


WILLIAM PEDUTO
MAYOR



KARINA RICKS
DIRECTOR

MEMORANDUM

To: Acting Director Chris Hornstein - Public Works
Director Sarah Kinter - PLI
Director Douglas Anderson - Finance
Anthony Bilan - Law

From: Director Karina Ricks 

CC: Jen Massacci

Date: August 4, 2021

Re: Encroachment Permit

We have a request for an encroachment permit at 3508 Butler Street, in the 6th Ward, 7th Council District, as shown on the attached plan. A copy of the request is also attached.

WILLOW FORTUNE LLC, is proposing to install a new projecting sign on an existing commercial building.

KR/JM

Attachments

WILLIAM PEDUTO
MAYOR



KARINA RICKS
DIRECTOR

August , 2021

President and Members
City Council
City of Pittsburgh

**RE: 3508 BUTLER STREET
ENCROACHMENT**

Dear President and Members of City Council:

We have a request for an encroachment permit at 3508 Butler Street, in the 6th Ward, 7th Council District, as shown on the attached plan. A copy of the request is also attached.

WILLOW FORTUNE LLC, is proposing to install a new projecting sign on an existing commercial building.

Your favorable approval of this proposed Resolution is hereby recommended.

Sincerely,

A handwritten signature in black ink, appearing to be "KR", followed by a long horizontal flourish.

Karina Ricks
Director

KR:JM
Attachments



CITY OF PITTSBURGH

Department of Mobility and Infrastructure

William Peduto, Mayor

Karina Ricks, Director

Application for an Encroachment on City Dedicated Right of Way

Date 08-02-21

Applicant Name ADM Signs

Property Owner's Name (if different from Applicant) Willow Fortune LLC

Address 3508 Butler Street, Pittsburgh, PA

Phone Number: 412-848-4509 Alternate Phone Number: _____

Location of Proposed Encroachment: 3508 Butler Street, Pittsburgh, PA

Ward: 6th Council District: _____ Lot and Block _____

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

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

Width of Existing Right-of-Way (sidewalk or street): 10' (Before encroachment)

Length of Existing Right-of-Way (sidewalk or street): 22' (Before encroachment)

Width of Proposed Encroachment: 5"

Length of Proposed Encroachment: 4'

Reason for application: Required for the application for a sign permit - (1) double faced projecting sign over public sidewalk.

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



CITY OF PITTSBURGH

Department of Mobility and Infrastructure

William Peduto, Mayor

Karina Ricks, Director

APPLICANT CHECKLIST

- Letter to the Director
- Property Owners' Certificate of Insurance – listing the City of Pittsburgh as an additional insured
- Profile picture or drawing with dimensions of the proposed structure to be placed on the site of the encroached property (No Larger than 8" X 11")
- Copy of the specifications (No Larger than 8" X 11")
- 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, drawings, utility documentation, a check for \$150.00)

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 _____

Michael Milligan - ADM Signs

3414 Charlotte Street, Pittsburgh, PA 15201

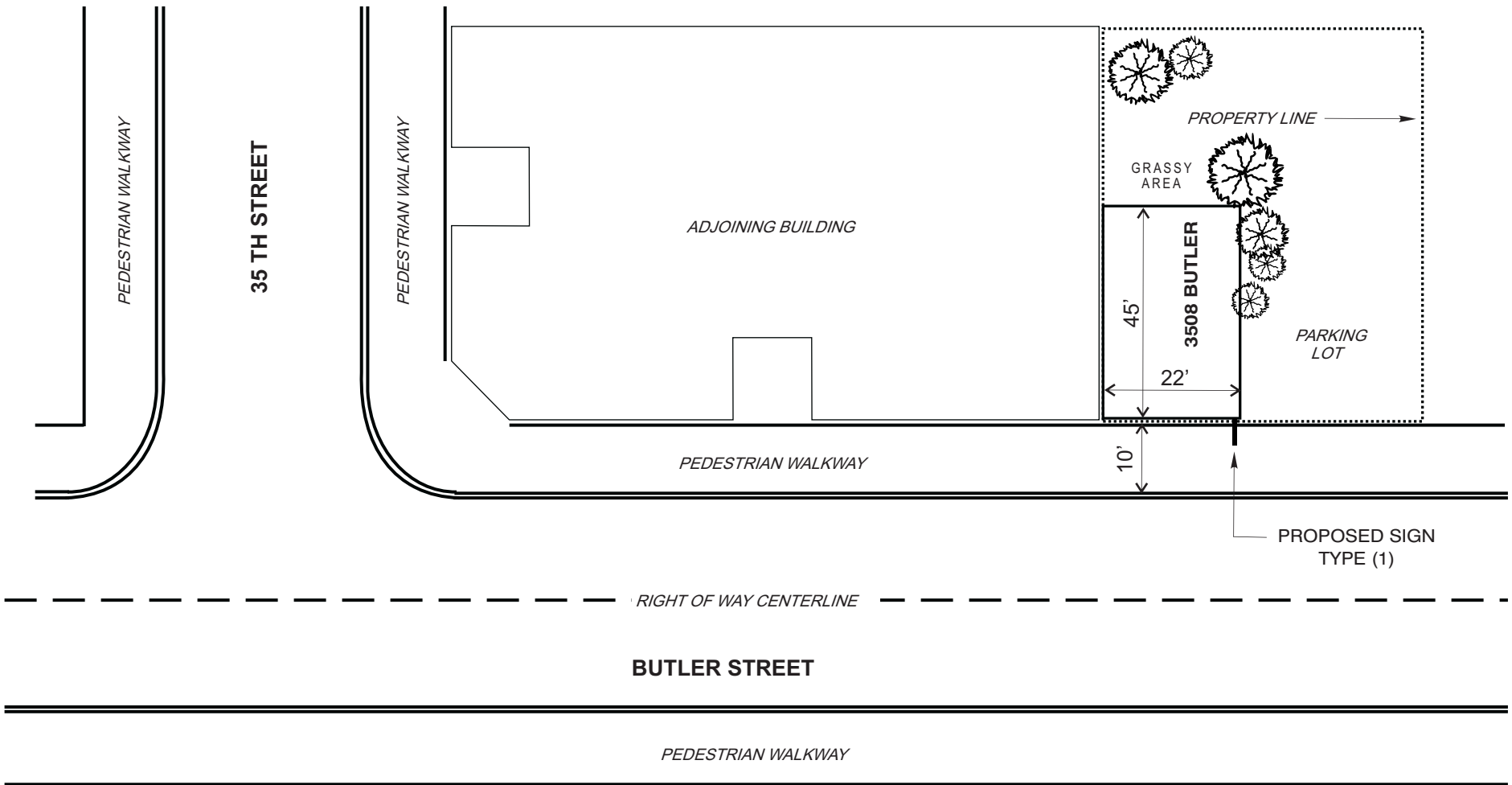
August 2nd, 2021

Ms. Karina Ricks
Director / Department Of Mobility and Infrastructure
611 Second Avenue, Pittsburgh PA 15219

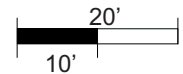
Greetings Ms. Ricks,

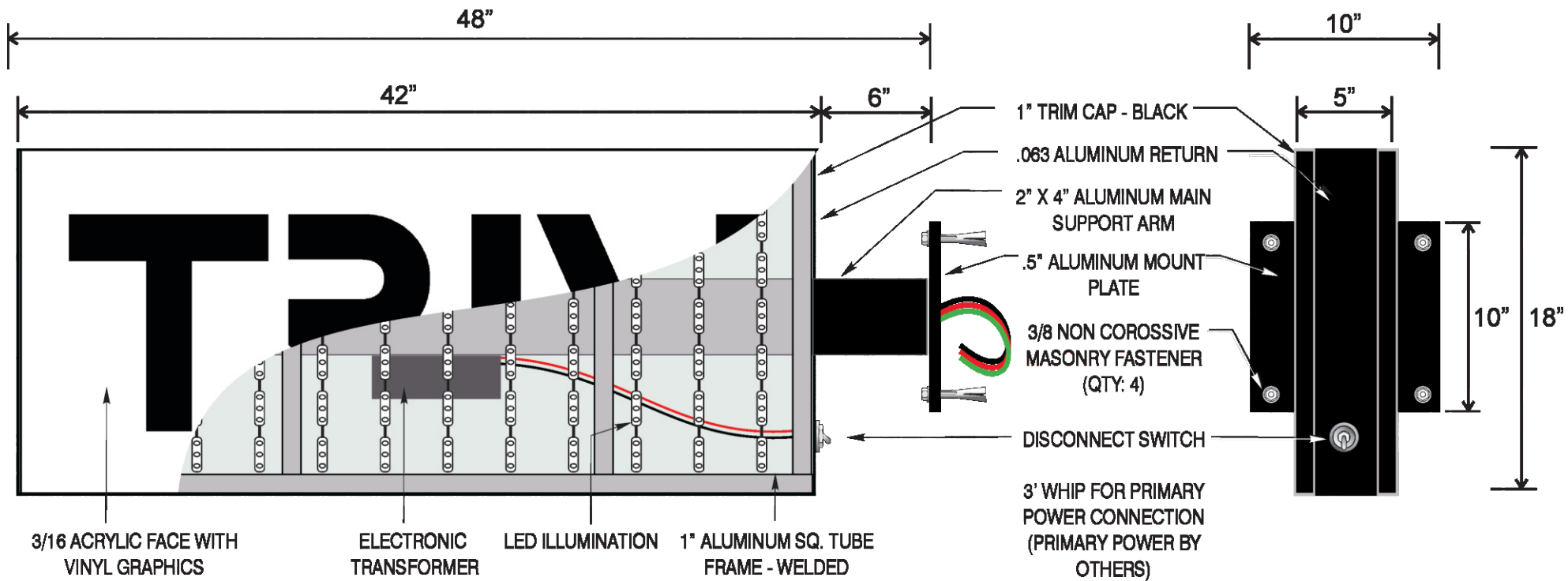
I am contact you in regards to an encroachment decision as part of a sign permit application with the City Of Pittsburgh's Zoning and Permits License And Inspections departments. The proposed new projecting sign extends 48" from the store front fascia over an existing public side walk. Stamped engineers drawings and site plan accompany this letter as well all other required documents. Please review and advise.

Regards,
Michael Milligan
Project Manager - ADM Signs
412-621-2211



FRONT ELEVATION - Sign Type (1)(QTY:1)
 D/F Projecting Sign - Flag Mount
 (5.2 SQFT)





FRONT ELEVATION - Sign Type (1)(QTY:1)
D/F Projecting Sign - Flag Mount
Scale: 1.5" = 1' (5.2 SQFT)

Sign To Withstand 100 MPH Wind and 30lb Snow Loads



Trim - 3508 Butler Street, Pittsburgh, PA 15201

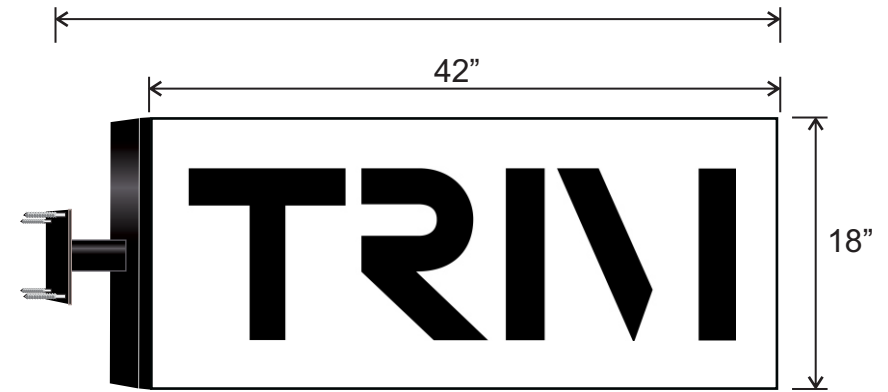
CUSTOMER APPROVAL

DATE: 07-20-21

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SHEET SIZE (8.5 x 11)

004_Trim_Butler_PR



FRONT ELEVATION - Sign Type (1)(QTY:1)
 D/F Projecting Sign - Flag Mount
 Scale: NTS (5.2 SQFT)

Trim - 3508 Butler Street, Pittsburgh, PA 15201

CUSTOMER APPROVAL

DATE: 07-20-21

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SHEET SIZE (8.5 x 11)

004_Trim_Butler_PR



FRONT ELEVATION - Sign Type (1)(QTY:1)
 D/F Projecting Sign - Flag Mount
 Scale: 1/4" = 1' (5.2 SQFT)

Trim - 3508 Butler Street, Pittsburgh, PA 15201

CUSTOMER APPROVAL

DATE: 07-20-21

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SHEET SIZE (8.5 x 11)

004_Trim_Butler_PR

