



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

## **ENCROACHMENT APPLICATION PACKET**

**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 or an open ZDR # prior to submitting online.
- ❖ 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. Once Council approves the legislation, an encroachment permit will be issued. The encroachment permit fee is \$500, this is in addition to the \$500 application fee. **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.**

Please submit a completed application packet, along with all requested documents, listed within the application checklist online here: [OneStopPGH](https://pittsburghpa.gov/onestoppgh)

Contact: Jennifer Massacci  
611 Second Ave  
Pittsburgh, Pa 15219  
[jennifer.massacci@pittsburghpa.gov](mailto:jennifer.massacci@pittsburghpa.gov)

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



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

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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

Ward: \_\_\_\_\_ Council District: \_\_\_\_\_ Lot and Block: \_\_\_\_\_

What is the properties zoning district code: \_\_\_\_\_ (zoning office 255-2241)

Planning/Zoning Case OneStop Number (if applicable): ZDR- \_\_\_\_\_

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

Width of Existing Right-of-Way (sidewalk or street): \_\_\_\_\_ (Before encroachment)

Length of Existing Right-of-Way (sidewalk or street): \_\_\_\_\_ (Before encroachment)

Width of Proposed Encroachment: \_\_\_\_\_

Length of Proposed Encroachment: \_\_\_\_\_

Number of feet the proposed object will encroach into the ROW: \_\_\_\_\_

Description of encroachment: \_\_\_\_\_

Reason for application:

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**APPLICATION CHECKLIST**

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

- ☐ Letter of request to the Director of Mobility and Infrastructure
- ☐ **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 (must be the Property Owners Insurance)
- ☐ Profile picture or drawing with dimensions/specs of the proposed structure to be placed on the site of the encroached property – **STAMPED WITH ZONING APPROVAL or OneStop ZDR#**
- ☐ Copy of a survey or plot plan of the property
- ☐ Documentation from all corresponding utility companies stating approval/easement/agreement
- ☐ Application Fee \$500 made payable to Treasurer City of Pittsburgh, if paying by check

**REMEMBER TO ATTACH ALL REQUIRED INFORMATION.** (Letter to the Director, **Property Owner's** Insurance certificate - listing the City of Pittsburgh as an additional insured, maps, specs, zoning approved drawings or ZDR #, utility approval documentation, application fee of \$500.00)

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**For Office Use:**

\$500.00 Application fee Received /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 \_\_\_\_\_