



Pittsburgh Department of City Planning

ADMINISTRATOR EXCEPTIONS

WHAT IS AN ADMINISTRATOR EXCEPTION?

An Administrator Exception is a component of Zoning Review which requires public notice. It is required by the Zoning Code for certain requests which are allowed by right provided they will not be injurious to surrounding property, as demonstrated through compliance to specific standards.

WHEN IS AN ADMINISTRATOR EXCEPTION REQUIRED?

Administrator Exception requests are either dimensional requests related to a use or structure, or based on the proposed use in that specific Zoning District. Common residential dimensional requests which may require administrator exceptions are for accessory uses like decks or parking stalls, and for building additions, particularly when they are no closer to a neighboring property line than the existing, legally established primary structure.

WHO INITIATES AN ADMINISTRATOR EXCEPTION?

This will vary by project and type of Administrator Exception. For commercial applications, please consult the zoning staff reviewing the project. For residential dimensional applications, staff will typically request an accurate site plan and a letter from potentially impacted property owners abutting the property stating that they do not have significant concerns regarding the proposal.

WHAT IS THE ADMINISTRATOR EXCEPTION FEE?

The fee for the Administrator Exception component of an application is \$100. Other review fees will apply for the complete application (see the [Fee Schedule](#) for more information).

WHAT IS THE POSTED NOTICE REQUIREMENT?

The City-provided notice must be posted for at least 21 days on the subject property in a location where it is legible from the primary adjacent public right-of-way. The poster indicates the date and nature of the Administrator Exception.

On the day of posting, the applicant must take a photo of the poster as evidence that the posted notice requirements summarized above are met. (See Section [922.01.C.2](#) for more details.)

Please upload your photos using the OneStopPGH online portal, or email or deliver the photo(s) to the Zoning staff person reviewing the application. The 21-day count will begin the day that Zoning staff receives the photo and verifies compliance with the posted notice requirements.

WHAT IS REQUIRED AFTER THE 21-DAY POSTED NOTICE PERIOD?

After the 21-day posted notice period, the applicant must continue to work with Zoning staff to complete the applicable [Zoning Review](#). If all other Zoning requirements have been met, staff will complete the zoning review process. If the project is in Site Plan Review or Zoning Review with Planning Commission, the applicant must continue coordinating with the assigned staff reviewer on any outstanding components.

DOES AN ADMINISTRATOR EXCEPTION EXPIRE?

An Administrator Exception expires one year after being granted. A permit should be obtained and substantial construction or occupancy should begin within one year of approval. If additional time is needed, the applicant may request a one-year extension by writing to the Zoning Administrator within the one-year time period. Include the address of the subject property with a brief explanation on why an extension is needed.

MAY A NEIGHBOR APPEAL AN ADMINISTRATOR EXCEPTION?

Yes, affected parties may appeal an Administrator Exception within 30 days of the approval. Appeals are heard by the [Zoning Board of Adjustment \(ZBA\)](#).

ARE ADMINISTRATOR EXCEPTION FILES PUBLIC?

Yes, the applications and drawings are available upon request to zoning staff. Please email the zoning staff person reviewing the application or zoning@pittsburghpa.gov. Please include the address and parcel ID (if known) and the case number (if known). The OneStop counter is also open for in-person service at 412 Boulevard of the Allies from 9AM- 3PM, Monday through Friday.

FOR MORE INFORMATION

Contact the Division of Zoning and Development Review at 412-255-2241 or zoning@pittsburghpa.gov.



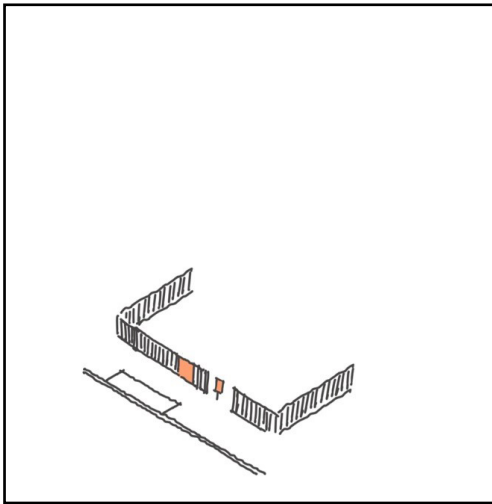
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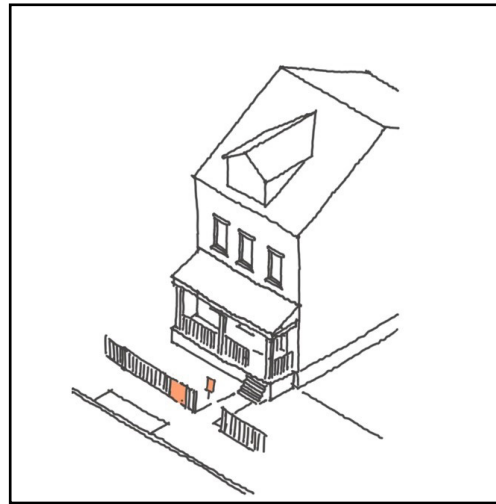
Posting the Notice Placard

The notice will need to be posted on the property in a conspicuous place, plainly visible for public viewing from the right of way. If the notice must be posted outside, please take the proper steps to ensure the poster is weather resistant. Failure to post and maintain this placard may result in a delay.

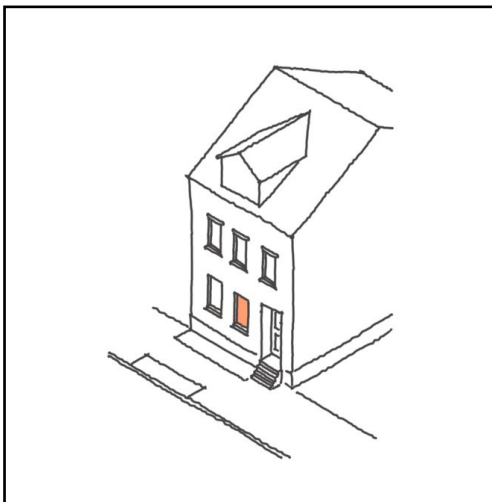
See the following recommended location examples:



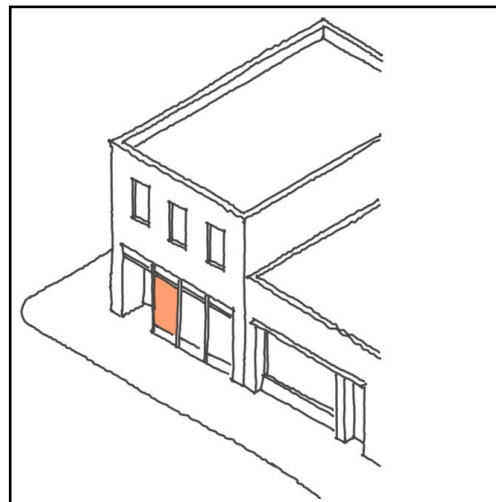
Example posted at fence line



Example posted in front yard



Example posted in front window



Example posted in commercial window

Photographing the Notice

To document that the notice has been posted correctly, please photograph it and then email that photograph to your project reviewer. The photograph should clearly show the property and location of the notice on the property. Once this photograph has been received your project reviewer will begin the 21-day notice period. Your project reviewer will contact you when the 21-day posting period has ended and you can remove the notice.