infrastructure, the Department of Public Works, and Pittsburgh Water and Sewer Department to find out about their approval processes for a project.

### FOR MORE INFORMATION

For questions contact the Zoning Division at [zoning@pittsburghpa.gov](mailto:zoning@pittsburghpa.gov) or 412-255-2241.