



Pittsburgh Department of City Planning

DRIVEWAY / CURB CUT REQUIREMENTS

WHAT IS THE FIRST STEP IN THE PROCESS TO APPLY FOR A DRIVEWAY/CURB CUT?

Please make an application at the Zoning Office, 200 Ross Street, 3rd Floor. Hours are weekdays 8 AM to 3 PM.

Zoning will review the application to determine if it meets the requirements of the Zoning Code. If it meets all requirements, Zoning will give approval conditional upon the Department of Public Works' (DPW) approval.

WHAT DO I NEED TO MAKE THE APPLICATION?

You must bring:

- Stamped, scaled survey or site plan
- Name of property owner and applicant, with daytime contact information

WHAT NEEDS TO BE ON MY SITE PLAN?

The site plan **must** identify the location and size of the proposed parking space, carport, or garage; or other new use or structure that is the reason for the curb cut request. In addition, the site plan must include the following:

- Stamp of surveyor, engineer or architect
- Property location and address
- Contact information for owner/applicant
- Proposed curb cut width and side dimensions to property lines
- Location and type of new or existing street fixtures (utility poles, traffic signals, etc.)
- Type of street paving (asphalt, brick, etc.)
- Type of existing curb
- Type of sidewalk, current condition and width
- Street width

WHAT IS THE NEXT STEP?

After making the application in Zoning, proceed to DPW, 611 Second Ave, 2nd Floor, to apply for the curb cut permit. Hours are weekdays 7 AM to 3 PM.

You must bring:

- The plan Zoning approved conditionally
- For residential applications:
Undated check or money order for \$75
- For commercial applications:
Undated check or money order for \$15 per linear foot

WHAT IS INVOLVED IN THE DPW PROCESS?

DPW will review the application and do their on-site evaluation. General requirements include:

- Maximum curb cut width is 36 feet.
- Adequate site distance for safe vehicular ingress and egress must be provided.
- Parking will not be prohibited opposite applicant's driveway to facilitate access.

If approved, three additional feet on either side of your driveway will be considered a no parking area.

After DPW approves the curb cut, they will contact the applicant to pick up the permit. For more information on DPW's process, please contact Bobbie Abbondanza at 412-255-0840.

WHAT IS THE FINAL STEP?

After receiving the approved curb cut permit from DPW, you must bring this paperwork back to the Zoning Office. Zoning will then remove the condition on its approval.

The applicant must then take all the Zoning approval paperwork and DPW curb cut permit paperwork to the Department of Permits, Licenses, and Inspection (PLI) at 200 Ross St, 3rd Floor, to complete the application. Hours are weekdays 8 AM to 3 PM.

WHAT IS INVOLVED IN THE PLI PROCESS?

PLI will review the application to determine if it meets the Building Code requirements. PLI also assess the final fees and, if the application is approved, will issue the occupancy permit or building permit as appropriate.

WHEN CAN I START WORK?

No work may occur until Zoning, DPW and PLI have approved the application.

HOW LONG DOES THE PROCESS TAKE?

The entire process, from making an application to receiving final approval, may take 2 to 3 weeks.

FOR MORE INFORMATION

Please contact Dolores Hanna, Special Projects Manager, at dolores.hanna@pittsburghpa.gov or 412-255-2473.