

CITY OF PITTSBURGH

DEPARTMENT OF PUBLIC WORKS

ENCROACHMENTS

The Following items are necessary in order to process any encroachment:

A letter addressed to the following: Michael Gable, Director
Department of Public Works
611 Second Avenue
Pittsburgh PA 15219

A check for \$150.00, payable to the "Treasurer, City of Pittsburgh". PLEASE DO NOT DATE THE CHECK DUE TO PROLONG PROCESS. THANK YOU.

ENCROACHMENTS: After receiving the information, we will do a review and verification then send the resolution to City Council. When this legislation is passed, we will send you a copy along with an acceptance certificate that must be signed and returned to this office. In addition, we will need an insurance certificate naming the City of Pittsburgh as an additional insured party, for the amounts listed in the encroachment once the legislation is passed.

All construction must be in compliance with City specifications.
All material for construction must comply with City standards and must be itemized in the letter of request to the Director of the Department of Public Works.
After receiving the information, the review process will begin. This process includes inspection by the administrator, field inspection by inspector, final approvals by Assistant Director's and Directors Office, and finally sent to Council for their approval.
These requests take an extensive amount of research and review, and we thank you for your patience.

If you have any questions regarding the above, please call
Monday thru Friday 7:00 a.m. to 3:00 p.m.
Eileen Papale at 412-255-2765

City of Pittsburgh
Department of Public Works

Application for an Encroachment on City Dedicated Right-Of-Way

Before application can be filed, anyone affiliated with this application must submit a tax & fine clearance statement. This statement must be signed off by all listed in the attached Ordinance. This information request is from City Code 416.03C. (see page 3)

Date _____

Name _____

Address _____

Home Phone Number: _____ Business Phone Number: _____

Pager Number: _____ Cell Phone Number: _____

Location of Proposed Encroachment: _____

Ward: _____ Council District: _____

Lot and Block What is the properties zoning code? (zoning office 255-2235)

Is the existing right-of-way, a street or a sidewalk? _____

Width of Existing Right-of-Way (sidewalk or street): _____ (Before encroachment)

Length of Existing Right-of-Way (sidewalk or street): _____ (Before encroachment)

Width of Proposed Encroachment: _____

Length of Proposed Encroachment: _____

Reason for application: _____

PLEASE ATTACH ALL ADDITIONAL INFORMATION

Upon completion of the building, how many people will the structure accommodate? _____

As a result of this encroachment, will the project create jobs and if so how many? _____

I have enclosed a picture or drawing of the proposed structure to be placed on the site of the encroached property. (No Larger than 8" X 11")

If there are abutting property owners, *I have enclosed the petition (attached at the end of the application)* received at the time of the application containing signatures of all adjacent property owners.

This petition has been *witnessed and notarized*.

I have enclosed a copy of the specifications. (No Larger than 8" X 11")

I have enclosed a copy of a survey or plot plan of the property.

REMEMBER TO ATTACH ALL ADDITIONAL INFORMATION. (*ie.: Letter to the*

Director, Insurance forms (these are due when the encroachment is approved), maps, specs, drawings, petitions, a check for \$150.00 payable to Treasurer City of Pittsburgh).

For Office Use:

Check for \$150.00 _____ Received Plot Plan or Survey _____

Received Required Insurance _____ Petition signed and notarized _____

Received detailed map of proposed encroachment _____

Received drawing or picture of completed project _____

Received picture of proposed encroached property _____

Received signed, notarized Petition, if there are abutting property owners _____

All tax information in compliance _____ delinquent _____