

MEMORANDUM

To: Acting Director Chris Hornstein - Public Works

Director Sarah Kinter - PLI

Director Douglas Anderson - Finance

Anthony Bilan - Law

From: Director Karina Ric

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



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,

Karina Ricks Director

KR:JM Attachments

Application for an Encroachment on City Dedicated ROgHWay

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? (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): (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, Direc

APPLICANT CHECKLIST							
X	Letter to the Director						
X	Property Owners' Certificate of Insurance – listing the City of Pittsburgh as an additional insured						
X	Profile picture or drawing with dimensions of the proposed structure to be placed on the site of the encroached property (No Larger than $8'' \times 11''$)						
X	Copy of the specifications (No Larger than 8" X 11")						
X Copy of a survey or plot plan of the property							
	Documentation from utility companies stating approval/easement/agreement						
X	Application Fee \$150 made payable to Treasurer City of Pittsburgh						
nsurar	MBER TO ATTACH ALL REQUIRED INFORMATION. (Letter to the Director, Property Owner nice forms-listing the City of Pittsburgh as an additional insured, maps, specs, drawings, utility entation, a check for \$150.00)						
or Off	ice Use:						
Check f	for \$150.00 Check #Received Plot Plan or Survey						
Receive	ed Required Insurance Received detailed map of proposed encroachment						
Receive	ed Utility Letters						
Receive	ed drawing or picture of completed project						
Receive	ed picture of proposed encroached property						
All tax i	nformation in compliance delinquent						

Michael Milligan - ADM Signs

3414 Charlotte Street, Pittsburgh, PA 15201

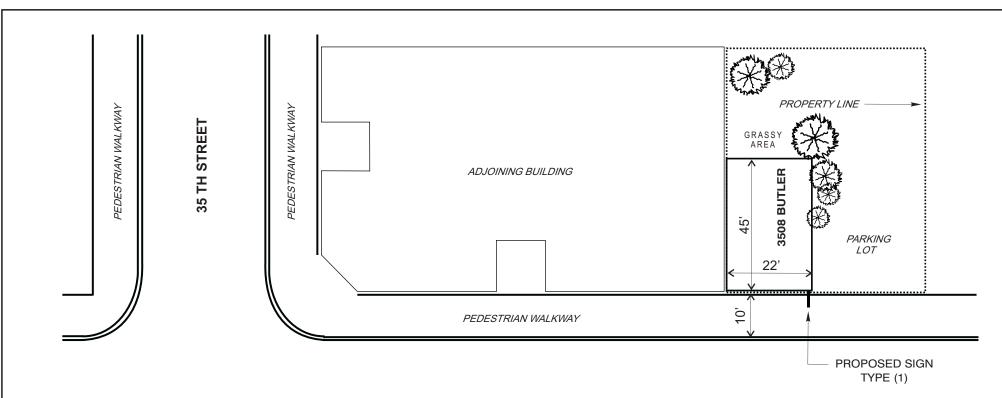
August 2nd, 2021

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

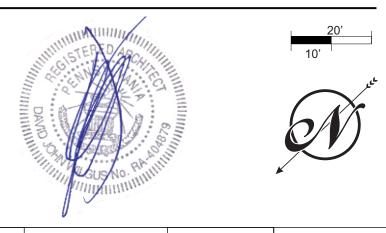


RIGHT OF WAY CENTERLINE

BUTLER STREET

PEDESTRIAN WALKWAY

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

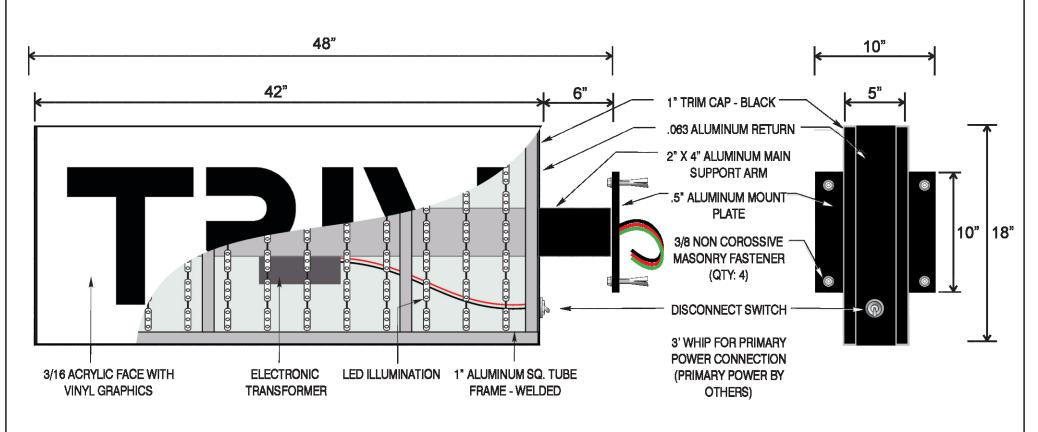


Trim - 3508 Butler Street, Pittsburgh, PA 15201

SHEET SIZE (8.5 x 11)

DATE: 07-20-21

004_Trim_Butler_PR



FRONT ELEVATION - Sign Type (1)(QTY:1)

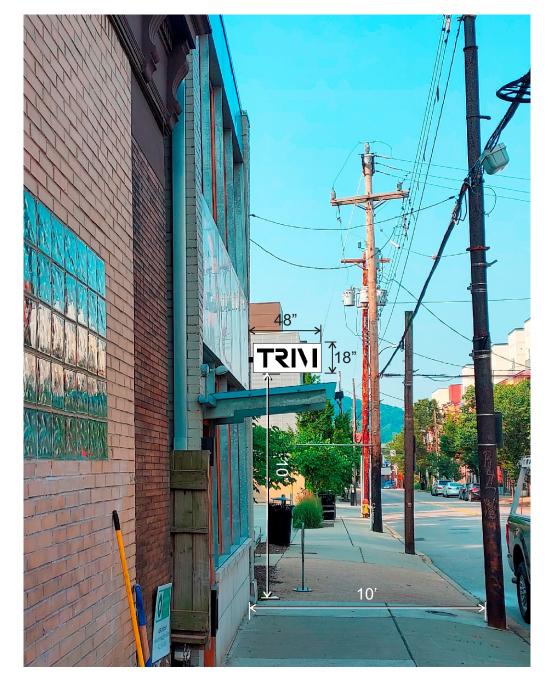
D/F Projecting Sign - Flag Mount

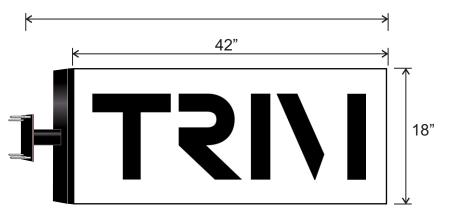
Scale: 1.5" = 1' (5.2 SQFT)

Sign To Withstand 100 MPH Wind and 30lb Snow Loads



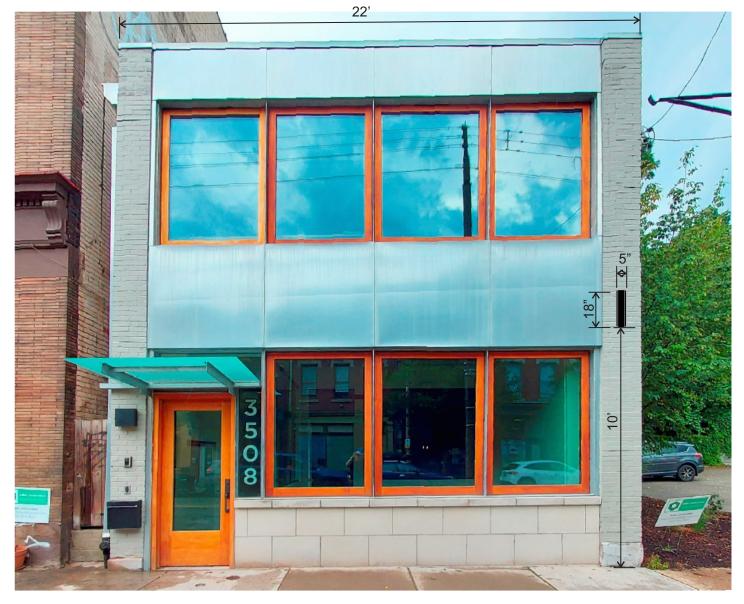
Trim - 3508 Butler Street, Pittsburgh, PA 15201	CUSTOMER APPROVAL	DATE: 07-20-21
This design and all of its components are the property of ADM Signs and is covered by applicable copyright laws. Any duplication of this drawing or any of its components without written permission is prohibited.	SHEET SIZE (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
This design and all of its components are the property of ADM Signs and is covered by applicable copyright laws. Any duplication of this drawing or any of its components without written permission is prohibited.	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
This design and all of its components are the property of ADM Signs and is covered by applicable copyright laws. Any duplication of this drawing or any of its components without written permission is prohibited.	SHEET SIZE (8.5 x 11)	004_Trim_Butler_PR



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

If :	SUB	ROGATION IS WAIVED, subject to rtificate does not confer rights to	o the	term	s and conditions of the picate holder in lieu of su	policy, ch ende	certain polici orsement(s).	ies may requ	iire an endorsement. A st	tatement on	
PROD				001111	IOUTO HOTOUR IN HOS OF OR	CONTAC	John Costa	a		NAME AND ASSESSMENT OF THE PARTY OF THE PART	
						PHONE IS A COLOR FAX					
ì		nsurance Agency Inc.				(A/C, No, Ext): 412-630-3630 (A/C, No):					
1		Haymaker Rd				ADDRES	·			NAIC	
	e 110				DA 1514C				DING COVERAGE	NAIC	· F
	roev	ille			PA 15146	INSURER A: Millers Capital Insurance Co					
INSU	RED					INSURER B:					
:		Willow Fortune LLC				INSURER C:					
		140 43RD ST					INSURER D:				
				1			RE:				
<u> </u>		PITTSBURGH			PA 15201-3148	INSURE	RF:	MELOCRATO MANAGEMENT AND		***************************************	
COV	ER/	AGES CERT	rific.	ATE	NUMBER:				REVISION NUMBER:	DEDIOD	
IN CF	DICA	TO CERTIFY THAT THE POLICIES OF TED. NOTWITHSTANDING ANY REQU FICATE MAY BE ISSUED OR MAY PER SIONS AND CONDITIONS OF SUCH P	JIREN TAIN.	MENT, THE I	TERM OR CONDITION OF A NSURANCE AFFORDED BY	NY CON THE PO	TRACT OR OT LICIES DESCR DUCED BY PAIL	THER DOCUME RIBED HEREIN D CLAIMS.	ENT WITH RESPECT TO WHIC	JH THIS	
INSR LTR		TYPE OF INSURANCE		SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
<u> </u>	X	COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE \$	1,00	00,000
	**	CLAIMS-MADE X OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence) \$	-	50,000
		TOO WILL THE TOO ON							MED EXP (Any one person) \$		5,000
A			Y	$\mid_{\mathbf{Y}}\mid$	7197177		04/26/2021	1	PERSONAL & ADV INJURY \$	1,00	00,000
	051	A CODECATE LANT ADDITE DED.		^	7277417				GENERAL AGGREGATE \$	2,00	00,000
		'L AGGREGATE LIMIT APPLIES PER: POLICY PRO- LOC							PRODUCTS - COMP/OP AGG \$	2,00	00,000
	^								\$		
	ALLT	OTHER: OMOBILE LIABILITY							COMBINED SINGLE LIMIT \$		
	AUI	ANY AUTO							(Ea accident) BODILY INJURY (Per person) \$		
		OWNED SCHEDULED							BODILY INJURY (Per accident) \$		
		AUTOS ONLY AUTOS NON-OWNED							PROPERTY DAMAGE \$		
		AUTOS ONLY AUTOS ONLY							(Per accident) \$		
ļ			ļ	ļ					<u> </u>		
		OCCUR OCCUR							EACH OCCURRENCE \$	·	
	ļ	EXCESS LIAB CLAIMS-MADE	l						AGGREGATE \$		
<u> </u>	ļ	DED RETENTION \$							IPER I IOTH-		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY								PER OTH- STATUTE ER			
ANY PROPRIETOR/PARTNER/EXECUTIVE		N/A						E.L. EACH ACCIDENT \$			
OFFICER/MEMBER EXCLUDED? (Mandatory in NH)								E.L. DISEASE - EA EMPLOYEE \$			
	DES	, describe under CRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT \$	i	
A	В	UILDING			7197177		04/26/2021	04/26/2022	\$395,000		
			<u> </u>	<u> </u>							
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) CITY OF PITTSBURGH IS NAMED AS ADDITIONAL INSURED WITH REGARDS TO GENERAL LIABILITY. WAIVER OF SUBROGATION APPLIES.											
CE!	CERTIFICATE HOLDER CANCELLATION										
CITY OF PITTSBURGH				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
414 GRANT STREET				AUTHORIZED REPRESENTATIVE							
PITTSBURGH PA 15219						John J. Costa					