



Pittsburgh Department of City Planning

AFTER PLANNING COMMISSION

WHAT IS REQUIRED AFTER PLANNING COMMISSION IF PLANNING COMMISSION HAS APPROVED A PROJECT?

After Planning Commission approval, please coordinate with staff on the required submissions to complete any Planning Commission conditions for development projects. Planning Commission conditions may include, but not be limited to, review of final construction drawings, approval of stormwater management plan, construction management plan, and/or final approval of the transportation and parking plan by the Department of Mobility and Infrastructure.

Please do not file for a building permit until a Record of Zoning Approval (ROZA) is issued or until staff authorize permit submission.

For new construction and work involving interior and exterior renovations, please forward a digital copy of the final drawings to the staff person who presented the project at Planning Commission or upload the submission to the OneStopPGH online portal. Please submit the drawings outlined on the following page as relevant to each project. Submission requirements will vary by project type.

If there are any differences between the drawings approved by Planning Commission and the final drawings, please call those items out on the drawings and provide an explanation. If the changes are minor, they may be approved administratively as an amendment to the Planning Commission approval. A letter requesting this change may be required. More significant changes may require a return to Planning Commission.

Once the review is complete, staff will contact the applicant with any questions or requests for additional drawings or information. Once any necessary changes are complete and all conditions are met, staff will prepare the Record of Zoning Approval (ROZA) and email it to the applicant.

Please work with zoning staff if any additional zoning approvals are necessary, such as HVAC or land operations.

Please note that if more than one building permit is requested or required, additional Zoning and Development Review applications may be required, including additional fees.

WHAT ARE THE NEXT STEPS AFTER PC IF A PROJECT REQUIRES CITY COUNCIL APPROVAL?

Applicants should work with the City Council Member representing the area where the project is located throughout the City Council process.

Please note that Planning Commission may add conditions to an application proceeding through City Council. These conditions may be required to be met prior to City Council or may be tied to the final approval by the Zoning Administrator (after Council approval).

After Planning Commission recommendation to City Council, City Planning staff will prepare the resolution or ordinance and transmit it to City Council. This process generally takes approximately two to three weeks.

Once the resolution or ordinance is introduced in City Council and given a bill number, the City Clerk's Office will work to schedule a Public Hearing, which will require the standard 21-day mailing and posted notice. City Council is required to hold the Public Hearing within a certain time frame, as per application type. In certain circumstances, a letter from the applicant agreeing to an extension may be required.

At the Public Hearing, City Planning staff and the applicant team must be present. The applicant should be prepared to make a presentation. If the applicant would like to make an electronic presentation, they should contact the City Clerk's office at 412-255-2138 in advance. If hard copies are printed, there are nine City Council members. Public testimony will be taken at the public hearing and anyone wishing to speak at the hearing should call the City Clerk's office to register in advance.

After the Public Hearing, the City Council will consider the legislation at Standing Committee. They will deliberate and vote. These meetings usually occur on Wednesdays. Then, a vote will be taken at a full Council Meeting, usually the following Tuesday.

For Conditional Use Applications that require a ROZA and Building Permit, after approval by City Council, the applicant must contact assigned Zoning staff and submit final drawings. Please see submission requirements on the following page. Applicant will work with Zoning staff to address any additional outstanding conditions (from Planning Commission and/or City Council) prior to the issuance of the ROZA.



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SUBMISSION REQUIREMENTS FOR FINAL CONSTRUCTION DRAWINGS (WILL VARY BY PROJECT)

- Final Site Plan meeting the requirements of [Zoning Code Section 922.01.D](#)
- Building Elevations:
 - Specify materials including glass (transparency) details
 - Building height
- Bicycle and automobile parking details:
 - Standard and compact automobile parking (number, location, size of stall and drive aisle)
 - Accessible automobile parking spaces (number, location, size of stall and accessible aisle)
 - Bike parking details (number, location, rack type, clearance around)
 - Loading spaces (number, location, screening, size of stall)
- Details on other accessory uses or structures (HVAC, storage sheds, retaining walls, solar panels, etc):
 - A noise analysis will be required for projects subject to Residential Compatibility as per [Zoning Code Section 916.06](#)
 - A diagram illustrating that HVAC and refuse storage will not be visible from the right-of-way
- Landscaping plan with planting details:
 - Tree and vegetative survey on sites of 10,890 square feet or greater
 - Protection and/or replacement plan and details for trees larger than 12 inches dbh
 - Amount required (street trees, parking lot landscaping screening and trees)
 - Plant schedule (species, height of shrubs at planting, diameter of tree at planting)
 - Planting details for trees and shrubs
 - Alternative Compliance Plan and Agreement form (if proposed)
- Construction Management Plan (see [Zoning Code Section 917.06](#))
- Geotechnical Report (if in steep slope, landslide prone overlay, etc)
- Floodplain Application Final Approval (<http://pittsburghpa.gov/dcp/floodplain>)
- Stormwater Plan Final Approval (<http://pittsburghpa.gov/dcp/stormwater>)
- Any requests for Administrator Exceptions (parking dimension standards, loading reduction, etc)
- In the RIV, final submissions on any bonus points needed for height or reduced Riparian Buffer Zone
- In the UPR, final submissions on any bonus points needed for height
- For high wall signs:
 - Site plan, elevation of building illustrating sign, sign details
 - Statement that the sign will meet the lighting levels of [Zoning Code Section 919.03.M.7\(c\)](#)
- For projects using LEED bonus or requirement (see [Zoning Code Section 915.04](#)):
 - Documentation that the project has been registered with the USGBC
 - Documentation that team member is a LEED accredited professional
 - Documentation that the project team has submitted all the design phase credits (when available)
- Addressing letter stating new address assignment (required if new construction or relocation of door)
- Certificate of Appropriateness (if in local historic district or locally nominated/designated structure)

FOR MORE INFORMATION

Contact the Zoning Staff assigned to the project or email planningcommission@pittsburghpa.gov.

Pittsburgh Department of City Planning • 200 Ross Street, Pittsburgh, PA 15219 • pittsburghpa.gov/dcp/

LEGAL DISCLAIMER: This handout should not be used as a substitute for applicable law, including the City of Pittsburgh Zoning Code. The applicant is responsible for compliance with all applicable legal requirements, whether or not addressed in this handout.