



CITY OF PITTSBURGH  
**DEPARTMENT OF CITY PLANNING**

## Certificate of Appropriateness Application Process

- 1 Prior to starting your project, review your Historic District requirements.**
  - » [Historic Nomination's and Designations webpage](#)
- 2 Visit the City's Registered Community Organization page. A Development Activities Meeting (DAM) may be required.**
  - » [Who's My RCO webpage](#)
  - » *If your project requires review by the Historic Review Commission, a DAM is required 30 days before the Commission meeting date.*
- 3 Complete this Certificate of Appropriateness application**
  - » *Review Application Requirements and the list of required information and documents on page 2.*
  - » *Fill out Part 1 and Part 2 of the Application.*
  - » *Incomplete applications cannot be added to a hearing agenda.*
- 4 Complete a OneStopPGH application**
  - » Visit [OneStopPGH](#) and create an account.
  - » Create a new Permit Application. If unclear on which type of permit is needed, use the Chat function to request help.
  - » Upload the completed Certificate of Appropriateness application to the Permit application.
  - » Upload the required documents for review. See Certificate of Appropriateness Application Requirements for a list of required documents.
  - » Pay the applicable Permit review fee. The current fee schedule is available [online](#). Fees are non-refundable.
  - » Submit the Permit application.
- 5 Email [historicreview@pittsburghpa.gov](mailto:historicreview@pittsburghpa.gov) to verify application receipt**



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# Certificate of Appropriateness Application Requirements

## Required Documents for Project Review

*All submissions for project review shall be to “presentation” level. Staff will review the Review Narrative and submitted materials to determine if the application is complete. Incomplete applications may delay project review and required hearings.*

**A Full Design Review Narrative**

*A detailed description of all proposed exterior work, indicating the extent of the scope of work, the proposed materials, textures, colors, etc. Include a description of areas where materials will be replaced “in kind” and of areas that will remain untouched which should be marked “existing to remain.”*

**B Photographs**

*Photos of existing conditions of the structure, site, and areas of proposed work, including photos of neighboring context. Do not submit screenshots from mapping websites.*

**C Historical Photographs**

*If available, provide historical photos of the property. Contact staff for available City resources.*

**D Drawings and Renderings**

*Scaled drawings of all proposed exterior alterations that involve a change in design. Design changes include new construction, additions, modified openings, etc. Include and label dimensions, materials, textures, etc. Drawings for submittal include site plans, floor plans, elevations, building & wall sections, and perspective renderings.*

**E Material and Specification Sheets**

*Physical samples, cut sheets, product catalog descriptions, or brochures illustrating the proposed materials and building elements, to include, but not limited to brick type, windows, fences, balusters, doors, paint colors, etc. Clearly indicate (circle or highlight) materials that are applicable for review clarity.*

**F Site Plan or Survey**

*Provide a scaled site plan if the proposed project scope includes external site work (paving, fences, decks, stairs, etc.), building additions, or new construction.*



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## Certificate of Appropriateness Application

### 1 Applicant and Property Owner contact information

Property address

Applicant name

Owner name

email

email

phone

phone

### 2 Documentation checklist and project information

*See Application Requirements for additional detailed information related to required documents.*

Design narrative

Proposed elevations

Proposed materials

Photographs

Renderings

Site Plan / survey

### 3 Summary description of the proposed project

#### What will happen after you submit this form?

*Upon submission of your OneStopPGH application, a Zoning reviewer and a Historic Preservation reviewer will be assigned. Historic Preservation Staff have been authorized by the Historic Review Commission to approve certain kinds of projects over-the-counter and may therefore be able to issue a Certificate of Appropriateness administratively. The Historic Review Commission must review all applications that Staff are not able to approve over-the-counter. Historic Preservation Staff will contact you to schedule a HRC meeting date once the application has been reviewed and determined to be a Complete Application. **Incomplete applications may delay project review and required hearings.***



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## Definitions and Terminology

*Additional definitions are provided in the Historic Preservation Ordinance Chapter 1101.02 Definitions*

- » **Building Development Application (BDA):** A BDA is the OneStopPGH permit type.
- » **Certificate of Appropriateness (COA):** A COA is issued by the Commission for approval of any new construction, demolition, exterior alterations or change of location of a Historic Structure, structure located within a Historic District, or a Historic Site or Object. A COA is required prior to issuing a demolition, building, or sign permit.
- » **Complete Application:** An application is deemed complete when required documents are submitted in a full and legible format to allow all reviews to be executed. Incomplete applications may delay project review and required hearings.
- » **Historic Review Commission (HRC):** HRC reviews and approves proposed exterior alterations for buildings located in City-designated Historic Districts. Also referred to as "The Commission".
- » **OneStopPGH:** Pittsburgh's online permitting platform. All City issued permits are applied for through this online portal. Tutorials can be founded here: <https://pittsburghpa.gov/onestoppgh/tutorials>
- » **Over-the-Counter (OTC):** The Commission may authorize OTC issuance of a COA for certain routine reviews without formal review and approval by the Commission itself.
- » **Specifications:** Detailed descriptions of proposed exterior materials and products and are provided by the manufacturer. Also known as "cut sheets."
- » **Site Plan:** A plan of the entire property, drawn to a known architectural or engineering scale, showing the location and dimensions of all property lines, existing and proposed structures, accessory uses, paving, and landscaping. also known as a plot plan or survey.