



Legislation Details (With Text)

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Title:	Ordinance amending and supplementing the Pittsburgh Code of Ordinances, Title IX, Zoning, Article VIII, Review and Enforcement, Chapter 922, Development Review Procedures, Section 922.01, General Requirements for All Procedures, by requiring that the Zoning Administrator act to determine the completeness of all applications filed under the Zoning Code within thirty (30) days of receipt. (Sent to the Planning Commission for a Report & Recommendation 6/18/25) (Report & Recommendation received on 12/17/25)		
Sponsors:	Theresa Kail-Smith		
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Date	Ver.	Action By	Action	Result
6/18/2025	1	Standing Committees	Referred for Report and Recommendation	Pass
6/10/2025	1	City Council	Read and referred	

Ordinance amending and supplementing the Pittsburgh Code of Ordinances, Title IX, Zoning, Article VIII, Review and Enforcement, Chapter 922, Development Review Procedures, Section 922.01, General Requirements for All Procedures, by requiring that the Zoning Administrator act to determine the completeness of all applications filed under the Zoning Code within thirty (30) days of receipt.
(Sent to the Planning Commission for a Report & Recommendation 6/18/25)
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The Council of the City of Pittsburgh hereby enacts as follows:

Section 1. The Pittsburgh Code of Ordinances, Title IX, Zoning, Article VIII, Review and Enforcement, Chapter 922, Development Review Procedures, Section 922.01, General Requirements for All Procedures, is hereby amended and supplemented as follows:

§ 922.01 General Requirements for All Procedures.

A. Applications and Fees.

Applications for any action under this Code shall be submitted on forms provided by the department head responsible for accepting the application and in such numbers as required. Applications shall be accompanied by a non-refundable fee established by the process set forth in Chapter 170 of the City Code. Fees shall not be required with applications initiated by the Planning Commission or City Council, or if participating in the One Step Program : when one (1) step or unusable ramp is being

replaced in front of one of the following types of facilities by a ramp or sidewalk modification to make the facility more accessible for persons with disabilities:

- A. An indoor recreation and entertainment facility;
- B. A restaurant;
- C. A retail sales and service facility as defined in Chapter 911 of Title 9 of the Pittsburgh Code at Section 911.02 and Section 911.04;
- D. A facility providing laundry services as defined in Chapter 911 of Title 9 of the Pittsburgh Code at Section 911.02 and Section 911.04;
- E. A vehicle/equipment sale or repair facility as defined in Chapter 911 of Title 9 of the Pittsburgh Code at Section 911.02 and Section 911.04;
- F. A retail nursery;
- G. A grocery store;
- H. A firearms business establishment as defined in Chapter 911 of Title 9 of the Pittsburgh Code at Section 911.02 and Section 911.04;
- I. A check cashing facility;
- J. A pawn shop.

Plans for modifying the storefront following removal of the step or unusable ramp shall comply with the latest version of the ICC/ANSI A117.1 Code. Any application that does not include required information or that is not accompanied by the required fee shall be returned to the applicant as incomplete and no further processing of the application shall occur until the deficiencies are corrected.

Notwithstanding any contrary provision in the Zoning Code, the Pittsburgh Code of Ordinances or any internal or departmental regulations, the Zoning Administrator shall determine, within thirty (30) calendar days of the initial receipt of an application, whether the application is complete and shall notify the applicant, in writing, of any deficiencies in the application. Should the Zoning Administrator fail to notify the applicant within that time period of defects or deficiencies in the application, the application shall be deemed complete for all procedures. Whenever the Zoning Administrator notifies an applicant of defects or deficiencies in the application, upon submission of corrections by the applicant, the Zoning Administrator shall have seven (7) business days upon receipt of an updated or revised application to certify the application complete, otherwise the application shall be deemed complete at the end of the seven (7) business day time period. For the purposes of this provision, a defect or deficiency shall be defined as a material omission in the application, specifically, any document required by this Code to accompany the application.