

Borough of Wilkinsburg
Application for Review
to the Wilkinsburg Community Art and Civic Design Commission

Municipal Building, 605 Ross Avenue
Wilkinsburg, PA 15221-2145
phone: (412)244-2923 fax: (412)244-2922

Address of Request: _____

Applicant Name:

Address of Applicant:

Applicant phone number:

Applicant e-mail:

Applicant is :

- Owner of property
- Lessee of property
- Other (explain) _____

Property Owner Name (if other than applicant):

Address of Property Owner:

Property Owner phone number:

Property Owner e-mail:

What is being reviewed:

- New or renovated structures
- Landscape
- Works of art
- Memorials and/or monument

Type of review requested:

- Review of project on publicly owned property
- Review of new construction on commercial property
- Review of renovation on commercial property
- Pre-Development Review
- Courtesy Review

Project includes (check all that apply):

- Landscaping
- New construction
- Exterior lighting
- Exterior signage
- Exterior renovation
- Surface parking
- Work of art, memorial or monument

For completion by Borough staff: _____

Date of completed application submission _____

Proposed date of WCACDC presentation _____

Borough of Wilkesburg
Submission Requirements Checklist
to the Wilkesburg Community Art and Civic Design Commission

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Applicants are required to complete the Application to the Wilkesburg Community Art and Civic Design Commission and to submit the following supporting materials. Materials must be submitted to Borough staff a minimum of 2 weeks prior to the meeting date.

All applications must include:

- Twelve (12) paper copies of all materials, collated and stapled/clipped with application on front. No materials should be larger than 11" x 17". These packets will be distributed to the members of the Commission.
- Electronic version of the submission packet in either JPEG or PDF format. Please limit file size to 2 megabytes.
- Location Map.
- Site Plan, including adjacent context, and highlighting area of work.
- Labeled photos of site and its context.
- Project narrative (maximum of one page), describing the scope of work, concept, and project goals.
- Project budget.
- Statement of property ownership and, where appropriate, description of lease, rental or other agreement by applicant.
- Narrative and timeline of community outreach and engagement, including proposed activities as appropriate.
- Images of existing conditions.
- Illustrative drawings of proposed project in context, including but not limited to: colored site plan / landscape plan; elevations, including scale figures.

In addition, application may be required to include:

- Project elevations.
- Site detail, including grading, landscaping, lighting, and ground floor building plan.
- Maintenance plan (if applicable).
- Specific colors and fonts to be used on any text elements, including signage.
- Cut sheets or visual representation of proposed site furnishings, including benches, fences, lighting, etc.
- Details of any changes to project since initial submission and review by Commission.
- Material samples and colors, including siding, glass and other exterior finishes.
- Documentation of outreach to adjacent property owners (e.g. letters of notification).
- Letters of support from adjacent property owners and others impacted by project.
- Other materials required to clearly communicate the design intent to the members of the Commission.

Applications for Public Art, Monument and Memorial projects must include:

- Project description

- Budget
- Drawings, models, or other materials that clearly represent the appearance of the project

- Samples of materials, material product sheets
- Construction documents, unless not required by the Commission
- Conservator's report, if required
- Project timeline
- Description and timeline of the community engagement process
- Letters of support
- Copy of artist's contract
- Maintenance plan

Monument and Memorials Only:

- Information about the person, event, or quality that is being honored