

WILLIAM PEDUTO
MAYOR



KARINA RICKS
DIRECTOR

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

STREET DEDICATION APPLICATION PACKET

The following items are necessary in order to process any dedication.

Street dedication decisions are City Council action. Upon receipt of a complete form, dedication package, and checklist, DOMI staff will initiate an internal review of the request to understand the land use, transportation, and other impacts which may result from the proposed dedication. 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 dedication 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 fees before the dedication is recorded. The dedication permit fee is \$250, this is in addition to the \$250 application fee.

- ❖ 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 Mobility and Infrastructure.

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.

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

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 DEDICATION APPLICATION PACKET

Date _____

Applicant Name _____

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

Address _____

Phone Number: _____ Alternate Phone Number: _____

Proposed Street to be Dedicated : _____

Ward: _____ Council District: _____ Lot and Block _____

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

Is the proposed dedication developed? **Yes** **No**

Width of Proposed Dedication: _____

Length of Proposed Dedication: _____

Number of square feet of the proposed Dedication: _____

Description of Dedication: _____

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 dedication from property owners directly adjacent to the proposed dedication 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 dedication (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 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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