

HISTORIC REVIEW COMMISSION OF PITTSBURGH

REQUIREMENTS **FOR** **EXTERIOR WORK APPLICATIONS** **AND** **PUBLIC HEARINGS**

Applications for exterior work cannot be accepted without payment of the required fees as listed on the Application Form.

The Historic Review Commission has approved the following requirements for work applications. Depending upon the nature of the application, many applications can be approved by the Staff of the Historic Review Commission. Others must be presented at the monthly Public Hearings.

The Commission does not wish to create an undue burden on applicants, but instead requires that submissions to be completed in detail so that a prompt decision may be reached. ***PLEASE NOTE: In certain cases, the Commission may require the submission of additional information or documents to supplement those listed below.***

1. All applications must be submitted, accompanied by a check, to the Historic Preservation Office of the Department of City Planning, 200 Ross Street, 4th Floor, Pittsburgh, PA 15219.
2. If you wish to be on the Historic Review Commission's Monthly Public Hearing Agenda, your application must be submitted, accompanied by a check, by 4:00PM on the Wednesday, two weeks before an upcoming Commission meeting. Public Hearings are usually held on the first Wednesday of every month. For dates, times or more information, please call Maria Burgwin at 412-393-0162 or e-mail your questions to maria.burgwin@city.pittsburgh.pa.us
3. The Staff of the Historic Review Commission reviews all applications. The Staff has been authorized by the Commission to approve certain kinds of work on its own, and may therefore be able to issue a Certificate of Appropriateness to the applicant with little delay. The Commission must review all applications that the Staff cannot approve on its own. In some instances the work will also be reviewed by a Local Review Committee (LRC) before it is presented to the Commission, and it may

be necessary for the applicant to attend an LRC Meeting (held one week before the Commission's meeting).

4. All submissions to the Historic Review Commission must be to "presentation" level and must include:
 - a. a detailed description of all proposed exterior work, indicating the extent of the work, materials, textures, colors, etc.;
 - b. scale drawings of all proposed exterior alterations that involve a change in design (e.g., modifying a window opening, or new construction), labeled to show dimensions, material, textures, etc.;
 - c. samples, catalog descriptions, or brochures illustrating the proposed materials and building elements (including bricks, windows, fences, balusters, doors, paint colors, etc.); and
 - d. site plans, if the proposal includes external work (paving, fences, decks, etc.).
5. Applications should be as complete and clear as possible, so that the Commission Members can visualize the effects of the proposed changes. Therefore, it is always helpful to submit:
 - a. plan, section and perspective drawings;
 - b. site plans (these are necessary if external work is proposed), showing the building in question and adjacent properties; and
 - c. photographs.
6. The applicant should contact the Zoning Counter and the Bureau of Building Inspection (both are located at 200 Ross Street, 3rd Floor) to determine if they need to file applications with those departments, and to find out the application requirements.

