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Curb Cut Information Sheet

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At a Glance

- All curb cut requests begin with a Building and Development Application (BDA). During the review of the BDA, DOMI will review the location and design of the curb cut.
- Prior to beginning work, a curb cut sub-permit must be submitted and issued. The sub-permit will include construction details, such as work dates.
- An approved Building and Development Application grants approval for the design of the driveway and access from the public right-of-way (ROW) while the curb cut sub-permit grants permission to construct the driveway.
- A person or company must apply for a curb cut under the following circumstances:
    - New Curb Cuts: A curb cut application must be submitted for all new curb cuts. This includes but is not limited to curb cuts for off-street parking such as driveways, residential garages, parking pads, parking lots, commercial garages, and off-street loading facilities.
    - Existing Curb Cuts: A curb cut application may be required for an existing curb cut when:
        - No curb cut permit application is on file,
        - The parcel's land use or occupancy changes,
        - The number of parking spaces being served changes or increases,
        - The property owner proposes to modify the curb cut, such as increasing the width of the throat or flare,
        - A new garage is proposed, or
        - The curb cut requires repair or reconstruction (Pittsburgh Code of Ordinances § 413.02).

All curb cuts must adhere to the department's *Specifications for the Installation of Curb Cuts for Off-Street Parking*, unless the applicant requests and receives an exception from DOMI for a special or unique situation. Note: an exception will not be approved if the curb cut does not meet guidelines following state law, city code, or would result in an unsafe situation for pedestrians or vehicular traffic.

- Curb cuts can be for either residential or commercial uses. DOMI defines residential curb cuts as those providing access to one- and two-family dwellings no more than three (3) stories in height. All other curb cuts, including those for off-street loading, are considered commercial.
- The curb cut permit period is one (1) year. Work dates must be provided within that 1-year period for when work is anticipated to occur. If the work dates change, the permit must be amended.
- Curb cut permits issued with a condition to repair or correct deficiencies in sidewalks do not require a separate sidewalk repair permit or fees unless otherwise directed by DOMI.
- DOMI site plan approval on the Building and Development Application (BDA) or Record of Zoning Approval (ROZA) does not expire.
- If there is a street tree in the area of work, an additional review by the City Forester is required.
- If a "No Parking" sign for construction is issued as a part of the permit, the sign must be posted at the site at least 48 hours before the start of the permit work period.
- When to apply: After DOMI approval of the BDA, the applicant (or person of their choosing; contractor, architect, designer etc.) will apply for the curb cut sub-permit via the OneStopPGH portal before beginning work on the curb cut. The applicant will be required to submit proposed work dates and traffic obstruction (i.e if the sidewalk, parking lane, or travel lane will be impacted during construction). No work should be started on any aspect in the ROW without having the proper construction permits approved and issued.

BDA Required Documents

- See BDA requirements
- Completed PennDOT driveway sight distance form m-950S (for driveways serving over 10 units and/or 10,000 square feet of a commercial use). See page 2.
    - For more information on how to complete this form, see user guide.

Information Needed for Curb Cut Application

- BDA Number (BDA should be approved by DOMI prior to applying for the curb cut permit).
- Applicant name and contact information (co-applicants may be requested).
- Contractor name and contact information. Note: all contractors are required to be registered with the City through OneStopPGH and must maintain valid bond and insurance when required for the permit
- Description of work including the purpose and exact location of the curb cut
- Address and associated street segment
- Width of the curb cut's throat area or pad width and dimensions of parking pad depth inside the property line

- Width of the curb cut access at the curb and widths of the left and right flares at the curb
- Number of off-street vehicle spaces accessed by curb cut.
- Start and end dates for work
- Traffic obstruction (anticipated street and sidewalk closures).

Fees

- Application Fee:
    - Residential: $75.00
    - Commercial: $150.00
- Permit Fee:
    - Residential: Flat fee of $150.00
    - Commercial:
        - ➢ $15.00/linear foot for tertiary street
        - ➢ $25.00/linear foot for secondary street
        - ➢ $50.00/linear foot for primary street
        - ➢ Fees are assessed based on the length of the curb cut from flare tip to flare tip. In accordance with §415.02 of Municipal Code, all measurements shall be rounded up to the nearest whole number, and payment shall be made on this basis.

Application/Review/Inspection Process

- Building and Development Application
    - All curb cut requests must begin by submitting a Building and Development Application (BDA). During the review of the BDA, DOMI will review the location and design of the curb cut.
    - During the DOMI Design Review, staff will review the placement and dimensions of the curb cut(s) to ensure it meets DOMI standards. For driveways accessing over 10 units and/or 10,000 square feet of a commercial use, applicants are also required to submit the PennDOT m950-S form and include sight distance lines on the site plan for staff to ensure vehicles can safely enter and exit the driveway.
    - Upon receiving complete information DOMI staff will review and provide comments or approval within 30 business days for commercial projects and 15 business days for residential. Note: Curb cuts requesting an exemption from DOMI standards may require **an additional** two (2) to four (4) weeks for review.
- Curb Cut Sub-Permit
    - Upon receiving DOMI approval on the BDA, the applicant, or their contractor (recommended) shall submit a curb cut sub-permit prior to beginning work.
    - The applicant will be requested to provide work start and end dates. If changes to these work dates are needed, the permit must be amended.

- DOMI Permitting staff will review the curb cut(s) on the curb cut permit application and compare to the previously reviewed and approved curb cuts from the BDA. The plans, dimensions, and design should match. DOMI staff will also ensure that traffic (pedestrian and vehicular) will be maintained safely during construction and that the work dates do not conflict with other proposed work in the area.
- Upon receiving complete information DOMI staff will review and provide comments or approval within 10 business days.
- Once obtaining a Curb Cut construction permit, and being ready to start construction of the curb cut, the permittee must request three DOMI inspections for this permit:
- A pre-work inspection,
- An opening inspection after the form is set and before pouring concrete, and
- A final inspection after the concrete has set.

- There will be no deviations from the approved plan or City standards during construction without permission from DOMI. Requests for field adjustments must be directed to the DOMI inspector listed on the permit and may require an Amendment request through OneStopPGH for review and approval.
- Permittees can request an inspection online through the OneStopPGH portal or by calling the DOMI inspector listed on the permit. Deficiencies will result in a warning, citation, or other corrective action as outlined in the *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*

Expiration, Extension, and Amendment

- The Curb Cut Permit is valid only during the dates designated by DOMI on the permit unless the applicant applies for and receives an extension/amendment.
- When applying for an extension, the applicant must include a justification for the extension.