



CITY OF PITTSBURGH, DEPARTMENT OF CITY PLANNING
Public Art & Civic Design Division

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.

A. Application Deadline

Art Commission Hearings take place on the fourth Wednesday of each month, January through November. A full application package as described below must be received by 4:00 p.m. on the first Wednesday of the month, three weeks prior to an upcoming Commission Hearing in order to be included on the agenda.

B. Application Package Format

An application package consists of two PDFs, submitted by email to pacd@pittsburghpa.gov.

1. One application PDF: This must include the application form, letter of intent, letters of support, and all other application materials that comply with the requirements listed in Section E. These materials must be compiled into a single PDF.
2. One presentation PDF: This must include all visuals to be digitally projected at the Art Commission Hearing. This presentation cannot be edited or substituted after submission. If additional visuals are needed for the Hearing, please bring them in hard copy and email to pacd@pittsburghpa.gov if possible.

Packages will not be accepted as complete if they do not include two PDFs: application and presentation.

Files should be reduced in size as much as possible. Should application files become too large for email, please contact staff to arrange an alternate option. Presentation boards, material samples, color swatches, etc., are allowed on the day of Hearing in addition to the digital presentation. In the event of questions or special need related to presentation materials, email pacd@pittsburghpa.gov.

The application form must state the type of review being sought from the Commission and must indicate the applicant and name of the client(s). If someone other than the applicant will be presenting at Commission, that must be noted.

C. Letters of Support

Each project required three letters of support: two letters from project managers, neighborhood groups, or relevant community members, and one letter from either the Department of Mobility and Infrastructure or the Department of Public Works. These may be included in the application or sent separately to pacd@pittsburghpa.gov.

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- If the project is in the public right-of-way, a letter of support from DOMI is required. Applicants should obtain this by contacting Director Karina Ricks at karina.ricks@pittsburghpa.gov.
- If the project is on City of Pittsburgh property, a letter of support from DPW is required. Applicants should obtain this by contacting Director Mike Gable at mike.gable@pittsburghpa.gov.

D. Development Activities Meetings

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 gis.pittsburghpa.gov/rco. The full guidelines for Development Activities Meetings can be found at <https://pittsburghpa.gov/dcp/dev-activities-meeting>.

E. Types of Review and Submission Requirements

The Art Commission offers four types of reviews: (1) Conceptual Review, (2) Conceptual/Final Review, (3) Final Review, or (4) Courtesy Review. The Commission may require submission of additional information, reports, and/or documents to supplement those listed below. All applicants are required, regardless of review stage, to demonstrate awareness of and compatibility between accepted plans developed by the City, property owners, or community organizations, and the proposed project.

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 final design and/or construction-level documents and engineering. Projects that receive Conceptual Approval must return at a later date to seek Final Approval.

Materials to be included in an application for Conceptual Review:

- Letter of Intent describing the project
- Plans, drawings, and/or models which clearly describe the scale of the project
- Site plan, renderings, elevations, and isometric drawings (as applicable)
- Photographs of the proposed project location and the adjacent uses/surroundings
- Description or samples of materials and colors to be used
- Description of design/competition process (planned or as occurred)
- Prospective budget

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 PACD staff based on project scope and guidelines adherence. Some materials listed below may not be required for small-scale projects.

Materials to be included in an application for Conceptual/Final Review:

- Letter of Intent describing a project
- Plans, drawings, and/or models which clearly describe the scale of the project
- Site plan, renderings, elevations, and isometric drawings (as applicable)
- Photographs of the proposed project location and the adjacent uses/surroundings
- Description or samples of materials and colors to be used
- Description of design/competition process (as applicable)
- Prospective budget
- Technical drawings
- Three letters of support, as detailed in Section C

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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.

Materials to be included in an application for Final Review:

- Letter of Intent describing the project
- Final construction-level documents (stamped as applicable), including site plans, renderings, elevations, landscape plans, and technical drawings
- Photographs of the proposed project location and adjacent uses/surroundings
- Final materials/colors for the project (actual swatches and samples may be presented)
- Final budget
- Three letters of support, as detailed in Section C.

Courtesy Review: This optional review is for projects taking place on private property. Any resident or corporation planning a project that will be visible to the public may submit their plans and design 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.

All applications must be submitted via email to the PACD Division at pacd@pittsburghpa.gov.

F. Staff Review

PACD staff reviews all applications. The staff have been authorized by the Art Commission to determine the appropriateness of each application in relation to the purview of the Art Commission.

G. Hearing Outcomes

The Art Commission may approve, approve with conditions, table, deny, or deny with conditions. If a project is tabled or 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. Projects that are denied are not owned by nor are they the responsibility of the City.

The Commission may require a site visit before a decision is made. Depending on the scope, some projects may require a later update to the Commission. PACD 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. The applicant must report all changes to the project. If the project was not implemented as proposed, the applicant may be required to make changes to the project as installed.

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- Please note that 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 Lisa.Ray@pittsburghpa.gov.

Please note that 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.