Curb Cut Permit Checklist

Department of Mobility and Infrastructure

This checklist has been developed to help you determine if your proposed curb cut meets the Department of Mobility and Infrastructure's *Specifications for the Installation of Curb Cuts for Off-Street Parking*. If not, your curb cut is either not permissible or you will need to request an exception from DOMI. For details on the exception process, please see the department's *Specifications*.

Complete this checklist to the best of your ability. As you answer questions, the checklist outlines which option may be available to you. If you check any of the boxes in the right hand column, a request for an exception may be required. You should provide DOMI with a written description of the reasons for your request under **H. Request for Exception**.

If you believe that an exception will be required based on the results of the checklist, you must submit a copy of the completed checklist with your application for Zoning and Development Review (ZDR) as well as for your Curb Cut Permit. During DOMI Site Plan Review, DOMI staff will go over the form to assess whether the proposed curb cut meets the *Specifications*. If additional materials or reviews are needed or changes need to be made to the design or location of the curb cut, DOMI will notify the applicant. DOMI's determination will be the final ruling on whether an exception is required or not.

Exception requests will be subject to additional review and may be granted at DOMI's discretion. ***Note***: DOMI provides no guarantee that an exception will be allowed.

A. Basic Information

1. Project Name _____

2. ZDR Number _____

3. Residential or Commercial
[*DOMI defines residential curb cuts as those providing access to one- and two-family dwellings no more than three stories in height. All others are commercial.*]

☐ Residential
☐ Commercial

B. Special Uses and Non-Standard Curb Cuts

1. Is the proposed curb cut for:

Yes	No	
☐	☐	A drive-thru
☐	☐	A car wash
☐	☐	A governor's drive
☐	☐	On-site pick-up or drop-off
☐	☐	Parking structures
☐	☐	Other special use or non-standard curb cut (please specify: _____)

If the answer to <u>any</u> of these questions is YES, check the box to the right.
These uses are considered special uses and typically require non-standard curb cuts. ☐

C. Commercial Development or Townhouses

1. Is the proposed curb cut for a commercial development or for townhouses on multiple abutting parcels?

Yes	No
☐	☐

If the answer is YES, you must make every reasonable effort to include a shared private road, street, or alley in the design to provide vehicular access to the right-of-way from multiple parcels. You must demonstrate in writing to DOMI that a private road, street, or alley cannot be built as part of the design due to physical constraints such as topography.

As part of DOMI Site Plan Review under the ZDR, DOMI staff will review the proposed curb cut and notify the applicant if plan revisions or if additional materials or reviews are needed.

D. Zoning Districts with Restrictions

Yes	No	
☐	☐	1. Is the proposed curb cut in one of the following zoning districts or subdistricts (check map here):

- Local Neighborhood Commercial (LNC)
- Urban Neighborhood Commercial (UNC)
- Golden Triangle (GT)
- Riverfront (RIV)
- Residential High Density (H)
- Residential Very High Density (VH)

☐	☐	2. If the answer to question D1 is yes, is the proposed curb cut on a street <u>other than</u> an alley? [*Alley is defined as a public right-of-way less than 33 feet wide.*]

If the answer to <u>both</u> of these questions is YES, check the box to the right.
The proposed curb cut is not permissible under the City's existing specifications, and the applicant will have to apply for an exception.

If the proposed curb cut is not in one of these zoning districts or subdistricts, proceed to *E. All Other Zoning Districts*.

☐

3. If the proposed curb cut is **in one of the districts or subdistricts listed on page 2** and is **on an alley**, check if the following apply. *Please measure distances from the flare tip of the proposed curb cut.*

Yes	No	
☐	☐	a. Does the proposed curb cut provide access or service to the rear of the parcel?
☐	☐	b. Is the proposed curb cut at least 20 feet from an intersecting street's right-of-way? If it provides access to a parking garage and/or parking area containing more than five spaces, other commercial parking, a car wash, or a service station, is it at least 60 feet from an intersecting street's right-of-way?
☐	☐	c. If the proposed curb cut is for commercial parking, a parking structure, or a service station (as defined by Zoning Code § 911.02), is it at least 60 feet from other curb cuts?
☐	☐	d. Is the proposed curb cut at least 6 feet from other curb cuts (flare tip of one cut to flare tip of another)?
☐	☐	e. Is the proposed curb cut at least 20 feet from the edge of any crosswalk, marked or unmarked?

If the answer to <u>all</u> of these questions is YES, the proposed curb cut may be permissible. Skip to the *Dimensions* section to continue the assessment.

If the answer to <u>any</u> of these questions is NO, check the box to the right. The proposed curb cut is not permissible under the City's existing specifications, and the applicant will have to apply for an exception.

☐

E. All Other Zoning Districts

The following pertain to curb cuts proposed in zoning districts or subdistricts other than LNC, UNC, GT, RIV, H, or VH.

1. Is the proposed curb cut on the **lowest order street** abutting the property? [*The term "lowest order street" follows the street hierarchy (from lowest order to highest): alleys, local streets, collectors, and arterials.*]

Yes	No
☐	☐

If the answer to this question is NO, check the box to the right. The proposed curb cut is not permissible under the City's existing specifications, and the applicant will have to apply for an exception.

If the answer is YES, continue going through the location requirements below.

☐

2. If the proposed curb cut is on **an alley**, check if the following apply. *Please measure distances from the proposed curb cut's flare tip.*

Yes	No		
☐	☐	a.	Does the proposed curb cut provide access or service to the rear of the parcel?
☐	☐	b.	Is the proposed curb cut at least 20 feet from an intersecting street's right-of-way? If it provides access to a parking garage and/or parking area containing more than five spaces, other commercial parking, a car wash, or a service station, is it at least 60 feet from an intersecting street's right-of-way?
☐	☐	c.	If the proposed curb cut is for commercial parking, a parking structure, or a service station (as defined by Zoning Code § 911.02), is it at least 60 feet from other curb cuts?
☐	☐	d.	Is the proposed curb cut at least 6 feet from other curb cuts (flare tip of one cut to flare tip of another)?
☐	☐	e.	Is the proposed curb cut at least 20 feet from the edge of any crosswalk, marked or unmarked?

If the answer to <u>all</u> of these questions is YES, the proposed curb cut may be permissible. Skip to the *Dimensions* section to continue the assessment.

If the answer to <u>any</u> of these questions is NO, check the box to the right. The proposed curb cut is not permissible under the City's existing specifications, and the applicant will have to apply for an exception. ☐

3. If the proposed curb cut is **on the lowest order street but not on an alley**, check if the following apply. *Please measure distances from the proposed curb cut's flare tip.*

Yes	No		
☐	☐	a.	Is the proposed curb cut at least 20 feet from an intersecting street's right-of-way? If it provides access to a parking garage and/or parking area containing more than five spaces, other commercial parking, a car wash, or a service station, is it at least 60 feet from an intersecting street's right-of-way?
☐	☐	b.	If the proposed curb cut is for commercial parking, a parking structure, or a service station (as defined by Zoning Code § 911.02), is it at least 60 feet from other curb cuts?
☐	☐	c.	Is the proposed curb cut at least 6 feet from other curb cuts (flare tip of one cut to flare tip of another)?
☐	☐	d.	Is the proposed curb cut at least 20 feet from the edge of any crosswalk, marked or unmarked?
☐	☐	e.	Is the proposed curb cut at least 15 feet from any transit stop on the same side of the street?
☐	☐	f.	Is the proposed curb cut on street frontage that does not have existing or planned dedicated transit lanes or bike facilities? [*Send an email to Principal Planner Cassandra Leopold at cassandra.leopold@pittsburghpa.gov if uncertain. "Planned" is defined as being listed in an official plan by the City of Pittsburgh, the Southwestern Pennsylvania Commission, or PennDOT, or as having preliminary design work completed as part of a project undertaken by those same entities.*]

If the answer to <u>all</u> of these questions is YES, the proposed curb cut may be permissible. Skip to the *Dimensions* section to continue the assessment.

If the answer to <u>any</u> of these questions is NO, check the box to the right. The proposed curb cut is not permissible under the City's existing specifications, and the applicant will have to apply for an exception.

Yes	No	
☐	☐	**Has the proposed curb cut met DOMI's location requirements (i.e. no boxes have been checked in this section)?**

F. Dimensions

If you have determined that the proposed curb cut's location may be permissible, please assess whether the curb cut complies with DOMI's dimension specifications.

1. What is the throat length of the proposed curb cut (in feet)? _____

2. Is the proposed curb cut on an alley?

Yes	No
☐	☐

If the answer is YES, the maximum throat length of a curb cut is 10 feet for Residential (1 space), 20 feet for Residential (2+ spaces), or 10 feet per travel lane for Commercial.

Make sure that the proposed curb cut's dimensions fall below the applicable maximum length. If they do not, check the box to the right. The proposed curb cut is not permissible under the City's existing specifications, and the applicant will have to apply for an exception or ask for a smaller curb cut.

3. If the proposed curb cut is on a street other than an alley, what is the parcel frontage [*the length (in feet) of the parcel's boundary abutting the street where the curb cut is proposed*]?

_____

If the parcel frontage is less than 20 feet in length, STOP. The proposed curb cut is not permissible, and <u>no exceptions may be granted</u>.

If the parcel frontage is 20 feet or longer, refer to Table 1 on page 6 to make sure that the proposed curb cut's dimensions fall below the applicable maximum length for the parcel frontage.

If the proposed curb cut is larger than the maximum allowable throat lengths, check the box to the right. The applicant will have to apply for an exception or ask for a smaller curb cut.

Table 1. Maximum Allowable Throat Length for Curb Cut on Streets Other than Alleys (in feet)

Parcel Frontage	Residential, 1 space	Residential, 2 spaces (tandem or turnaround)	Residential, 2 spaces (side-by-side)	Residential, 3-4 spaces	Commercial
20*	8	8		8	
25	8	8		8	
30	8	8		8	
35	8	8		8	
40	8	8	16	8	24
45	8	8	16	8	24
50	8	8	16	8	24

Note: Cells in black indicate when a curb cut would not be permissible because the property frontage is too small. *Minimum length of parcel frontage to have a curb cut

Yes	No	
☐	☐	**Has the proposed curb cut met DOMI's dimension requirements (i.e. no boxes have been checked in this section)?**

G. Design

All curb cuts must be constructed to the City's design standard and must adhere to certain design practices. Please answer the following questions to verify the application's compliance with these standards and practices. Additional design standards may pertain depending on the use of the curb cut (e.g. for a parking structure).

Yes	No	
☐	☐	1. Will the proposed curb cut be constructed perpendicular to the gutter line across the entire width of the sidewalk?
☐	☐	2. Will vehicles parked in off-street parking spaces be completely out of the public right-of-way? [***Note***: parking stall/space should typically be at least 17 feet deep to accommodate a vehicle.]
☐	☐	3. Will the proposed curb cut (flare tip to flare tip) be constructed entirely within the applicant's parcel? [***Note***: the only exception to this should be if parcels have a shared driveway.]
☐	☐	4. Will the driveway provide sufficient sight distance to pedestrians?
☐	☐	5. Will all landscaping and/or screening in the driveway's sight distance triangle be 24 inches or shorter?

If the answer to <u>any</u> of these questions is NO, check the box on the right. The proposed curb cut is not permissible under the City's existing specifications, and the applicant will have to apply for an exception. ☐

Yes	No	
☐	☐	**Has the proposed curb cut met DOMI's design requirements (i.e. no boxes have been checked in this section)?**

H. Request for Exception

Please provide DOMI with a written description of why you are requesting an exception. This should include justification for why the department's *Specifications for the Installation of Curb Cuts for Off-Street Parking* cannot be met as well as a proposal for how all detrimental impacts of the proposed curb cut will be mitigated. DOMI staff will let you know if the department needs any additional materials from you or if your project needs to undergo additional levels of transportation review.

For administrative use only

Applicant name: _____

Application date: _____

Project address: _____

_____

ZDR number: _____

Description of project (e.g. curb cut location, length, number of parking spaces): _____

_____

_____

Residential or commercial:
☐ Residential
☐ Commercial

Applicant needs an exception based on this checklist:
☐ Yes
☐ No

Applicant submitted exception request and all additional required documents for that request:
☐ Yes
☐ No

The initial review of this curb cut request was completed by: _____
(Print Name)

_____
(Signature)

On this date: _____

Phone: _____

Email: _____

Status of permit after initial review:
☐ Additional DOMI review needed
☐ Approved
☐ Denied

Date submitted for additional review: _____

Staff person(s) completing additional review: _____

Date additional review completed: _____

Status of permit after additional review:
☐ Approved
☐ Denied