

CITY OF PITTSBURGH

DEPARTMENT OF PUBLIC WORKS

VACATIONS

To request a vacation, please submit the following:

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

This letter should clearly state what you are requesting and why. Attach surveys, drawings and/or plans that would help in the review process.

An undated check for \$150.00, payable to: "Treasurer, City of Pittsburgh"

NOTE: DO NOT DATE THE CHECK

The completed Vacation Application

A notarized petition signed by you and the abutting property owners (Form Attached)

Upon receipt of the letter of request, undated check, and notarized petition, as well as any surveys, plans, or drawings that may be helpful, the review process will begin. A memo is sent to the various City Departments and Authorities asking if there is any objection to the vacation, as well as inspection by city DPW employees. When the review and verification process is complete, legislation is drafted and submitted to City Council for their approval.

When the legislation is passed with a final vote, you will be notified to come into this office to sign the certificate of acceptance and pay any fees associated with this vacation.

Vacation requests take an extensive amount of research and review (approximately 12 weeks). Thank you for your patience.

NOTE: DO NOT MAIL THIS APPLICATION BACK

Please call the number listed below for a face to face appointment.

Mon thru Fri 7:00 a.m. to 3:00 p.m.

Eileen Papale - (412) 255-2765

CITY OF PITTSBURGH

DEPARTMENT OF PUBLIC WORKS

Application to Vacate City Dedicated Right-of-Way

Please complete application in its entirety: (Please Print)

APPLICANT'S NAME _____ DATE _____

ADDRESS: _____
_____ ZIP CODE _____

HOME PHONE NO: () _____ BUSINESS PHONE NO: _____

PAGER NO: () _____ CELL PHONE NO: _____

PROPERTY OWNER NAME _____

ADDRESS: _____ ZIP _____

LOCATION OF PROPOSED VACATION: _____

REASON FOR APPLICATION: _____

WARD NO. _____ COUNCIL DISTRICT _____ ZONING CODE _____
(Zoning Office - (412) 255-2235)

LOT AND BLOCK _____ NAME OF PLAN OF LOTS _____

PLAN BOOK VOLUME _____ PAGE NO _____

Is the proposed vacation developed? Yes No

Is the proposed vacation paved? Yes No

Width of proposed vacation right-of-way (sidewalk or street): _____

Length of proposed vacation _____ (prior to vacation)

Number of square feet _____ Number of linear miles _____

To the Council of the City of Pittsburgh

Gentlemen:

We, the undersigned, being all of the property owners in interest and number, abutting upon the line of:

Lot & Block & Address of applicant property: _____
(Please Print)

Lot & Block & Address of abutting property: _____

Lot & Block & Address of abutting property: _____

Lot & Block & Address of abutting property: _____

Lot & Block & Address of abutting property: _____

Respectfully petition Your Honorable body for the passage of a resolution vacating or encroaching on the above listed right-of-way and in consideration of the premises, and for the purposes of inducing the corporate authorities of said City to enact a resolution for said purpose, we do hereby stipulate, covenant and agree to release and forever discharge, said City from any and all claims for damages whatsoever which we, or either of us, may, might, or could have, or claim, for any reason of the vacation or encroachment of said public highway between said terminal points; and we further agree to indemnify, save harmless and defend said City from any claims and from the payment of any damages whatsoever resulting to any property owned by us, or either of us, or by any persons whatsoever, abutting or non-abutting, for or by reason of said vacation or encroachment.

We further waive the right to ask for the appointment of Viewers to ascertain and assess any damages caused by such vacation or encroachment, and in the event of any Viewers' proceeding being made necessary for or by reason of the passage of such resolution, we do hereby jointly and severally agree and bind ourselves, our heirs, executors, administrators, successors and assigns to pay or cause to be paid to the Treasurer of said City all the costs and expenses incurred therein, the costs in court, the cost of advertising, handbills and any other expense incurred in such Viewers' proceedings, and that said amount shall be forthwith paid upon the City Solicitor certifying to the City Treasurer the amount of said costs.

IN WITNESS WHEREOF, We have hereunto set our hands and seals as of the

_____ Day of _____, A.D. 20 _____.

Witness

Property Owners: *(Please Sign & Print L&B)*

_____ (seal)

Applicant: Signature & Lot & Block

_____ (seal)

Abutting 1: Signature & Lot & Block

_____ (seal)

Abutting 2: Signature & Lot & Block

_____ (seal)

Abutting 3: Signature & Lot & Block

_____ (seal)

Abutting 4: Signature & Lot & Block

NOTARY, City of Pittsburgh

Personally came _____ who being duly sworn says that he is personally acquainted with the owners of the property fronting or abutting upon the within described highway, and that he is one of the owners thereon, and that he knows said petition is signed by all of said owners, and that the signatures of said petition are the proper and genuine signatures of said owners.

Sworn and subscribed before me this _____ of _____, 20 _____

CHECKLIST

Have you attached a letter to the Director requesting the vacation and its purpose?

Yes No

Have you attached a drawing (no larger than 8 ½" x 11") of the proposed structure, to be placed on the site of the vacated property? (show specifications)

Yes No

Have you attached a copy of a survey or plot plan?

Yes No

Have you attached a petition that has been witnessed and notarized, with your signature, the signature of the property owner and of all adjacent property owners?

Yes No

Have you attached an undated check for \$150.00 made payable to "Treasurer, City of Pittsburgh"?

Yes No

Signature of Applicant _____

Received _____
(Date)

By: _____ for the Department of Public Works