



# CITY OF PITTSBURGH

## *Department of Mobility and Infrastructure*

*William Peduto, Mayor*

*Karina Ricks, Director*

### **ENCROACHMENT APPLICATION PACKET**

***The following items are necessary in order to process any encroachment***

A letter addressed to the following: Karina Ricks, Director  
Department of Mobility & Infrastructure  
611 Second Avenue  
Pittsburgh PA 15219

A check for the application fee in the amount of \$150.00, payable to the “Treasurer, City of Pittsburgh”.

ENCROACHMENTS: After receiving the information, we will do a review and verification then send the resolution to City Council. When this legislation is passed, we will contact you to pick up the encroachment permit, along with a copy of the acceptance certificate. In addition, we will need an annual renewal of your insurance certificate naming the City of Pittsburgh as an additional insured party, for the amounts listed in the checklist below.

- ❖ Plans must have a zoning approval stamp.
- ❖ 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.

After receiving the complete application packet, the review process will begin. This process includes an inspection by the administrator, field inspection by inspector, final approvals by Assistant Director’s and Directors Office, and finally sent to Council for their approval.

**Please note that these requests take an extensive amount of research and review, and we thank you for your patience.**

Please submit all completed forms to:  
Jennifer Massacci  
611 Second Ave  
Pittsburgh, Pa 15219  
[jennifer.massacci@pittsburghpa.gov](mailto:jennifer.massacci@pittsburghpa.gov)



# CITY OF PITTSBURGH

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### Application for an Encroachment on City Dedicated Right-Of-Way

Date July 14, 2020

Applicant Name Todd Demangone

Property Owner's Name (if different from Applicant) Renewal Inc.

Address 329 Boulevard of the Allies

Phone Number: 412-435-9303 Alternate Phone Number: \_\_\_\_\_

Location of Proposed Encroachment: \_\_\_\_\_

Ward: 1st Council District: 6 Lot and Block 1-H-338-100 to 800

What is the properties zoning district code? Golden Triangle District (zoning office 255-2241)

Is the existing right-of-way, a street or a sidewalk? Yes - Sidewalk

Width of Existing Right-of-Way (sidewalk or street): 80.05' (Before encroachment)

Length of Existing Right-of-Way (sidewalk or street): 30.00' (Before encroachment)

Width of Proposed Encroachment: ~1.0'

Length of Proposed Encroachment: ~1.0'

Number of feet the proposed object will encroach into the ROW: ~1.0'

Reason for application: Exhaust flue from internal diesel generator. See attached for detail and exhibit.

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**\*\*\*PLEASE ATTACH ALL ADDITIONAL INFORMATION\*\*\***



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### **APPLICANT CHECKLIST**

- Letter to the Director
- Property Owners'** Certificate of Insurance – listing the City of Pittsburgh as an additional insured in the amounts listed: Public Liability \$ 100,000.00 - \$ 300,000.00 Property Damage \$ 50,000.00
- Profile picture or drawing with dimensions of the proposed structure to be placed on the site of the encroached property – **STAMPED WITH ZONING APPROVAL**
- Copy of the specifications of the proposed encroachment
- Copy of a survey or plot plan of the property
- Documentation from utility companies stating approval/easement/agreement
- Application Fee \$150 made payable to Treasurer City of Pittsburgh

**REMEMBER TO ATTACH ALL REQUIRED INFORMATION.** (*Letter to the Director, Property Owner Insurance forms-listing the City of Pittsburgh as an additional insured, maps, specs ,zoning approved drawings, utility documentation, a check for \$150.00*)

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#### **For Office Use:**

Check for \$150.00 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 \_\_\_\_\_