



CITY OF PITTSBURGH
DEPARTMENT OF CITY PLANNING

Historic Nomination Application

How to start an application

1 Review Nomination Criteria

- » *At least one of the ten criteria listed in the Historic Preservation Code must be met for Historic Designation.*
- » *The list is available on the Historic Nomination webpage*

2 Create a OneStopPGH account

- » *Visit [OneStopPGH](#) and create an account*
- » *All submissions and review comments are organized through your OneStopPGH account and application record number*

3 Complete this Historic Nomination Application

- » *Review Application Requirements, the list of required information and supporting documents.*

4 Create and submit this Historic Nomination Application

- » *Visit OneStopPGH and under Planning, create a new Historic Nomination application*
- » *Upload this completed application, Nomination narrative, and supporting documents.*
- » *Review "Completeness Check" items. A nomination is deemed accepted upon staff approval of Completeness Check in OneStopPGH.*
- » *Pay the applicable fee. The current fee schedule is available [online](#). Fees are non-refundable.*
- » *Submit the application.*

5 Email historicpreservation@pittsburghpa.gov to verify application receipt



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What happens after a nomination is submitted?

Once an application has been submitted via OneStopPGH, City Planning staff will review the nomination for correctness and completeness. A nomination application is deemed accepted upon staff approval of Completeness Check in OneStopPGH.

City Planning staff will notify the applicant via email once Completeness Check is accepted.

1 Development Activities Meeting (if applicable)

- » [Who's My RCO webpage](#)
- » *If this nomination is accepted as complete and there's a RCO, a Development Activities Meeting is required at least 30 days before the first Commission meeting date.*

2 Historic Review Commission Preliminary Review Meeting

- » *The Commission will make a preliminary determination concerning the nomination, deciding if there is reasonable cause to determine that the application meets the definitions for a district, structure, site, or object.*
- » *If approved, the application is scheduled for a Public Meeting.*

3 Historic Review Commission Public Meeting

- » *The Commission hears public testimony and considers a favorable recommendation to City Council.*

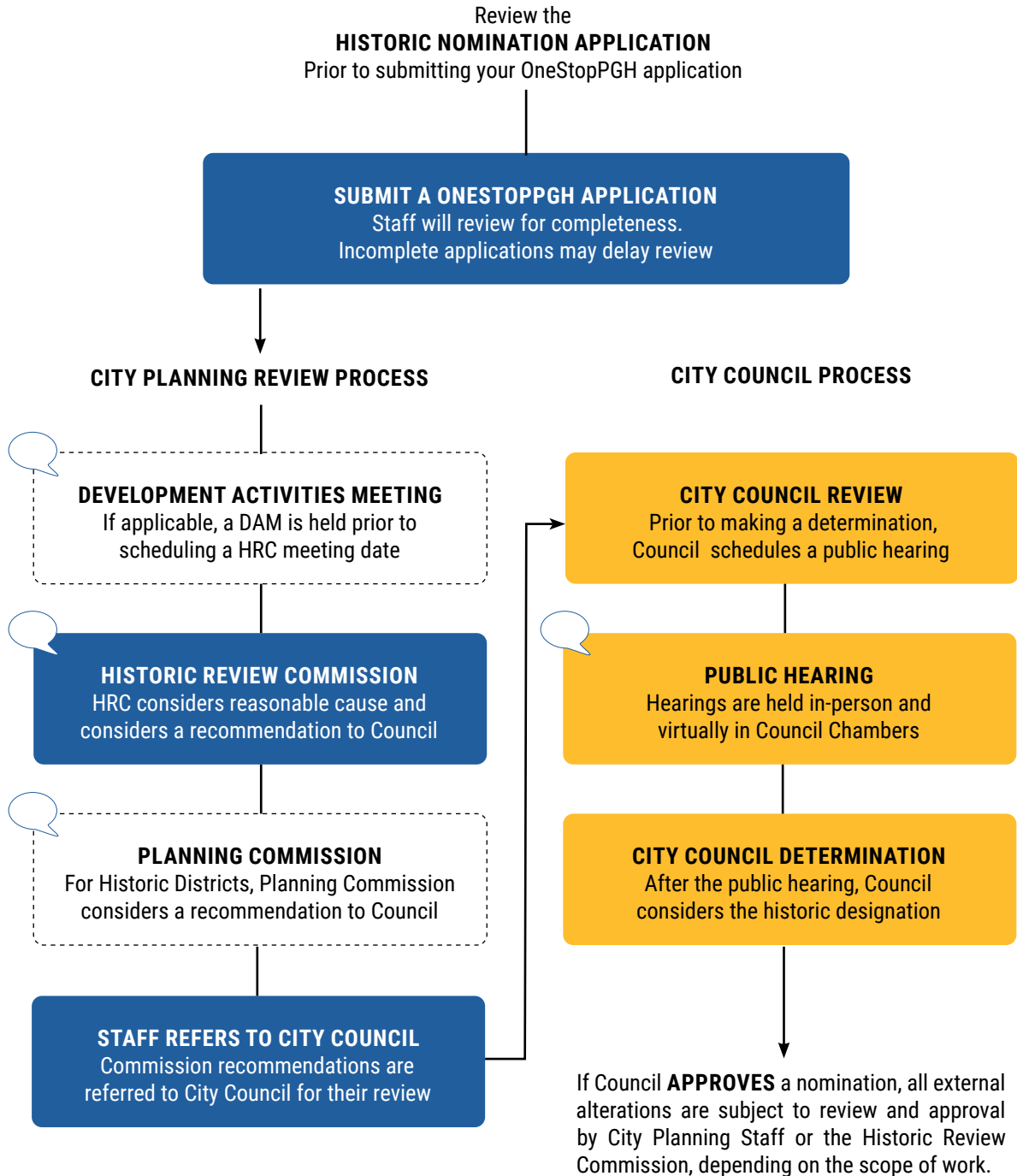
4 Planning Commission Public Meeting

- » *The Commission hears public testimony and considers a favorable recommendation to City Council.*

5 City Council Public Meeting & Consideration

- » *City Council holds a public meeting and makes the final decision regarding historic designation.*

Historic Nomination Review Flowchart





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What are the effects of a nomination?

What happens after a nomination is submitted?

Per 1101.03 (c), no exterior alterations shall be undertaken upon a nominated structure or a structure located within a nominated district beginning two business days after notice of an accepted nomination.

This is in effect until a final determination has been made by City Council or until 120 days after Council's receipt of the HRC and PC recommendations, without the review and approval of the HRC and issuance of a Certificate of Appropriateness (COA). This COA is valid for six months.

A nomination is deemed accepted upon staff approval of Completeness Check in OneStopPGH.

What about demolitions?

Per 1101.03 (c), no demolition permit shall be issued beginning with the date of receipt of an accepted nomination application.

What happens after City Council approves a nomination?

If City Council approves a nomination, it's added to the City Register. All external alterations to an individually listed property or those located in a historic district are subject to review and approval by Historic Preservation Staff or the Historic Review Commission, depending on the scope of work. Violations are subject to citation by the Department of Permits, Licenses, and Inspections (PLI) and are treated the same as any building code violation.



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Nomination Prepared By

Name

Organization (if applicable)

Address 1

Address 2

Nominator contact information *(if different than above)*

Name

Organization (if applicable)

Address 1

Address 2

*The Historic Preservation Ordinance permits **individual nominations** by any of the following: the Mayor, a Historic Review Commission member, a Planning Commission member, a City Councilperson, the owner of record, any City resident for at least one year.*

*For a **Historic District**, nomination may also be made by: a resident or community organization. Historic District nominations must be accompanied by a petition signed by the owners of 25% of the properties in the proposed District*



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Application information

A Property information

Historic name of property

Current name of property

Property address

For Districts, attach a list of all street address of each property included in the nomination and a clear street map illustrating the proposed district boundaries.

B Classification and use - check all that apply

Select classification type. Refer to definitions page for classification descriptions

Historic Structure

Historic Site

Historic District

Historic Object

Ownership

Private - residence

Public - government

Place of religious
worship

Private - other

Public - other

Describe current use below



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Nomination information and instructions

*Provide written narratives for each section below and include as an attachment PDF document type. **Incomplete applications may delay receipt of nomination, staff review and scheduling of required hearings.***

C Description

Provide a description of the structure, district, site, or object. If it has been altered over time, indicate the date(s) and nature of the alteration(s). Include the following information as applicable:

- | | |
|---|--|
| » Year built | » Visual character |
| » Architectural style | » Street pattern |
| » Arrangement of architectural elements | » Density |
| » Building materials | » Topography |
| » Method(s) of construction | » History of the development of the area |
| » Type and arrangement of buildings | » Architect and/or builder |

D History

Provide a history of the structure, district, site, or object. Include a bibliography of sources consulted, copies of relevant source materials, and the following information as applicable.

- | | |
|---|---|
| » History of the development of the area; | » Contextual background on building type(s) and/or style(s); |
| » Circumstances which brought the structure, district, site, or object into being; | » Importance of the structure, district, site, or object in the larger community over the course of its existence. |
| » Biographical information on architects, builders, developers, artisans, planners, or others who created or contributed to the structure, district, site, or object; | » Include a bibliography of all sources consulted at the end. Where historical information is uncertain or disputed, reference sources in the text. |



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Nomination information and instructions (cont.)

E Significance

At least one of the ten criteria listed in the Code must be met for Historic Designation. Provide a detailed description of how this nomination meets one or more criteria.

The structure, building, site, district, object is significant because of (note all that apply):

- 1. Its location as a site of a significant historic or prehistoric event or activity;*
- 2. Its identification with a person or persons who significantly contributed to the cultural, historic, architectural, archaeological, or related aspects of the development of the City of Pittsburgh, State of Pennsylvania, Mid-Atlantic region, or the United States;*
- 3. Its exemplification of an architectural type, style or design distinguished by innovation, rarity, uniqueness, or overall quality of design, detail, materials, or craftsmanship;*
- 4. Its identification as the work of an architect, designer, engineer, or builder whose individual work is significant in the history or development of the City of Pittsburgh, the State of Pennsylvania, the Mid-Atlantic region, or the United States;*
- 5. Its exemplification of important planning and urban design techniques distinguished by innovation, rarity, uniqueness, or overall quality of design or detail;*
- 6. Its location as a site of an important archaeological resource;*
- 7. Its association with important cultural or social aspects or events in the history of the City of Pittsburgh, the State of Pennsylvania, the Mid-Atlantic region, or the United States;*
- 8. Its exemplification of a pattern of neighborhood development or settlement significant to the cultural history or traditions of the City, whose components may lack individual distinction;*
- 9. Its representation of a cultural, historic, architectural, archaeological, or related theme expressed through distinctive areas, properties, sites, structures, or objects that may or may not be contiguous; or*
- 10. Its unique location and distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community, or the City of Pittsburgh.*



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Nomination information and instructions (cont.)

F Integrity

In addition to Significance, “any area, property, site, structure, or object that meets any one or more of the criteria listed above shall also have sufficient integrity or location, design, materials, and workmanship to make it worthy of preservation or restoration.”

G Notification / consent of property owner(s)

The nomination must be accompanied by evidence that the nominator has made a good-faith effort to communicate their interest in the historic designation of this landmark or district to the owner(s) of these properties. Describe how this was done, and attach evidence that the owner(s) of the nominated landmark or of the properties within the nominated district have been informed of the nomination. This may include a copy of a notification letter with a mailing list, a letter confirming phone calls, or a petition signed by affected property owners.

In the case of a nomination as a Historic District the nomination shall be accompanied by a petition signed by the owners of record of 25% of the properties within the boundaries of the proposed District.

Nomination of any religious property shall be accompanied by a signed letter of consent from the property’s owner.

H Photographs of property

The application shall include photographs of all elevations of an individual building and its setting, or the front elevation of each building in a district. In the case of closely spaced buildings or row houses, several buildings may be included in one photograph. Each photograph must be labeled with the street address of the building(s) and the month and year the photograph was taken.



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Nomination information and instructions (cont.)

I List of supporting documents

Copies of major supporting documents should accompany the nomination form. Such documents may include, but are not limited to:

- » *Historic photographs;*
- » *Historic and contemporary maps;*
- » *Historic or contemporary texts describing people, places, or events that comprise the historic context of the subject property or district.*
- » *Historic or contemporary texts describing the subject property or district*
- » *Oversized materials (such as architectural drawings) and materials too fragile to copy may be accepted.*

J Completeness Check

*The following are **required** for the Historic Nomination Application to be considered a complete application. A nomination is deemed accepted upon staff approval of Completeness Check in OneStopPGH.*

Property information

Notification of property owner

Classification & Use

Photographs

Description

Bibliography

History

Application fee

Statement of Significance

Statement of Integrity



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Definitions and Terminology

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

- » **Historic Structure:** means anything constructed or erected, the use of which requires directly or indirectly, a permanent location on the land, including walks, fences, signs, steps and sidewalks at which events that made a significant contribution to national, state or local history occurred or which involved a close association with the lives of people of nations, state or local significance; or an outstanding example of a period, style, architectural movement, or method of construction; or one of the last surviving works of a pioneer architect, builder or designer; or one of the last survivors of a particular style or period of construction.
- » **Historic District:** means a defined territorial division of land which shall include more than one (1) contiguous or related parcels of property, specifically identified by separate resolution, at which events occurred that made a significant contribution to national, state, or local history, or which contains more than one historic structure or historic landmarks, or which contains groups, rows or sets of structures or landmarks, or which contains an aggregate example of a period, style, architectural movements or method of construction, providing distinguishing characteristics of the architectural type or architectural period it represents.
- » **Historic Site:** means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure whether standing, ruined or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structures.
- » **Historic Object:** means a material thing of historic significance for functional, aesthetic cultural or scientific reasons that may be, by nature or design, movable yet related to a specific setting or environment.