

WILLIAM PEDUTO
MAYOR



KARINA RICKS
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF MOBILITY & INFRASTRUCTURE
CITY-COUNTY BUILDING

STREET VACATION APPLICATION PACKET

Street vacation decisions are City Council action. There is no right under the zoning code or elsewhere to vacate or to develop public right-of-way. To do so, an adjacent property owner must petition City Council. The Department of Mobility and Infrastructure (DOMI) administers the review of street vacation requests through the Permit Division. The proposed vacation of right of way should demonstrate that there are no adverse impacts to public interest and that necessary coordination with utility providers, other adjacent property owners, and applicable City departments is complete. The vacation permit fee is \$250, this is in addition to the \$250 application fee.

Upon receipt of a complete street vacation package, to include all required documents listed within the checklist, and the \$250 application fee, DOMI staff will initiate an internal review of the request. During this review, DOMI staff researches street history to understand the land use, transportation, and other impacts which may result from the proposed vacation. Staff will then make a recommendation to the Director of the Department of Mobility and Infrastructure to accept, amend or deny the request. If the Director deems that the street vacation can proceed, the application will then be referred to other city departments (public works, law, finance, city planning, management and budget, etc.), Council Office and other external stakeholders as needed. When the external 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 the applicant must sign the certificate of acceptance and pay any associated street fees before the vacation is recorded. If the vacation request is a paper street, there will be no associated street fee to vacate.

To initiate a street vacation request, please submit a completed application packet, along with all requested documents, listed within the application checklist online here: [OneStopPGH](#)

Please note that these requests take an extensive amount of research and review before advancing to legislative action, and we thank you for your patience.

Contact: Jennifer Massacci
611 Second Ave
Pittsburgh, Pa 15219
jennifer.massacci@pittsburghpa.gov

Before submitting your application online, please visit our website
<https://pittsburghpa.gov/domi/right-of-way>

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STREET VACATION APPLICATION PACKET

Date _____

Applicant Name _____

Property Owner's Name (if different from Applicant): _____

Address _____

Phone Number: _____ Alternate Phone Number: _____

Location of Proposed Vacation: _____

Ward: _____ Council District: _____ Lot and Block _____

What is the properties zoning district code? _____ (zoning office 255-2241)

Is the proposed vacation developed? Yes No

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

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

Width of Proposed Vacation: _____

Length of Proposed Vacation: _____

Number of square feet of the proposed vacation: _____

Description of vacation: _____

Reason for application:

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APPLICATION CHECKLIST

*The following items are necessary in order to process any street vacation.
Applications missing documents remain in an incomplete status.*

- Letter of request to Karina Ricks, Director of Mobility and Infrastructure
- Signed petition expressing support for the vacation from property owners directly adjacent to the proposed ROW including name, contact information, parcel numbers, mailing address, telephone number, and email address. Note: letters of support from affected property owners such as those who may have impact to site access may also be requested.
- Legal Description with metes and bounds signed & stamped by Licensed Surveyor
- Site survey w/ property lines, parcel numbers, proposed vacation extents, and owners
- Dimensioned Site Plan which shows the use of the proposed vacation for private development (if applicable).
- Copy of all previous related recorded documents (Easements, Maps, Irrevocable Offer of Dedication, etc.)
- Documentation from all corresponding utility companies stating approval/easement/agreement
- Application Fee \$250 made payable to Treasurer City of Pittsburgh, if paying by check

REMEMBER TO ATTACH ALL REQUIRED INFORMATION. *(Letter to the Director, signed notarized petition, legal description, maps, utility approval documentation) *This checklist is provided for your convenience to ensure that required materials are submitted with the application. The completion of this checklist may not constitute a full scope of submission materials or review.*

For Office Use:

Check for \$250.00 Check # _____ Received Plot Plan or Survey _____

Received Required Insurance _____ Received detailed map of proposed encroachment _____

Received Utility Letters _____

Received drawing or picture of completed project _____

Received picture of proposed encroached property _____

All tax information in compliance _____ delinquent _____

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Applicant has Read and Acknowledged the Following

- The applicant should submit all materials outlined in attached checklist for the application to be deemed to complete.
- The requesting property owner must be the underlying owner of the requested vacation for the application to be accepted.
- When a street is fully vacated, half the reversionary rights go to the adjacent property owners on each side of the street.
- If the requested street vacation requires utility easements as part of the vacation, no building of structures will be allowed over the easement area.
- All vacated street areas are subject to the existing zoning requirements for the area in which they are located.
- Most street vacations of unimproved or unopened streets (“paper streets”) have no additional cost other than the processing fee.
 - The adjacent owners effectively own half of the street if it has never been opened after 21 years and are also responsible for half of the maintenance.
 - The street vacation legislation essentially validates this ownership and allows for official map changes by the County.
- If a street vacation request is limited to one parcel or lot, it may be determined that it is feasible to vacate a larger portion of the street. The requester would then be responsible to have the adjacent property owners sign the petition to support the larger vacation.
- When legislation is passed supporting the street vacation, DOMI sends a copy of said legislation to the Allegheny County Board of Assessment. The area of the vacated street will then be assigned an assessed value for tax purposes.

Applicant's Signature Date	FOR OFFICE USE ONLY Date Received _____
Print Name	Complete or Incomplete (checkbox) C <input type="checkbox"/> I <input type="checkbox"/> Notes:

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To the Council of the City of Pittsburgh

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

- Lot & Block & Address of applicant property:** _____
- 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 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 _____, 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

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 or she 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____

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Utility Contact Info for Approval

PEOPLES GAS

261 Center Street
McKeesport, PA 15132
Contact: Don Zombek
Don.zombek@peoples-gas.com

COLUMBIA GAS

251 W. Maiden Street
Washington, Pa 15301
Contact: Grace Bachism
gbachism@nisource.com

VERIZON

15 E. Montgomery Ave
Pittsburgh, Pa 15212
Contact: Office Personnel

PENNSYLVANIA AMERICAN WATER

560 Horning Rd
Bethel Park, PA 15102
Contact: Joe Tewell
paonecallwestern@amwater.com

PWSA

<https://www.pgh2o.com/developers-contractors-vendors/permits/domi-approvals>

DUQUESNE LIGHT COMPANY

2645 New Beaver Avenue
Pittsburgh, Pa 15233
Contact: John Andzelik
jandzelik@duqlight.com