



ART COMMISSION OF PITTSBURGH

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 conceptual review, final review and final acceptance by the City of Pittsburgh's Art Commission.

A. TYPES OF REVIEW AND SUBMISSION REQUIREMENTS

The Art Commission reviews projects at three stages: conceptual review, final review, and final acceptance. Courtesy review and amendment review is also offered, as pertinent to the project. The Commission may request reports and / or appearances by the applicant in addition to the reviews described below. In certain cases, the Commission may require submission of additional information and/or documents to supplement those listed below.

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 critique before a substantial investment of time or finances have gone into final design and/or construction-level documents and engineering. While it is not mandatory to apply as conceptual review, substantial projects are strongly encouraged to do so.

1. Materials to be included in application for Conceptual Review:

- Conceptual Site plan
- Conceptual Drawings in situ (renderings done in elevation, isometric, as appl.)
- Photographs of the proposed project location and the adjacent uses/surroundings
- Description or samples of ideas/suggestions of materials/colors for project
- Description of design/competition process (either that which has occurred, or is yet to come)
- Prospective Budget
- Letters of support from project partners or neighboring communities

Applicants are required to demonstrate awareness of and compatibility with accepted plans developed by the City, property owners, or community organizations and the applicant's proposed project. Final drawings are not required at this time. The Commission may require a site visit before a decision about the application is made.

The Art Commission may give Conceptual Approval with or without conditions, or deny approval to the applicant. IF a project is denied, the project may not reapply at any point in the future without substantial changes made to the proposal. In cases where applications are submitted as Conceptual, but meet the requirements of Final Review in the judgment of the Art Commission, the applicant may receive both Conceptual and Final Review Approval within the single hearing.



- 2. Final Review:** This review is required of applicants before they begin the construction or fabrication of their project.

Materials that must be submitted for Final Review (as applicable):

- Final Construction-level documents (stamped, as applicable):
 - Site Plan
 - Renderings
 - Elevations
 - Landscape Plan
- Final materials/colors for project (actual swatches and samples can be presented at hearing)
- Description of design/competition process
- Final Budget
- Letters of support from project partners or neighboring communities
- Photographs of the proposed project location and the adjacent uses/surroundings

Applicants are required to demonstrate awareness of and compatibility with accepted plans developed by the City, property owners, or community organizations and the applicant's proposed project. Final construction documents are required at this time unless the Applicant has received notice from the Commission that they are not required.

At this stage, the Commission may require a site visit before a decision on the application is made. The Art Commission may give Final Approval with or without conditions, or deny approval to the applicant. IF a project is denied, the project may not reapply at any point in the future without substantial changes made to the proposal.

3. Final Acceptance: This review takes place after the project has been completed. The purpose of this review is to present the final project, and project documentation, to the Art Commission. The applicant must report all changes to the project since the Final Review. At this stage, the Commission reviews photographs, as-built drawings, and other materials that document the completion of the project as originally proposed. The Art Commission will review if the project was completed as proposed, and may require the applicant to make changes to the project to receive Final Acceptance Approval. The Commission may require a site visit before a decision about Final Acceptance is made. **Projects that are denied Final Acceptance will not be considered owned or the responsibility of the City.**

4. Courtesy Review: The Art Commission may volunteer advice or suggestion to the owners of **private property** in relation to the beautification of the same. Any resident or person who may be about create or install an artwork or erect any building or make any improvement to landscape may submit the plans and designs thereof to the Commission for advice and suggestion. **Applications for Courtesy Review will require the same submission materials as Conceptual or Final Review and will be placed on Art Commission agenda for a regularly scheduled hearing date.**



5. Amendment: From time to time, a project will encounter an unforeseen condition which will require changes to the project either during construction, or prior to construction, but after receiving final art commission approval. In all such cases, applicants shall provide an application of Amendment to prior approval before completing the project. This application should resemble a Final Acceptance application type—noting the changes that are needed, from that which was approved.

B. APPLICATION DEADLINE AND FORMAT:

Please see application template. Applications to be placed on the agenda of the Art Commission include:

- (a) 1 digital copy of the application (one single document) in word or pdf format of an application cover form and application materials that comply with the application template included herein
- (b) **OPTIONAL:** 1 additional Powerpoint or pdf of a presentation the applicant wishes to digitally project at the Art Commission hearing. If none is desired or delivered, then the digital application will be automatically loaded and projected for the applicant at the time of the hearing

To be included on the Art Commission's monthly public agenda, an application from the project leader(s) requesting to be placed on the agenda and the documents outlined above must be received by **4:00PM two (2) weeks prior** to an upcoming Commission meeting. The cover form must state the type of review being sought from the Commission. The application must indicate who will be presenting the project to the Commission, who will be attending the review, and the name of the client(s).

All application materials (cover form, narrative, images, letters of support, etc.) should be combined into a single Word or PDF document and delivered via email, Dropbox, Google Drive or CD with the optional digital presentation (either Powerpoint or PDF format) that the applicant wishes to present at the hearing. Presentation boards, material samples, color swatches, etc, are allowed as well. Should you have questions or have special needs for presentation materials, please email or call the public art manager.

All applications must be submitted to:

Morton Brown
Public Art Manager
412-255-8996
morton.brown@pittsburghpa.gov



Public Art Division
City of Pittsburgh, Department of City Planning
200 Ross Street, Fourth Floor
Pittsburgh, Pennsylvania 15219

C. STAFF REVIEW:

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

D. PUBLIC WORKS APPROVAL

Applicable written approval(s) required from the City of Pittsburgh's Department of Public Works regarding proposed site, etc., must be included in the documents. Applicants may contact Director Mike Gable at the Department of Public Works by email at mike.gable@pittsburghpa.gov to obtain review and/or approval.