



DEPARTMENT OF PUBLIC WORKS

CURB CUT REQUIREMENTS

WHAT IS THE FIRST STEP IN THE PROCESS OBTAINING A CURB CUT?

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

WHAT DO I NEED TO MAKE THE APPLICATION?

You must bring:

- Stamped, scaled survey signed off by Zoning.
- Name of property owner and applicant, with daytime contact information.
- **For residential applications: Undated** checks or money orders for \$75 and \$30 (cannot be combined)
- **For commercial applications: Undated** checks or money orders for \$30 and \$15 per linear foot (cannot be combined)

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 & 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 paving (asphalt, brick, etc.)
- Type of existing curb
- Type of sidewalk, current condition and width
- Street width

WHAT IS INVOLVED IN THE ZONING REVIEW?

Zoning will review the proposed parking space, garage or other type of parking use or structure for compliance with setbacks. Zoning will also review the curb cut itself for distances to the closest intersection(s). Zoning will also stamp/sign off on the survey approval for curb cut only.

WHAT IS THE NEXT STEP?

Applicants will proceed to the Public Works Office, 611 Second Avenue, 2nd Floor to apply for the curb cut process. Office hours are 7AM to 3PM.

Department of Public Works, Bureau of Operations/Permits, 611 Second Avenue, Pittsburgh, PA 15219
Phone: 412-255-2737 Fax: 412-255-2728

WHAT IS INVOLVED IN THE PUBLIC WORKS PROCESS?

The Department of Public Works will do an onsite evaluation. The 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 the Department of Public Works approves the curb cut, they will contact the applicant to pick up the permit. The applicant will be sent back to the Zoning Office to finalize their paperwork and then proceed to the Bureau of Building Inspection to file your paperwork.

WHAT IS INVOLVED IN THE BUREAU OF BUILDING INSPECTION PROCESS?

The Bureau of Building Inspection will contact the applicant to advise of necessary fees and if an onsite inspection is needed. After curb cut is approved, an occupancy permit or a building permit will be issued.

WHEN CAN I START WORK?

No work may occur until Public Works, Zoning and Building Inspection have approved the application. Applicant will receive notification of approval from all departments.

HOW LONG DOES THE PROCESS TAKE?

The entire process, for making an application to receiving approvals, usually takes 2 to 3 weeks.

WHAT IS THE CONTACT INFORMATION FOR PUBLIC WORKS?

Contact Bobbie Abbondanza at 412-255-0840.
bobbie.abbondanza@pittsburghpa.gov
Appointments are recommended.

FOR MORE INFORMATION

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

