ED GAINEY
MAYOR

KIMBERLY LUCAS
ACTING DIRECTOR

MEMORANDUM

FROM: Kimberly Lucas, Acting Director
DATE: April 14, 2022
RE: Promulgation of Revised Right-of-Way Procedures Manual

Please be advised that the Department of Mobility and Infrastructure (DOMI) has promulgated a revised Right-of-Way Procedures Manual, regulating work performed in City of Pittsburgh public right-of-way, including street, curb, and sidewalk restoration; traffic control (including pedestrian and cyclist routing); coordination and notice to affected parties; street moratorium criteria; and many others. The update also references new procedures following the launch of OneStopPGH and DOMI's *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*. This manual will be effective beginning May 1, 2022.

Thank you,

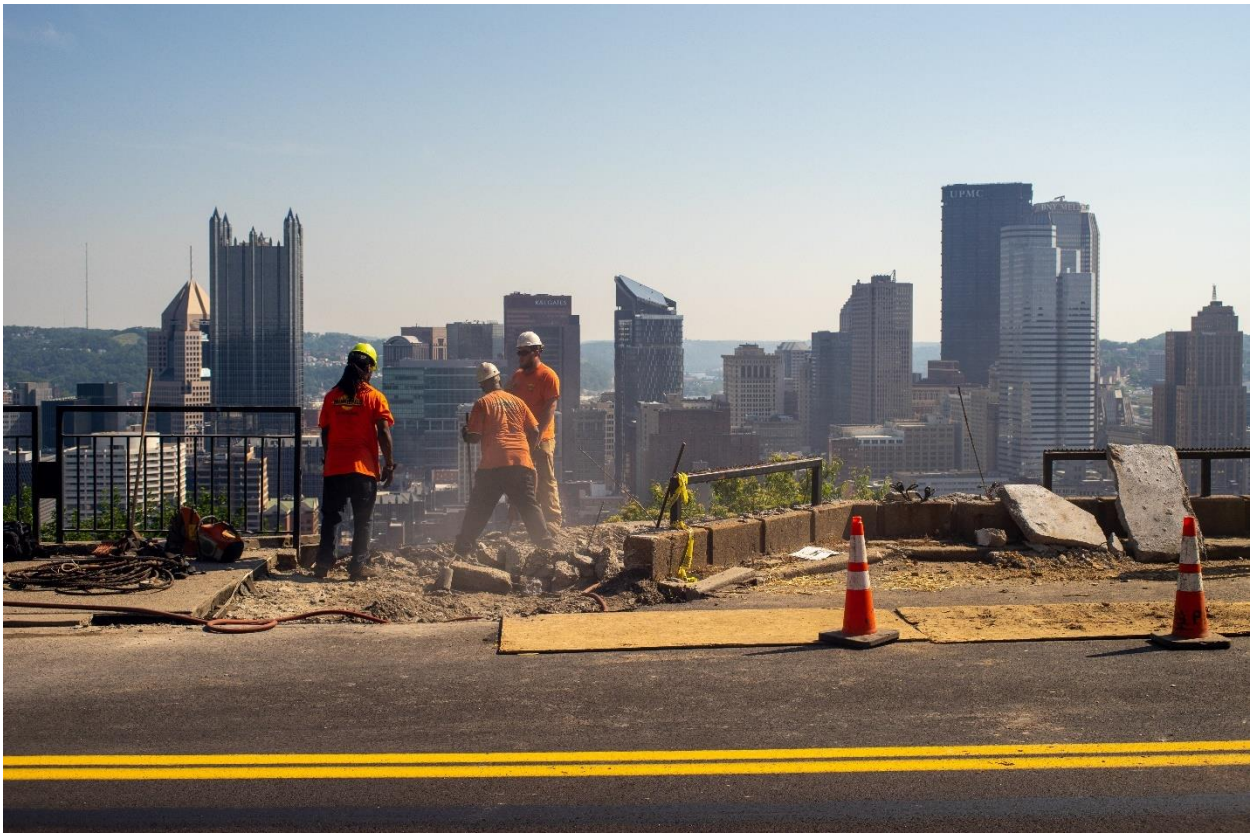
Kimberly Lucas

Kimberly Lucas
Acting Director

City of Pittsburgh

Department of Mobility and Infrastructure

Right-of-Way Procedures Manual



Effective Date May 1, 2022

Previous Version: June 1, 2017

The Road goes ever on and on,
Down from the door where it began.
Now far ahead the Road has gone,
And I must follow, if I can,
Pursuing it with eager feet,
Until it joins some larger way
Where many paths and errands meet.
And whither then? I cannot say.
—J.R.R. Tolkien, *The Fellowship of the Ring*

Heard about Houston?
Heard about Detroit?
Heard about Pittsburgh, PA?
—Talking Heads, “Life During Wartime”

Purpose of this Manual

As laid out in the City of Pittsburgh's Code of Ordinances, all construction, maintenance, repair, use, and occupation of the public right-of-way – including, but not limited to, public streets, sidewalks, bridges, walls, steps, and tunnels – are under the oversight of the Department of Mobility and Infrastructure (DOMI).

To ensure the management of the right-of-way for the public good, the Department establishes and administers policies including, but not limited to, operating procedures, permits, rules, and regulations. As such, DOMI has developed this Right-of-Way Procedures Manual to provide all persons working in, encroaching into, or occupying the public right-of-way with the requirements, procedures, standards, and methods to which they must adhere. All construction and services provided must conform with plans and specifications promulgated by the Department and are subject to City permitting and inspection.

This manual supplements the City Code as well as other Department policies such as the *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*. In the event that the language of this manual conflicts with City Code, Code is the governing document.

Note that some streets, bridges, and associated infrastructure in the City of Pittsburgh are owned and maintained by the State of Pennsylvania or Allegheny County and may be subject to alternative or additional requirements than those outlined in this manual.

Definitions

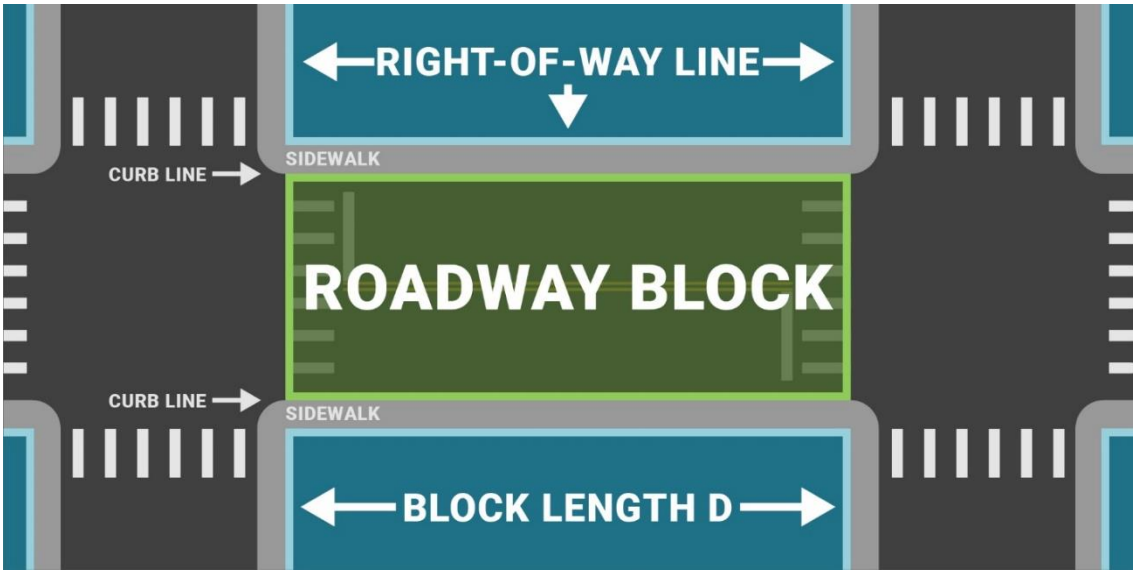
The following definitions apply throughout the manual. When a definition comes from City Code, the section of Code is referenced in brackets. Defined terms remain defined terms whether or not they are capitalized. Words used in the present tense include the future tense, words in the single number include the plural number, and words in the plural number include the singular. Words not defined in this section have their common and ordinary meaning.

References to documents published by the Pennsylvania Department of Transportation (PennDOT) refer to the newest edition or revision. PennDOT documents can be found on their website.

Adjustment – A change formally requested by the permittee after a permit has been issued due to unexpected site or field conditions. All adjustments must be authorized by DOMI prior to construction.

Asphalt street – A street with a surface layer composed of asphaltic material, typically consisting of a binder course and wearing course on top of some base. Some asphalt streets have been overlaid on former brick or blockstone streets, while others have been overlaid directly on a concrete base or have an asphalt base course.

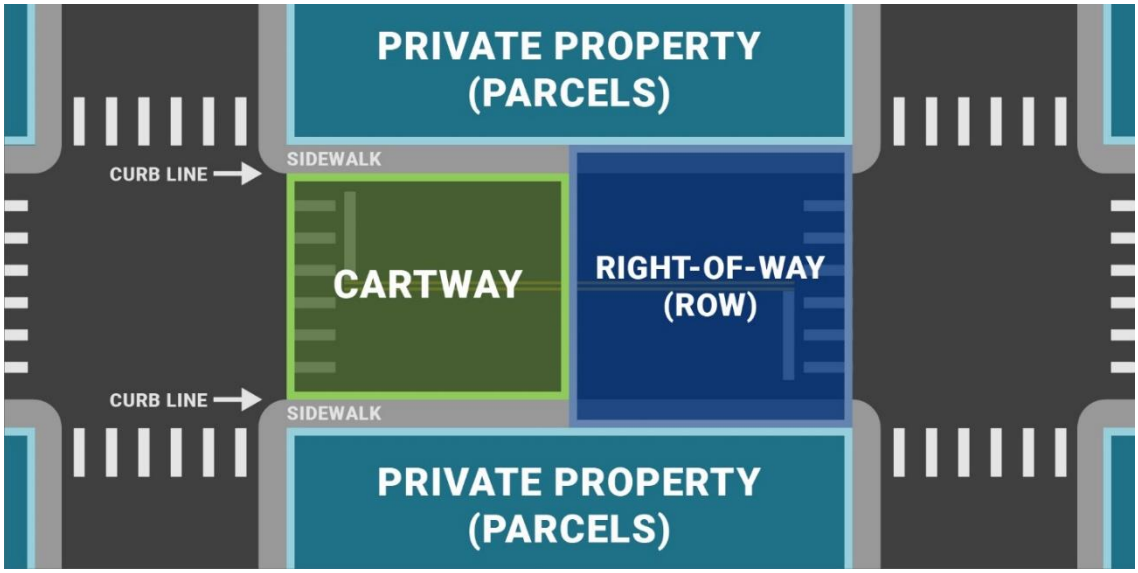
Block or roadway block – The portion of the cartway stretching from one intersection to the next, bounded by intersecting radial curb at the intersecting streets (or a reasonable proxy if there is no curb). The roadway block is measured starting at the end of the radial curb at the intersection and continuing until the radial curb at the next intersection begins.



Brick or blockstone street – A street with a surface layer composed of brick, block, or other masonry units. The base may be concrete, asphaltic, aggregate, or a combination of those materials.

Cartway – The portion of the right-of-way between the curblines. Generally, vehicular travel is

restricted to the cartway.



City – The City of Pittsburgh, a Home Rule Charter municipality of the Commonwealth of Pennsylvania. [§ 411.02]

Code – The City of Pittsburgh Code of Ordinances.

Concrete street – A street with a surface layer composed of cement concrete, typically consisting of a stone aggregate base and a reinforced concrete slab. A particular slab's thickness will generally depend on the City standards in place when the street was constructed or at its last full-depth reconstruction.

Construction - Activities including, but not limited to, construction, reconstruction, repair, saw cutting, opening, alteration, and grading of streets, sidewalks, and curbs; utility construction, removal, or maintenance; installation of furnishings of any kind; obstruction of vehicular, pedestrian, and/or bicycle traffic; and the placement of signage and pavement markings.

Curb cut – Any location that provides vehicular access between the public right-of-way and a private parcel. The term "curb cut" applies even if no sidewalk is present, the sidewalk lacks a curb, or there is little to no curb reveal.

Department or **DOMI** – The Department of Mobility and Infrastructure. [§ 411.02]

Director – The Director of the Department of Mobility and Infrastructure or designee. [§ 411.02]

Exception – A formal request to deviate from City standards and specifications made by the applicant prior to permit issuance and reviewed by DOMI.

Intersection – Any location where two or more streets meet, even if one or more of the streets terminates at the intersection (e.g. a T- or Y-intersection), bounded by the right-of-way.

In kind – For the purposes of this document, replacement "in kind" refers to the type, location, alignment, and dimension of infrastructure that is to be replaced or reconstructed. Material,

cross section, and other aspects of the infrastructure must be brought to current City standards. Because field conditions are variable, specific requirements may need to be set by the DOMI Inspector on site.

Permit – Official authorization from DOMI allowing work in, an encroachment into, or occupation of the right-of-way for a set duration of time to perform a specific activity. [§ 411.02]

Permittee – Any person who receives a permit from DOMI. [§ 411.02]

Person – Any individual, corporate person, business association, or other business entity including, but not limited to, a partnership, a sole proprietorship, a political subdivision, a public or private agency of any kind, a utility, a successor or agent of any of the foregoing, or any other legal entity that has placed or seeks to have placed or otherwise positioned equipment or personal property located in the right-of-way. [§ 411.02]

Restore or Restoration – The process by which the right-of-way is brought to the City standard. [§ 411.02]

Right-of-way or ROW – The surface and space above and below any real property in which the City has an interest in law or equity, including, but not limited to, any public street, boulevard, road, highway, freeway, lane, alley, court, sidewalk, parkway, swale, river, tunnel, viaduct, bridge, park, or any other place, area, or real property, other than real property owned in fee by the City. [§ 411.02]

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1. Right-of-Way Permits

1.1. Introduction

DOMI has established a permitting process to ensure that all work in the right-of-way complies with City specifications and standards and does not cause harm to the public. DOMI staff reviews permit applications and approves or denies them. Staff also inspects work at various points in the process depending on the type of permit.

Except in the case of an emergency (see **Section 2**), no person will be allowed to work in, encroach into, or occupy the right-of-way without first obtaining all necessary permits or licenses from DOMI [§ 412.02.a; § 415.13]. Any person who fails to obtain all required permits before commencing any non-emergency work in the ROW is subject to immediate termination of work and is responsible for the costs of all mitigating and restorative work required by DOMI. Work may not restart until the proper permits have been issued by DOMI.

At the time of application and throughout the duration of the permit, permittees must comply with all requirements articulated in this manual, Code, and other Department policies effective at the time of application.

For details on the permit application process, contractor and permittee responsibilities, fees and payments, permit rules, amendments and extensions, and inspections, please see the Department's *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.

The Director can revoke any issued permit without any refund of fees in accordance with § 411.01 and require the permittee to restore the right-of-way to City standard.

1.2. DOMI Permits

1.2.1. Permit Categories

DOMI reviews and approves many types of right-of-way permits, which fall into two general categories: excavation and construction.

Excavation permits grant the permittee permission to excavate or permanently alter the public ROW. DOMI also includes barricades in the ROW under excavation permits. All work performed under an excavation permit must be done by a contractor registered with the City of Pittsburgh and listed on the permit. Excavation permits are subject to multiple inspections to ensure that standards for excavation, construction, and restoration are met. A final inspection to verify restoration and condition of the ROW is complete to the satisfaction of DOMI and is required for the permit to be complete. See **Section 5** for more details about DOMI's permit inspection process.

Construction permits grant the permittee permission to occupy public space for the staging of construction equipment or to authorize a temporary occupancy or activity in the ROW. At the end of the construction permit term, the permit will expire and the permittee must either request an extension for the permit dates or cease activity of occupancy in the public ROW. Construction permits are subject to multiple inspections to ensure that the permittee is following permit terms and any DOMI-approved plans and to verify that the occupancy/activity ceases when the permit expires. See **Section 5** for

more details about DOMI's permit inspection process.

Requests for permits that may permanently alter the public ROW, particularly those for alterations to public space for new development, may be subject to plan review prior to permit issuance. See **Section 1.5** for more details.

1.2.2. Available Permits

DOMI oversees the following permits:

Excavation Permits	When Needed
Construction Staging (Barricade)	To use barricades to block off portions of the right-of-way including travel lanes, sidewalk, and/or parking lanes for construction
Curb Cut*	To construct a new curb cut or if any of the following apply to existing curb cuts: • no Curb Cut Permit application is on file, • the parcel's land use or occupancy changes, • the number of parking spaces being served 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
Opening	To open the street or sidewalk for excavation in the right-of-way
Pole	To install, replace, or attach to a utility pole in the right-of-way
Sidewalk Repair*	To repair or replace existing sidewalks and/or curb, to widen or change the material of an existing sidewalk and/or curb, or to install new sidewalks and/or curb The following exceptions exist: • Permittees constructing or repairing sidewalks under the Construction Staging Permit (Barricade) are not required to apply for a separate Sidewalk Repair Permit. • Permittees required to repair or correct deficiencies in their sidewalks as part of a Curb Cut Permit are not required to apply for a separate Sidewalk Repair Permit. In these cases, the authorization to construct or repair sidewalk will be listed in the terms & conditions of the sidewalk repair permit.

Construction Permits	When Needed
Banner	To place banners on poles in the right-of-way
Construction Staging (Demolition Dumpster)*	To place a dumpster in the right-of-way for temporary construction purposes
Construction Staging (Machinery)	To store large machinery or construction equipment in the right-of-way
Construction Staging (Materials Staging)	To store construction materials in the right-of-way
Construction Staging (Scaffolding)*	To place scaffolding within the right-of-way
Moving	To obstruct one or more on-street parking spaces temporarily for moving purposes

** These permits can be either residential or commercial. To align with Pennsylvania's Uniform Construction Code, the Department of Mobility and Infrastructure (DOMI) defines residential properties as one- and two-family dwellings no more than three stories in height. Everything else is considered commercial for permitting purposes.*

For detailed information sheets about each permit type listed above, visit DOMI's Applicant Guidance page. The searchable table of permits also contains links to OneStopPGH, the City's online permit system. The Applicant Guidance page is updated regularly and is the best source of information about DOMI's permits.

1.3. General Permittee Responsibilities

1.3.1. Responsible Party

In accordance with provisions in Title IV of Code and *DOMI's Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*, permittees accepting a permit from DOMI are required:

- to be responsible and liable for all work performed under the permit including work performed by the permittee's contractor or sub-contractor,
- to construct in conformity with approved plans and/or City specifications,
- to abide by and comply with permit terms and conditions, and
- to undergo all required inspections (see **Section 5** for more details).

1.3.2. Use of Registered Contractor

Unless otherwise noted on the permit application, the contractor performing the work must be listed on the excavation permit. All contractors listed on the permit must be

current with or in a payment plan for all applicable tax obligations to the City of Pittsburgh and must provide proof of insurance. To administer the tax and insurance requirements, contractors applying for DOMI permits are required to register as a general contractor with the City of Pittsburgh. For more information, refer to the website of the Department of Permits, Inspections, and Licenses (PLI).

1.3.3. Pennsylvania One Call System

Before performing permitted work involving paving or excavation, a person is required by law to contact the PA One Call System (POCS) by dialing 811 or by Web Ticket Entry in compliance with the Underground Utility Line Protection Act, 73 P.S. sec. 176 et seq.

State law requires a person to contact POCS three to ten business days prior to the start of work. A business day begins at 12:00 AM and does not include state holidays or weekends.

The permittee is responsible for ensuring that permits are obtained and POCS is contacted before beginning work. The permittee should consider DOMI permit processing timelines when selecting work dates on the DOMI permit and placing a One Call request.

POCS calls will not be recognized as a valid request for permits. Similarly, a DOMI-issued permit does not waive any POCS requirement.

For more detailed and specific information on the Pennsylvania One Call system and its requirements, refer to the PA One Call Website.

1.3.4. Permit(s) Posted at Work Site

Except in the case of emergency work, the permittee must maintain a copy of any active permits on the project site at all times. For details regarding the process of reporting emergency work, see the *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.

1.3.5. Photo/Video Documentation

For any permitted work, the permittee is responsible for documenting pre- and post-construction conditions of the project site and adjacent properties with a comprehensive series of photographs or videos in the event that any damage claims are filed.

1.3.6. Unmanned Aircraft System

Unmanned Aircraft Systems (UAS) or drones may not be launched or flown over the public right-of-way without authorization from DOMI. Requests for drone use must be made in writing to **domipermits@pittsburghpa.gov** and must include the following:

- Description of use
- Days of use (Hours of Operation)
- FAA Certification
- Proof of insurance
- Drone registration with the FAA

Requests are evaluated by DOMI and the Department of Public Safety. If a request is approved, a Construction Staging – Barricade permit will be issued to authorize use of the drone.

1.3.7. Protection of Street Trees

Under Code, no person is allowed to remove or cut down any tree or shrub in any public street or other public place without first obtaining a permit from the Forestry Division in the Department of Public Works (§ 483.03). The permittee is responsible for protecting existing street trees during the course of the permitted activity and must apply for all necessary permits from Forestry to make any changes to street trees that fall within the project's geographic scope.

As a part of the tree removal and replacement program specified in Code § 483.07 on removal of street trees, trees removed must be replaced. Any person who removes a tree in the public right-of-way that has not already been marked for removal by the City Forestry Division must replace that tree by planting new trees which have a cumulative diameter at breast height (DBH) equal to that of the removed tree. In cases where the required number of trees cannot be planted on site, the person who removed the tree must pay an alternative compliance fee of $300 per not-replaced inch into the Pittsburgh Shade Tree Commission Trust Fund.

The permittee shall establish a Root Protection Zone for trees on work sites. This work protection zone shall be equal to three times the diameter of the tree, and all excavation (including hand digging) is forbidden within this area. In cases where work cannot be avoided in this area, the permittee shall contact the Forestry Division for an assessment. A City arborist may recommend removal of the tree at the expense of the permittee or prescribe actions to mitigate damage to the asset.

Permits are required to plant or remove a street tree or to cut or otherwise modify the branches, roots, or stems of existing trees within the public right-of-way. For more information on tree planting and for the tree planting permit form, refer to the Tree Removal and Planting page on the City website.

See **Section 1.6.2** and **Appendix B** for more information on coordination with the Forestry Division.

1.3.8. Protection of Street Furnishings

The permittee is responsible for protecting, relocating, repairing, and/or replacing any street furnishings in the ROW that may be impacted or damaged as a result of obstructions or construction activities. This includes, but is not limited to, bike racks, bike share facilities, signage, bus shelters, street trees and trash cans. Neighborhood context and existing conditions should be considered when relocating, repairing, and replacing street furnishings. See **Section 1.6** and **Appendix B** for more information on how to coordinate with the relevant entities.

Refer to the *Guidelines for the Temporary Relocation or Removal of Bus Stops for Construction Activities* for more specific guidance on the coordination of bus stop impacts.

1.3.9. Permitting Work on Non-City-Owned Roadways

If construction activity is proposed on a state- or county-owned roadway, the permittee must first obtain all necessary permits from the relevant agency. The permittee must then apply for all applicable DOMI Right-of-Way permits, and will be expected to present proof of the state or county permits before City permits will be issued. Typically DOMI permit fees will be waived in this situation. All other requirements of the DOMI permitting process will still be in effect.

1.4. Compliance with City Standards and Specifications

1.4.1. Constructing or Restoring to City Standard

All construction or restoration activities within the public right-of-way must be performed in accordance with the City of Pittsburgh's current construction standards, even if pre-work existing conditions are outdated or otherwise outside of current requirements. The permittee must ensure that all applicable City standards and specifications, sections of Code, established Department policies, and industry standards are met throughout the duration of the permit.

Some of the most common standard details and specifications applicable to work performed in the right-of-way are located on DOMI's Policies and Standards page. Additional details will be provided upon request. Requests for applicable details and specifications should be directed to the DOMI Inspector or the Streets Division Staff Engineer.

See **Section 4** for more information on restoration requirements.

1.4.2. Exceptions

An exception is a formal request to deviate from City standards and specifications made by the applicant prior to permit issuance and reviewed by DOMI. The permittee may not deviate from City standards or specifications without receiving prior approval from DOMI. Projects that involve non-standard infrastructure or materials within the right-of-way require additional plan review by DOMI staff prior to permitting. Requests for exceptions to City standards and specifications must be submitted formally in writing with the permit application and will be evaluated by DOMI staff to determine if they are permissible or

not. Approval of exception requests is not automatic, and applicants may be asked to make changes to plans before a permit will be issued.

Non-standard infrastructure or materials may require additional permitting or maintenance agreements with the City. In some cases non-standard materials or changes to the ROW may require an Encroachment Plan Review or Art Commission approval. In all cases, the City reserves the right to order the non-standard infrastructure or materials removed and restored to City standard.

1.4.3. Adjustments

An adjustment is a change formally requested by the permittee after a permit has been issued due to unexpected site or field conditions. All adjustments must be authorized by DOMI prior to construction. The permittee may not make adjustments to approved permits or plans without receiving prior approval from DOMI. If adjustments due to field or site constraints are necessary after the permit has been issued, then the permittee must direct the request for an adjustment to the inspector listed on the permit. Requests for adjustments should be submitted in writing when an inspection is requested through OneStopPGH. Field adjustments are evaluated on a case-by-case basis.

The appropriate DOMI Inspector will schedule a meeting at the project site with the permittee to review the field conditions. Permittees must demonstrate the hardship(s) necessitating the adjustment to approved plans. Cost, schedule, and prioritization of amenities/appurtenances will not be accepted as hardships.

At the discretion of the inspector, minor adjustments will be authorized in the field. In these cases, the inspector will revise the permit which will suffice as city authorization. For larger deviations, the inspector will request written meeting minutes. The permittee will prepare meeting minutes and submit them to the DOMI Inspector for review and comment. Once the meeting minutes are finalized, the DOMI Inspector will submit recommendations to the Senior ROW Manager. The recommendations may include supplemental information collected by DOMI independent of the project site meeting. The Senior ROW Manager will review the recommendations and any applicable information and will make a decision about whether the adjustment is acceptable. The decision will be communicated to the permittee in writing, and the approved adjustment will be noted on the permit record.

1.4.4. Failure to Comply

Sections III.1.B and III.1.C of DOMI's *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews* outline the consequences if permittees fail to comply with Code, the ROW Procedures Manual, the *Rules and Regulations*, and/or the terms or conditions of any permit issued by DOMI. This can include sanctions, remedies, and penalties established in Code or by the Department.

If construction and restoration work fails to meet City standards, either during the valid permit term or within the warranty period (see **Section 4.2.6**), then the permittee must bring the work to City standard or be subject to sanctions, remedies, and penalties established in Code or by DOMI (*Rules and Regulations*, Section V.2.E).

Additionally, if the permitted activities cause the condition of the public right-of-way to deteriorate during the warranty period, then the permittee will be held responsible for

repairing the ROW and restoring it to City standards.

1.5. Transportation Plan Reviews and Permits

1.5.1. Furnishing Plan Review

DOMI requires a Furnishing Plan Review to place temporary or movable objects or structures within the right-of-way. Temporary or movable objects or structures include, but are not limited to, non-demolition dumpsters, bike racks, benches, other pedestrian enhancements, and Sparks (street parks).

Before a Furnishing Plan Review can be approved, the applicant must list the City of Pittsburgh as additional insured on his or her insurance. The applicant must agree to maintain the furnishing and carry insurance for the duration of time that the furnishing occupies public space.

If the furnishing passes DOMI's plan review, a record of plan approval will be issued, and installation work can begin upon issuance of all applicable permits. The furnishing will be considered private.

For more information on Furnishing Plan Review, refer to the Applicant Guidance on the City webpage.

1.5.2. Encroachment Plan Review

DOMI requires an Encroachment Plan Review to place within the right-of-way a permanent structure that is integral to private property. "Structure" refers to anything constructed or erected with a fixed location below, on, or above grade, that is structurally or otherwise integral to abutting property and is expected to be conveyed with any transfer of the building to the original permittee's successors or assigns including, but not limited to, foundations, vaults, and retaining walls.

Because of their permanence, encroachments require thorough review by DOMI and City Council approval.

Before an Encroachment Plan Review can be approved, the applicant must list the City of Pittsburgh as additional insured on his or her insurance. The applicant must agree to maintain the encroachment and carry insurance for the duration of time that the encroachment occupies public space.

If the encroachment passes DOMI's review and is approved by Council, the applicant can begin installation work upon issuance of all applicable permits. The encroachment will be considered private.

Existing encroachments that do not have an Encroachment Plan Review approval or a previously issued encroachment permit on file may be required to apply for this review before the City will approve any additional construction in the right-of-way. For ordinance research regarding previously issued encroachment permits, please contact the City Clerk's office (refer to **Appendix B**)

For more information on Encroachment Plan Review, refer to the Applicant Guidance on the City webpage.

1.5.3. Traffic Obstruction, Temporary Traffic Control, and MPT Plan Review

When the normal operations of the public ROW are obstructed for construction activities, maintenance operations, or special events, DOMI requires temporary traffic control to provide for the safe and efficient movement of vehicles, cyclists, and pedestrians through or around the obstruction while reasonably protecting workers and equipment.

For all permits, DOMI requires a description of the proposed traffic obstruction and the temporary traffic control proposed to mitigate the traffic obstruction. In addition, projects with more significant impacts to traffic flow may require submission of a Maintenance and Protection of Traffic (MPT) Plan (see **Section 3**). This information must be submitted with the permit application through OneStopPGH and will be coordinated with the DOMI Permit Reviewer.

The temporary traffic control description and MPT Plan (when required) must provide for safe and efficient traffic flow for all modes of transportation and must be consistent with the project's Construction Management Plan (if applicable).

For additional information about DOMI's requirements for temporary traffic control, refer to **Section 3**.

1.5.4. Transportation Memo or Transportation Impact Study Review

A Transportation Memo or Transportation Impact Study (TIS) must be completed when required by the City's Zoning Code, when the proposed project may impact the operations or safety of the transportation network, or when the project proposes or is likely to require improvements to the public right-of-way to support new vehicle trips. In these cases, DOMI staff will require the project developer to schedule a scoping meeting to determine if the project needs to submit a Memo or whether a more involved TIS is necessary. This occurs as part of the Zoning and Development Review process.

If vehicular network capacity impacts are not expected, the project will need to undergo a DOMI review of a Transportation Memo.

If the project likely will have network capacity impacts that require mitigation strategies such as new traffic signals, roadways, additional lanes, trip removals through transportation demand management, or other improvements, a TIS will be required.

DOMI staff must review and approve the memo or study before any work can begin in the ROW. For more information about transportation memos or impact studies, see DOMI's *Transportation Impact Review Guidelines* or visit the Transportation Development Review page on the City's website.

1.5.5. Right-of-Way Improvement Plan Review

DOMI requires a ROW Improvement Plan when the proposed project is likely to have major impacts on the right-of-way. In these cases, DOMI staff will require the project developer to schedule a pre-review meeting to determine if the project needs to submit a minor or new construction ROW Improvement Plan. This occurs as part of the Zoning and Development Review process.

As part of this review, DOMI staff receives full plan sets and reviews each component of the plan to ensure compliance with City specifications and standards. DOMI staff must

approve the ROW Improvement Plan before any work can begin in the right-of-way. Right-of-Way Improvement Plans must be submitted through OneStopPGH.

1.5.6. Right-of-Way Dedication

DOMI requires a Right-of-Way Dedication Review when a property owner offers to transfer real property from private ownership to the public right-of-way. Right-of-way dedication requires review and approval of the proposed revisions to the property lines and the proposed construction through Right-of-Way Improvement Plan review, and should be identified early in the project's Zoning Development Review process.

Following completion of project construction, DOMI staff conducts a punch-list inspection of the infrastructure to ensure compliance with City specifications and standards and the approved ROW Improvement Plan. Staff also reviews as-built plans submitted by the property owner.

Before the Right-of-Way Dedication can be accepted, all punch-list inspection items must be addressed, all improvements included in the approved construction drawings must be constructed to DOMI's satisfaction, and the as-built plans must be received, approved, and filed by the City. The City accepts a Right-of-Way Dedication through a City Council Resolution. If accepted, the streets and other infrastructure are incorporated as public right-of-way and maintenance transfers to the City.

1.5.7. Right-of-Way Vacation

DOMI requires a Right-of-Way Vacation Review when a proposal exists to terminate some or all public interest in streets and other infrastructure. Once the right-of-way is vacated, the easement for public access for vehicles, pedestrians, and cyclists is extinguished permanently. In most cases, the vacated land then becomes private property, split at the right-of-way midpoint among all adjoining parcels.

ROW vacations require significant review and may not be approved by DOMI if the proposed vacation has a detrimental impact on the transportation network. Vacations will not be approved by the City unless all affected utility companies are in support of the vacation and either have agreed to relocate their facilities or have been granted the associated necessary easements.

Requests for Right-of-Way Vacations should be initiated through OneStopPGH.

1.6. Coordination with Other Entities

1.6.1. The Case of Non-Standard Street Furnishings

If non-standard street furnishings may be impacted by proposed construction activities, the permittee must work with the owner of the non-standard street furnishings to coordinate any disruption, relocation, repair, replacement, or removal. Unless otherwise agreed upon, the permittee must restore the non-standard furnishings after construction to the same or better condition.

1.6.2. Reviews and Permits from Other Departments or Agencies

Some proposed projects require permits issued by other City departments or external

agencies. Before performing the proposed work, the applicant must undergo all required review and obtain the necessary permits from DOMI and these other departments or entities.

An approved permit or plan from another agency does not grant the person permission to work in or occupy the ROW. It is the responsibility of the applicant to understand the full breadth of the review and permit process and to apply for and receive all necessary permits.

The table below lists some of the common infrastructure elements impacted by work in the right-of-way and the division, department, or external agency responsible for review and permits. For a more comprehensive list and contact information for City Contacts, see **Appendix B.** This includes, but is not limited to, departments and agencies that oversee stormwater management, flood plain permits, and transit facilities.

If appropriate contacts cannot be found in the table below or in **Appendix B**, contact the DOMI Streets Division.

Infrastructure Element	Responsible Reviewer / Permitting Authority
Street Trees/Tree Pits/Grates	Forestry Division, Department of Public Works
Inlets, Manholes, other Water/Sewer Infrastructure	Pittsburgh Water and Sewer Authority
Fire Hydrants	PWSA and Bureau of Fire
Parking Kiosks	Pittsburgh Parking Authority
Bus Routes	Port Authority of Allegheny County
Bus Shelters	DOMI Permits Division, Port Authority of Allegheny County
Railroad Property	Applicable Rail Company
Traffic Signal Equipment and Traffic Signage	DOMI Traffic Division
City Steps	DOMI Structures Division
City Standard Bike Racks/Corrals, Trash Cans, Benches	DOMI Streets Division
Street Lighting	DOMI Permits Division
Bike Share Stations	Pittsburgh Bike Share ("Healthy Ride"

Infrastructure Element	Responsible Reviewer / Permitting Authority
Utility Poles	Varies (Duquesne Light, Verizon, City of Pittsburgh)
Green Infrastructure	PWSA
Public Security Cameras	Bureau of Police
Trails (where the city or public has an interest through recorded easement or other agreement)	DOMI Streets and Permits Divisions, Friends of the Riverfront

2. Emergency Work

2.1. Introduction

Except for emergencies as defined in **Section 2.2**, no person has permission to work in, encroach into, or occupy the right-of-way without first obtaining all necessary permits or licenses from DOMI. [§ 412.02.a; § 415.13] When an emergency occurs, construction activities can be undertaken in the interest of public safety before permits are obtained. In these instances, the following procedures must be followed.

2.2. Definition of an Emergency

DOMI follows PA One Call's definition of an emergency: "a sudden or unforeseen occurrence involving a clear and immediate danger to life, property and the environment, including, but not limited to, serious breaks or defects in a facility owner's lines."

2.3. Emergency Work Process

Emergency work must comply with all requirements of PA One Call and the Pennsylvania Utility Commission. Emergency work may begin after PA One Call is contacted at 811 to report the work and to get an emergency PA One Call number.

All emergency work must be reported to the DOMI Division of Permits within one business day of work commencing. This can be done in writing at **DOMIpermits@pittsburghpa.gov** with the subject "Emergency Work" or by phone at (412) 255-2370. The message must contain at a minimum:

- Name of point person
- Company (if applicable)
- Phone number
- Address or location of emergency work
- Nature of emergency

Unless otherwise determined by DOMI, applicants must obtain or have applied for all applicable permit(s) for the emergency work no more than three business days after the onset of work. All requests for emergency permits must be accompanied by an emergency PA One Call number.

The City of Pittsburgh Forestry Division must be updated with a weekly list of impacted street trees by close of business each Friday.

For more information, refer to DOMI's *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.

3. Temporary Traffic Control

3.1. Introduction

An essential aspect of any construction project in the right-of-way is the maintenance and protection of traffic. Ensuring that vehicles, cyclists, and pedestrians can move safely and efficiently around a work site protects not only the general public using the right-of-way but also the construction, maintenance, and utility workers whose work places them near traffic and potential harm.

This section of the manual outlines the City's requirements for temporary traffic control that should be followed in all traffic obstruction plans submitted to DOMI. All work in the right-of-way is subject to the following requirements, which require mitigation of impacts to all modes of transportation, including vehicles, cyclists, and pedestrians.

Temporary traffic control of any mode of transportation is never permissible for non-construction purposes such as contractor parking.

3.2. Types of Traffic Obstruction Plans

The City of Pittsburgh Municipal Traffic Engineer or designee will decide if a project requires a Pennsylvania Typical Application (PATA) or a site-specific Maintenance and Protection of Traffic (MPT) Plan.

3.2.1. PATA

The majority of traffic obstruction plans for DOMI permits can simply conform to PennDOT Publication 213, *Temporary Traffic Control Guidelines*. This publication includes illustrations of different PATAs that can provide temporary traffic control conditions depending on the size of the right-of-way, the volume and speed of traffic, and more.

3.2.2. Site-Specific MPT Plan

Some projects require a site-specific MPT plan. The need for an MPT plan will be evaluated by DOMI Permit staff on a case-by-case basis, but examples of when an MPT plan may be required include projects:

- Located in high volume areas;
- Requiring lane (travel or parking) or sidewalk closures longer than 18 days;
- Requiring pedestrian, bicycle, or vehicle detours;
- Impacting public trails;
- Within, adjacent to, or otherwise impacting bridges or tunnels;
- Involving complex traffic patterns or complex traffic signals;
- With phased traffic control; and/or
- With traffic impacts that cannot be adequately mitigated using PATAs.

If a site-specific MPT plan is required, a Professional Engineer licensed in the Commonwealth of Pennsylvania must prepare the plan, which must include all information needed to adequately describe the planned traffic control. The designer is responsible for determining the information included on the plan, but the following must be included at a minimum:

- The street where the traffic impact is located, other streets in the immediate area, and any streets along detours, clearly labeled;
- Curblines, pavement markings, and other relevant physical features, properly dimensioned;
- Work zone/traffic obstruction clearly located, labeled, and dimensioned;
- Separate plans for each required detour (pedestrian, bicycle, vehicle);
- Legend showing signs and other traffic control devices, identified using correct MUTCD names and numerical codes; and
- Signalized intersections and associated infrastructure.
- Construction vehicle loading/unloading location(s) and entering/exiting location(s).

3.3. Plan Submittal and Review

As part of the permit application process, the applicant must submit a traffic obstruction plan that provides accommodations for vehicles, cyclists, and pedestrians as detailed in **Sections 3.5 through 3.7**. If the project only requires a PATA, then the applicant simply needs to indicate which PATA is being used. If the project requires a site-specific MPT, then the applicant must submit a properly dimensioned plan.

When applicable, traffic obstruction plans must be developed in coordination with any adjacent construction projects underway or planned to be in concurrent construction. It is the responsibility of the applicant to undertake this coordination. The City may facilitate coordination if able.

As mentioned in **Section 1.5.3**, DOMI staff reviews traffic obstruction plans to ensure that they conform with the department's requirements and to identify any additional traffic control that may be needed. Staff then approves or denies the plan.

If applicable, traffic obstruction plans must be developed in accordance with the project's Construction Management Plan (CMP). CMPs are administered by the Department of City Planning (DCP). For more information on CMPs, refer to DCP's webpage.

The remainder of this section outlines requirements that are applicable to all proposed traffic obstruction plans.

3.4. General Requirements

3.4.1. Abiding by Approved Plan

During the duration of any traffic obstruction, the permittee must inspect barriers, signage, and any traffic control and protection devices every 24 hours and restore any deviations from the approved plan immediately.

When the use of off-duty uniformed police officers is required by DOMI as part of the traffic obstruction plan, the permittee must request the needed police support through the Pittsburgh Bureau of Police Special Events Coordinating Office (see **Appendix B**).

3.4.2. Access for Emergency Vehicles

The permittee must keep the site accessible for emergency vehicles at all times.

3.4.3. Flaggers

DOMI determines the necessary level of traffic control during the review of the project's traffic obstruction plan. The Department's determination is communicated to the applicant.

In the majority of cases, the permittee must hire flaggers to ensure that proper traffic control is maintained at the work site. These flaggers must meet PennDOT's flagger training requirements outlined in Pub. 408, Section 901.3(y) and must abide by the attire, conduct, and other requirements in PennDOT's Flagging Handbook (Pub. 234). Flagging operations are not permitted to occur in a signalized intersection while the traffic signal is in its normal steady mode. Additionally, permittees may not make manual changes to the traffic signal. As such, during the review of the traffic obstruction plan, DOMI will work with the applicant to determine if there will be a need to change any traffic signal to flashing mode or manual signal operation to accommodate construction activities. If there is, then DOMI will also determine whether departmental staff will make the changes to the signal or whether the applicant will need to hire an off-duty uniformed police officer to operate the signal.

If a traffic signal is to experience an operational change for more than one day, the change must receive written approval by the Municipal Traffic Engineer (MTE). Traffic signal control must be returned to normal operation upon conclusion of construction activities.

3.5. Traffic Signal Turnovers

DOMI is responsible for the installation, revision, removal, maintenance, and operation of all traffic-control devices on the public streets within Pittsburgh's municipal boundaries (Pennsylvania Code, Title 67, § 212.5). Only DOMI staff can implement any hardware, software, or operational changes to a traffic signal. As such, all signal poles, controller cabinets, and other traffic signal infrastructure must remain accessible to DOMI staff at all times for operational and maintenance work.

However, construction activities within the right-of-way routinely require outside parties to access DOMI's traffic signals or to place construction fencing around traffic signal infrastructure for the safety of the general public. When planned construction activities will impact a traffic signal in the public ROW, this impact must be identified at the MPT review stage (see **Section 3.2**). Along with the MPT review documents, the applicant must send in writing a proposal to the MTE outlining the proposed signal changes. Note that the additional review of the signal changes may add up to two additional weeks of MPT review. The MTE will review the proposal and determine which party will be responsible for making the changes.

If DOMI determines that the applicant will be required to complete the signal revisions or

that the construction site will make the traffic signal infrastructure inaccessible to DOMI staff, the Department will turn over all traffic signal maintenance and operation responsibilities for the entire intersection(s) affected by the work to the permittee as the person responsible for all work performed under the permit. The permittee must list on the permit the general contractor who will be in charge of construction and will be operating the signal. The turnover will last until the permittee notifies the MTE of the work's completion and schedules a post-construction inspection with DOMI.

3.5.1. When Turnovers Are Required

The following construction activities trigger a traffic signal turnover. This list does not include all possible scenarios. Consult with the MTE to determine if a specific project requires a traffic signal turnover.

- Addition, removal, or covering of vehicular/pedestrian/bicycle signal heads or pedestrian push buttons
- Addition, removal, or relocation of traffic signal poles
- Addition or removal of vehicular and/or bicycle detection
- Replacement of traffic signal controller or controller cabinet
- Addition or removal of communication equipment
- Restriction of access to traffic signal equipment by construction activities

3.5.2. Contractor Responsibilities

Before a traffic signal turnover can occur, the permittee is required to hire a PennDOT certified traffic signal electrician (PennDOT ECMS work class code 'P') who will be on-call at all times during the duration of the turnover to complete any required maintenance tasks. The permittee must provide DOMI with the name and phone number of the general contractor's main point of contact and of the traffic signal electrician.

During the turnover, the permittee will be responsible for completion of all routine maintenance traffic signal maintenance tasks. This includes, but is not limited to:

- Completing annual preventative maintenance per PennDOT Publication 191 Guidelines for the Maintenance and Operations of Traffic Signals (if the turnover lasts longer than one year)
- Replacing defective traffic signal bulbs or missing louvers
- Responding to power outages or "tripped" conflict monitors
- Confirming working condition of pedestrian, bicycle, and/or vehicular signal heads; pedestrian pushbuttons; or bicycle or vehicular detection
- Troubleshooting signal wiring issues

The permittee also will be required to respond to and assess non-routine traffic signal repairs, including, but not limited to:

- Malfunctioning pedestrian, bicycle, and/or vehicular signal heads; pedestrian pushbuttons; or bicycle or vehicular detection
- Collision damage to traffic signal poles/controller cabinet
- Deterioration of traffic signal equipment or poles due to age of infrastructure

3.5.3. Damage to a Traffic Signal during a Turnover

If a traffic signal is damaged during a turnover, DOMI will determine if factors beyond the permittee's control caused the damage. If they did, then the permittee may request assistance from DOMI to complete the necessary non-routine maintenance tasks to repair the damage. DOMI reserves the right to make a final decision of how much assistance, if any, will be provided. All requests for assistance from the City must be made in writing to the MTE. If assistance is approved, the permittee may be required to temporarily modify the construction site to allow DOMI personnel safe access to complete work on the traffic signal.

3.5.4. Post-Construction Inspection

After construction activities are complete, the permittee is required to notify DOMI and schedule a post-construction inspection. The intent of this inspection is to ensure that the traffic signal is functioning properly, that the signal equipment was not damaged by adjacent construction work, and that all construction work meets current City standards.

3.5.5. Test Period Prior to Acceptance of Traffic Signals

Once the traffic signal inspection is complete and all punch-list items have been addressed to the satisfaction of DOMI, a 30-day test period will begin. All traffic signal infrastructure must be fully operational for 30 days prior to the City accepting and resuming responsibility for the impacted traffic signal. Exempted from the 30-day test period are turnovers that involved restricted access to traffic signals but no signal revisions. In these cases, DOMI will immediately resume responsibility for the impacted traffic signal once the post-construction inspection has passed.

If any traffic signal equipment malfunctions are detected during the 30-day period, the test will be voided and the permittee will be required to repair the malfunctioning equipment. Once repairs are complete, the permittee must notify DOMI to schedule another post-construction inspection. If DOMI staff observes that the traffic signal is now operating correctly, a new 30-day test period will begin. After the successful completion of a 30-day test period without failure, the City will immediately resume responsibility for the signalized intersection.

3.6. Lane Closure and Street Closure Requirements

3.6.1. Hours of Work

On arterials or major collector streets, lane closures may not occur from 7:00 AM to 9:00 AM and from 3:00 PM to 6:00 PM, Monday through Friday, unless otherwise approved by DOMI permitting staff. Additional work hour restrictions may be required dependent upon the street, neighborhood, or previously scheduled public events.

At the direction of DOMI, the permittee may be required to shift work hours, suspend work activities, or temporarily restore the right-of-way for public use as circumstances dictate.

3.6.2. Communication to Impacted Parties

On-street parking restrictions authorized by the Department will be noted on the Traffic Obstruction Conditions portion of the permit. When applicable, "No Parking" signs will be provided to the applicant. The applicant is responsible for posting the sign 48 hours in advance of the start of the parking restriction, to promptly remove the signs, and to take measures to weatherize or replace the signs as needed. Posting of No Parking signs does not guarantee vehicles will not park in that area. If a vehicle is found parking in a restricted area, please contact the Pittsburgh Police Department and ask to have it towed. Restrictions to metered parking areas require a variance from the Pittsburgh Parking Authority (PPA).

In the event of a travel lane, parking lane, or sidewalk closure longer than 18 days, the permittee must notify adjacent property owners, business owners, and residents at least 72 hours in advance of the closure.

In the event of a hard road closure (i.e. full roadway closure), the permittee must notify the same parties as above a minimum of ten business days in advance of the closure.

In the event of emergency work, the permittee must notify impacted parties no more than one business day after the emergency lane or street closure occurs.

To notify impacted parties, permittees must – at a minimum – use a door hang-tag that outlines important information related to the closure, including the area impacted, the expected start and end dates for the closure, and a contact number for the responsible contractor.

Any posted detours and emergency closures within business districts require a press release. The permittee is responsible for drafting and issuing the press release. The permittee will be responsible for posting “business open” signs if construction fencing appears to block business access.

For closures impacting bus stops or bus routes, trails, loading zones, or bike share stations, DOMI may require postings to direct impacted users to the relocated or nearest facility.

3.7. Pedestrian Traffic Control

3.7.1. Creating an Accessible Route

To comply with the Americans with Disabilities Act (ADA) and to ensure that pedestrians have a safe place to walk and pass one another without entering the cartway, an accessible, unobstructed route with a minimum horizontal clearance of 4 feet must be maintained through the work site. The permittee must ensure that the accessible route meets all ADA standards, regardless of whether it runs along existing sidewalk or is diverted into the adjacent cartway. When existing pedestrian pathways are rerouted or detoured, the reroute or detour must be ADA compliant and provide equivalent access, to the greatest extent possible, to that which existed before the impact.

In some instances, the permittee may be required to install temporary curb ramps at multiple locations in a project site to ensure that all pedestrian pathways are connected and accessible. These temporary ramps should be the full width of the passage, made of suitable non-slip material, and firmly anchored into the ground. Railings are required when the rise is greater than 6 inches and the length of the temporary ramp is greater than 72 inches. Construction details for accessible ramps must be submitted to DOMI for review and approval. Some state guidelines for ADA infrastructure design can be found within PennDOT Pub 655, *PennDOT Pedestrian Facilities Pocket Guide*.

Pedestrian passage and access must be maintained to/from all adjacent buildings at all times and coordinated with the adjacent property owners.

3.7.2. Location of Accessible Route

Maintaining safe and accessible pedestrian passage on the existing sidewalk is preferred. Scaffolding may be required, specifically if overhead hazards are anticipated. Scaffolding must have a minimum horizontal clearance of 5 feet. During construction, the pathway must maintain illumination to meet the City Lighting Code.

If public passage on the existing sidewalk or pedestrian pathway is not possible, a pedestrian diversion in the adjacent cartway to the work area is required. Generally, this diversion will run through a closed parking or travel lane. This pedestrian reroute must be clearly delineated with protective barriers and ADA accessible.

If a pedestrian diversion is not possible, the applicant must propose a detour, which will be reviewed by DOMI on a case-by-case basis.

3.7.3. Required Safety Measures

The accessible route should be separated from construction activities by construction fencing or a barrier, depending on the construction activity, the type of roadway, and the approved traffic obstruction plan. All fencing and barriers should be in accordance with PennDOT Publication 408, Section 627, and must be approved by DOMI. Specific methods of separation will be determined and approved by DOMI's MPT Plan reviewer.

When rerouting pedestrians into the cartway, traffic barriers must be used to separate the pedestrian pathway from the travel lanes. Barriers must be concrete or water-filled plastic Jersey barrier, as determined by the DOMI reviewer.

3.7.4. Signage Requirements

Pedestrian pathways rerouted due to obstructions and construction activities require pedestrian traffic controls to clearly direct pedestrians through and around the work zone. Pedestrian traffic controls include items such as signs, channelization devices, barrier, fencing, flaggers, etc.

Required pedestrian detour signage must be mounted in a manner that is clearly visible to the pedestrians being affected. Detour signs should be placed at intersections so that pedestrians are not confronted with mid-block crossings. Construction and detour signage must be installed in accordance with PennDOT Pub 213 and DOMI requirements.

3.8. Bicycle Traffic Control

3.8.1. Creating a Safe Route

Bicycle facilities impacted by construction activities must be accommodated in a manner consistent with the facility being impacted, to the satisfaction of the DOMI MPT Plan Reviewer. The clear width of a bike lane must be a minimum of 4 feet; therefore, if construction activities narrow an existing protected bike lane to less than 4 feet, this is considered a bike lane closure and requires a reroute, detour, or other accommodation.

If an existing bicycle facility is closed due to construction, the MPT Plan must outline how cyclists will be safely rerouted or detoured around the work site, including appropriate signage.

3.8.2. Required Safety Measures

Temporary protected bike lanes may be delineated by cones.

For short term or mobile operations, advance signage and flaggers can be used to maintain the protected bike lane traffic through the work site.

During long-term construction activities, defined as 18 or more calendar days of continuous impacts, protected bike lanes may require a rerouting or detour that is not mixed with traffic.

Long-term disruption requires coordination with stakeholders. At the request of DOMI, the applicant may be required to host a stakeholder coordination meeting or provide notification and coordinate with community groups.

3.8.3. Signage Requirements

Specific signage for merging of a bike lane to shared road condition is required.

3.9. Trail Closures

Public easements for trails may be restricted from time-to-time for the purpose of construction, maintenance, or trail repair. Trail closures will only be allowed on a case-by-case basis when no other options exist. Closures require a reroute or detour plan approved by DOMI as well as a Construction Staging (Barricade) permit (see **Section 1.2.2**). Additional legal agreements and/or easements may be required if the trail is

routed or detoured through private property.

All trail closures require a press release. At the direction of DOMI, applicants may be asked to host a communications meeting with trail stakeholders to advertise the trail closure and detour plan.

3.10. Special Events and Contact Information

Except in the event of an emergency, no traffic obstructions or construction activities will be permitted on certain streets during special events such as the Pittsburgh Marathon, the Great Race, or other special events designated by the Director in conjunction with other City officials.

The permittee is responsible for coordinating with the Special Events Coordinator to identify potential conflicts, including sporting events. See **Appendix B** for contact information.

4. Construction and Restoration

4.1. Introduction

As noted in **Section 1.4.1**, all construction or restoration activities within the right-of-way must be performed in accordance with the City of Pittsburgh's current construction standards, even if pre-work existing conditions are outdated or otherwise outside of current requirements. DOMI regulates the construction activity and the extents of the restoration to minimize future maintenance requirements and to ensure that a safe and usable public right-of-way is in place after the permitted work has been performed. The following section sets forth requirements and thresholds for construction and restoration work so that the right-of-way remains in a state of good repair.

DOMI recognizes that each project has unique challenges and constraints and that not every situation in the field can be described within this document. In situations where judgment is required, restoration requirements will be at the discretion of the DOMI inspector, who may confer with other DOMI staff to determine a final judgment. In the event that a permittee and the DOMI inspector cannot come to a conclusion, final judgment will be at the discretion of the Director.

4.2. General Construction and Restoration Requirements

4.2.1. Conformity with City Standards, Plans, and Permits

All construction or restoration activities within the public right-of-way must conform with City standards and specifications and are subject to permitting and inspection. Out-of-compliance infrastructure must be updated to current City standards when repaired or restored.

All work within the right-of-way must conform to any applicable approved plans and/or permits issued by DOMI's Permits Division. Any deviation from the approved plans and/or permits must be approved by DOMI staff prior to work continuing.

4.2.2. ADA Compliance

All construction or restoration within the right-of-way must be in compliance with ADA standards. If DOMI inspectors find any part of the right-of-way in violation of ADA standards following the completion of a project, the permittee must reconstruct the infrastructure to conform with all ADA standards.

Any existing ADA-related infrastructure that is impacted in any way by construction activity must be replaced to ADA standards before restoration will be accepted by DOMI. This infrastructure includes, but is not limited to, ADA parking spaces and associated curb paint, ADA curb ramps, detectable warning surfaces and detectable directional surfaces, and any associated signage and pavement markings.

4.2.3. Consistency of Material

Construction and restoration work within the right-of-way must ensure material consistency throughout blocks, corridors, and neighborhoods. For instance, a concrete street cannot be permanently restored with an asphalt patch, a brick street cannot be

patched with concrete, etc. If there is any uncertainty in the required restoration material, consult a Staff Engineer in the DOMI Streets Division (**Appendix B**).

Location-specific material requirements, such as those for the Central Business District or for historic districts, must be followed during construction and restoration of the right-of-way. Contact the Department of City Planning's Senior Preservation Planner for more information (**Appendix B**).

These material requirements apply to permanent restoration. For temporary patches, refer to **Section 4.8**.

4.2.4. Concrete Testing and Materials Slips

Concrete used for construction of infrastructure within the public right-of-way must be tested and cylinders formed, at a minimum, once per day of concrete pouring, once per 50 cubic yards of concrete poured, and as directed by the DOMI inspector. The permittee is responsible for cylinders to be tested by a certified concrete tester. Concrete used for trench restoration or other base repair does not require cylinder testing.

Concrete must be procured from a PennDOT Bulletin 15 approved supplier. Copies of all test results and materials slips must be provided to the DOMI inspector for review and records.

4.2.5. Cleanliness of Adjacent Parcels and ROW

The right-of-way and any adjacent properties affected by the permittee's construction activity must be thoroughly cleaned of all rubbish, excess earth, rock, and other debris resulting from construction or restoration. All clean-up operations must be completed at the sole expense of the permittee and to the satisfaction of DOMI.

Concrete washout, sawcut dust, soil, and other pollutants may not run off the construction site onto any adjacent property, onto any tree pits or lawns, or into any storm or sanitary sewer system. All erosion control measures must be followed to the satisfaction of the DOMI inspector.

4.2.6. Work Resulting in Unsafe Conditions

If restoration activities or other construction within the right-of-way results in a situation posing an immediate threat to public safety, and the City is required to take emergency maintenance action, the permittee may be invoiced and/or fined for failure to maintain a safe and usable public space.

4.2.7. Warranty of Construction

Acceptance or approval of any opening/restoration work by the City will not prevent the City from asserting a claim against the permittee and/or the representative surety under the surety bond required hereunder for incomplete or defective work, if discovered within 24 months from the closure of the permit or the length of any warranty, whichever is longer. Verbal/non-written discussion with City personnel will not relieve the permittee of any responsibilities under City ordinance or this policy.

Restoration work will be guaranteed for a period of 24 months from the date of

permanent restoration, unless a longer warranty is specified elsewhere in this document or other City regulation.

Any deficiency of the restoration within the guarantee period resulting in a request for compliance from the DOMI Inspector must be rectified within 45 days. If not addressed within 45 days the request for compliance will result in a citation. During the winter shutdown, requests for compliance must be addressed using a temporary restoration until permanent restoration can be completed. Refer to **Sections 4.8 and 4.9** for more information on the winter moratorium and temporary restoration.

4.3. Sidewalk and Curb Construction and Restoration Requirements

4.3.1. Responsibility and Scope of Work

Under City Code § 417.02 it is the responsibility of all owners of property abutting or adjoining streets to maintain the adjacent sidewalk and curb in proper and safe condition.

Sidewalk and curb restoration and/or reconstruction must be to the nearest joint (expansion or scored), even if restoration to the joint extends beyond the property line of the parcel where the work is being done. This includes sidewalk reconstruction due to utility pole work.

If, when performing sidewalk work, the curb is found to be in poor condition or otherwise outside of City standards, the scope of construction must include both the impacted sidewalk and the adjacent curb. In this case, the permittee will not be required to perform street restoration beyond that which is required to complete the sidewalk and curb work, unless the permitted work includes both street and sidewalk impacts. The scope must also include bringing all existing curb ramps within or abutting in the work site into compliance with current ADA standards.

No party can change the alignment of an existing curb line or curb radius without the submission and approval of a Right-of-Way Improvement Plan (see **Section 1.5.5**). When construction activities result in the modification or creation of curb lines, the permittee will be responsible for ensuring that restored or new curb lines are consistent through intersections to maintain street grids.

4.3.2. Construction Standards

Unless otherwise directed by DOMI staff, sidewalks must be constructed following City standards, which includes using reinforced cement concrete and spanning from the back of the curb to the right-of-way line.

4.3.3. Curb Restoration

Due to the varied construction techniques employed by and throughout Pittsburgh over its history, there are many combinations of curb and sidewalk that can be encountered while performing construction activity. This section will attempt to clarify some of the most common situations expected, but any questions on curb restoration requirements should be directed to DOMI staff.

The three primary standard types of curb found on Pittsburgh streets are deep curb

(concrete or sandstone), concrete deck curb (poured on top of some concrete streets), and asphalt wedge curb. Streets originally constructed with deep curb will follow the requirements for deep curbs, even if previous nonstandard repairs exist, such as curb poured monolithically with the sidewalk, deck curb, asphalt wedge curb, or missing sections of curb. Streets originally constructed with concrete deck curb or asphalt wedge curb should be reconstructed as closely as possible to the original construction, unless otherwise directed by DOMI staff. DOMI staff can assist in providing construction details for these cases as needed.

The below portion covers restoration requirements for deep curbs only. Note that existing sandstone curb, if removed, must be replaced with City Standard Reinforced Concrete Deep Curb, and the sandstone, if in good condition, must be delivered to the DPW Construction Division. Use the below table and subsequent guidance to determine restoration requirements for concrete deep curb. See **Section 4.3.4** for further guidance on curb reveal requirements.

Curb Replacement Classification Chart		**Length of Curb Replacement**	
		30' or Less	**More than 30'**
Pavement Section	**Asphalt street with brick, blockstone, gravel, or dirt base**	Category 1	Category 3
	Brick or blockstone street with gravel, sand, or dirt base	Category 2	Category 4
	Asphalt, brick, or blockstone street with concrete base	Category 5	
	Concrete street	Category 6	

For **All Categories**, construct concrete deep curb in accordance with Standard Drawing SC-100. Provide a 1” batter over the top 7” of curb as shown on the Standard Detail, even if less than 7” of curb reveal is provided. Provide underdrain if underdrain is present under adjacent sections of curb, omit otherwise. For replacement lengths of 100’ or more, provide underdrain regardless of existence of existing underdrain, unless otherwise approved by DOMI inspector. If work is adjacent to a curb inlet, tie underdrain to inlet.

For **Category 1** streets, remove enough of the street to accommodate the required curb forms. Brick and blockstone must either be removed in whole pieces (resulting in a sawtooth pattern) or be sawcut. Do not leave broken or jack-hammered edges. Construct concrete deep curb, forming the sidewalk side of the curb to full-height. Form the street side of the curb for at least the top 10”. Restore street base using 10” deep concrete. Dowels connecting the concrete to the adjacent existing brick or blockstone are not required. Restore asphalt in accordance with **Section 4.4.3** of this manual.

For **Category 2** streets, remove enough of the street to accommodate the required curb forms. Carefully remove brick or blockstone and safely stockpile. Construct concrete deep curb, forming the sidewalk side of the curb to full-height. Form the street side of the curb for at least the top 10”. After construction of the curb, re-lay the brick or blockstone,

providing additional pieces as necessary to completely restore the brick or blockstone surface. Match the composition and thickness of the existing base.

For **Category 3** streets, remove enough of the street to accommodate the required curb forms. Brick and blockstone must either be removed in whole pieces (resulting in a sawtooth pattern) or be sawcut. Do not leave broken or jack-hammered edges. Construct concrete deep curb, forming both sides of the curb to full-height. Restore brick or blockstone base using 10” deep concrete. Dowels connecting the concrete to the brick or blockstone are not required. Restore asphalt in accordance with **Section 4.4.3** of this manual.

For **Category 4** streets, remove enough of the street to accommodate the required curb forms. Carefully remove brick or blockstone and safely stockpile. Construct concrete deep curb, forming both sides of the curb to full-height. After construction of the curb, pour a concrete base of minimum 6” under the disturbed street area, lay a ¾” layer of sand and Portland cement mix, and re-lay the brick or blockstone, providing additional pieces as necessary to completely restore the brick or blockstone surface.

For **Category 5** streets, remove the street surface. (Carefully remove brick or blockstone and safely stockpile, if applicable.) Sawcut the concrete base parallel to the curb, a minimum of 2’ from the curb face and remove the base. Construct concrete deep curb, forming both sides of the curb to full-height. Restore the concrete base, providing dowels to connect the new base to the existing base, or underpinning if the adjacent slabs are not viable to dowel into. Restore asphalt in accordance with **Section 3.4.3** of this manual, or relay brick or blockstone, providing additional pieces as necessary to replace damaged pieces, if applicable.

For **Category 6** streets, remove full concrete roadway slabs as required to accommodate the required curb forms. Sawcut along existing joints to ensure clean remaining edges. Construct concrete deep curb, forming both sides of the curb to full-height. Restore concrete street, providing dowels to connect the new slabs to the existing slabs and restoring concrete joints as required.

4.3.4. Curb Reveal

The City’s standard curb reveal is 7”, and all projects should aim to construct sidewalk and curb with a 7” reveal. However, DOMI recognizes that paving activity has reduced the curb reveal in locations through the City and that guidance is required for permittees to construct to proper curb and sidewalk elevations.

For projects that do not require DOMI plan review, permittees must match existing curb heights on either side of the repair and construct to existing elevations. For projects with more extensive curb repair, required curb reveal will be determined by DOMI staff through the plan review or permit process. Contact DOMI staff engineers with any questions on required curb reveal for right-of-way restoration.

In locations where the paving of one or more roadway blocks is required, milling more than the amount of asphalt material to be re-laid in an attempt to recover curb reveal may be appropriate. This work should be coordinated with DOMI staff.

Regardless of the curb reveal of existing or proposed conditions, all curb dimensions must be consistent with the City standard deep curb detail.

4.3.5. Excavation

Excavation of sidewalk and curb must be performed cleanly to the joint, and the concrete must be sawcut as needed to excavate as such. If encountered, poorly graded subbase material must be removed and replaced to meet standards. All impacted joints must be properly restored to City standards.

4.3.6. Restoration of Survey Monuments

If the construction activities will disturb any surface survey monuments, it is the permittee's responsibility to notify the City of Pittsburgh Survey Party Chief (see **Appendix B**) a minimum of 48 hours before beginning construction. No person is allowed to remove or otherwise disturb an existing monument without prior approval from the City of Pittsburgh. Permittees failing to comply will be subject to fines laid out in § 419.10.

The permittee must restore and replace existing monuments to their original position and elevation. A professional surveyor licensed in the state of Pennsylvania must supervise and sign off on the work.

As directed by the City, provide a concrete slab for survey monuments restored outside of the sidewalk area.

4.4. Street Construction and Restoration Requirements

4.4.1. Construction Standards

Streets impacted by construction activities must be restored to City Standards before permits can be closed. To maintain a safe, usable, and clean street surface, the street repair may need to extend beyond the trenching or other permitted activity. This permanent restoration must be in strict accordance with the standards, details, and specifications of the City of Pittsburgh and the language of this document.

General street profile, drainage patterns, and cross slope should be maintained when restoring roadways, unless there is a problematic or unsafe condition, such as a drainage issue, that can be remedied by adjusting street grading. For superelevated streets, the extent of the replacement will be determined by such conditions as drainage, traffic movement and existing conditions. These conditions should be discussed with the DOMI inspector prior to permanent restoration. If, as a result of the opening, the drainage system is disturbed, then repair will be required so that the drainage system is safe and functional. The drainage system includes, but is not limited to, existing grades, curb gutterlines, inlets, conveyance pipes, and green infrastructure.

4.4.2. Excavation

All concrete and asphalt streets must provide a clean edge of trench, with straight edges and squared-off corners. Openings should be kept to the minimum required to do the permitted work and the appropriate restoration in accordance with this document.

Excavations must remain within the limits of the approved traffic control plan. No open trench can exceed 200 linear feet before backfill and temporary restoration are required.

When remnants of trolley or rail tracks are encountered during a street opening, the portions of track adjacent to the opening that have been cut must be secured with concrete as part of restoration to prevent future buckling. The DOMI inspector must be contacted prior to this work.

4.4.3. Asphalt Street Construction and Restoration

All asphalt restoration patches must be rectangular with edges oriented either parallel or perpendicular to the curb. Note that this means that all patches, when ultimately laid out and calculated, must be a four-sided shape.

Extents of asphalt restoration must be approved by the Inspector prior to initiation of the asphalt work. At the location of the street opening trench, the concrete base must be constructed or repaired as directed by the DOMI Inspector and in accordance with **Section 4.4.7** and overlaid with binder and wearing courses, with tackcoat applied between each bituminous layer. Outside of the trench, the asphalt restoration patch only requires mill and overlay of the binder and wearing courses. At the Inspector's discretion, some or all of the restoration outside of the trench may be limited to only mill and overlay of the wearing course. All restoration patches must be properly sealed with a 6-inch-wide sealing strip of fiber reinforced sealer.

To determine the extent of required asphalt restoration patch, follow the bulleted steps below, in order, extending the extents of the patch as noted. The extents of the overall patch must remain rectangular and all edges must be oriented parallel or perpendicular to the curb.

- At a minimum, City specifications require that 1 foot of asphalt on all sides of the opening trench be repaired so as to preserve the integrity of the street by shouldering.
- For moratorium streets (see **Section 6**), extend asphalt repair from curb-to-curb and an additional 20 feet beyond the 1-foot shouldering.
- On a marked street, asphalt repair must be extended on both sides to the nearest lane markings or to the curb, resulting in the patch completely covering the width of any impacted lane.
- On an unmarked street, asphalt repair must be extended on both sides to the street's centerline or crown and to the curb. If the excavation is on both sides of the centerline or crown of an unmarked street, the asphalt repair must be curb-to-curb.
- Any patches within 80 feet of each other must be tied together.
- Any patches within 40 feet of work being done by another permittee at the same time must be tied to that permittee's patch. Responsibility for restoration resulting from this step will be split halfway between the two permittees' patches.
- The permittee's patch must extend to any existing restoration patch within 40 feet.
- If the patch extents at this point constitute more than 50% of the roadway block by area, the entire roadway block must be milled and overlaid curb-to-curb.

- If a utility project includes more cuts than the **total block length / 80**, the entire roadway block must be milled and overlaid curb-to-curb.
- If multiple utilities are coordinating work on the same block at the same time and their total number of cuts exceeds the **total block length / 80**, the entire roadway block must be milled and overlaid curb-to-curb. The agency with the largest disturbance will be considered the lead agency.
- If the disturbance impacts an intersection, the entire intersection must be milled and overlaid.

These restoration requirements may be adjusted by DOMI on a case-by-case basis, particularly for street disturbance involved with curb replacement. Areas disturbed for reasons other than the permitted construction activity, including areas disturbed by heavy machinery incidental to construction, may also be included in the disturbed area calculation.

An exception to these requirements is made for curb construction for projects where there is otherwise no work within the cartway. To construct City Standard Deep Curb and the associated underdrain per the standard details, a section of the street must be cut out and trenched. Trenching for this work must be repaired in accordance with Section 4.4.7. The asphalt repair may be limited to that which is required to top the trench, plus any necessary shouldering. The patch must result in clean and straight edges and must properly sealed with a 6-inch-wide sealing strip of fiber reinforced sealer. This repair must be done to the satisfaction of the DOMI Inspector, and improper work may necessitate additional repairs.

An additional exception is made for work involving a single utility service line, provided that the service line connects to a main or trunk line and that it provides service to only a single residential property, and that the service line is owned by the owner and occupier of that property. In this case, the asphalt restoration may be limited to the standard 1' beyond the edge of the trench limits. Applicants should note the owner-occupied status when making an application to the Department.

Determination of the adjacent roadway area, the percentage of the adjacent roadway area disturbed, and any milling and paving requirements will be at the discretion of the DOMI Inspector, with input from other DOMI staff as needed. Appeals related to any such determinations or requirements must be submitted in writing to the Inspection Supervisor for consideration.

4.4.4. Concrete Street Construction and Restoration

Restoration of concrete streets due to construction activity must include full slab replacement of all affected concrete slabs. Restoration must be done to the nearest joints. All slabs and joints must be constructed to City Standard, and the existing joints at the edges of the work must be re-sawed, cleaned, and re-sealed.

All slabs must be constructed with reinforced cement concrete. Slab depth can be matched with adjacent slabs, even if the depth is not to current City standards. In all cases, reinforcing mesh must be of the current City specification. Slabs should be doweled into adjacent existing slabs in accordance with standard detail SA-202 and as directed by the Inspector.

Partial slab replacement may be allowed by DOMI on a case-by-case basis.

4.4.5. Brick, Blockstone, and Other Street Pavements

Existing brick and blockstone streets are to be preserved. Construction activity on brick and blockstone streets must include plans for restoration of the brick or blockstone pavers. Efforts must be taken to match the color of the brick and the pattern in which it is laid, to the DOMI inspector's satisfaction. The permittee must save all existing brick/blockstone and store them securely so that they can be reused. The permittee is responsible for procuring any additional pavers needed for restoration.

If a permittee opens an asphalt street and the existing base is composed of brick or blockstone, a concrete base is to be installed in replacement of the brick or blockstone base. If the brick or blockstone can be salvaged and reused, the permittee must notify the DOMI inspector of this so that DOMI can recover the brick or blockstone material for use in future restoration projects.

Asphalt or concrete patches are not permissible as permanent restoration on brick or blockstone streets except as a temporary restoration measure. Even if existing conditions feature a concrete or asphalt patch on an otherwise brick or blockstone street, the restoration must result in a brick or blockstone surface.

Overlaying brick or blockstone streets with asphalt is not permitted unless authorized by City Council.

Specific mitigation of impact and restoration plans for alternative paving materials, such as the wooden pavers on Roslyn Place, must be submitted to and approved by DOMI on a case-by-case basis.

Brick crosswalks impacted by construction activity must be repaired in accordance with construction requirements of DOMI and will be reviewed by DOMI inspectors. If brick or stamped concrete crosswalks are to be impacted, the permittee should contact the DOMI Streets Division in advance of work to clarify and confirm extents of required work and construction details.

4.4.6. Signage, Pavement Marking, and Vertical Traffic Control Element Restoration

Signage, pavement markings, vertical traffic control elements, and any other traffic control devices removed by permittees working in the public right-of-way must be replaced in kind by permittee to the satisfaction of the Inspector before restoration will be considered complete. Vertical traffic control elements include flexible delineators, curb stops, speed humps, speed tables, and neighborhood traffic circles. The permittee must take direction from DOMI inspectors as to approved products, applications, and/or standards, and applicable construction plans may need to be submitted for approval. If the signage, pavement markings, and/or vertical traffic control elements are not restored satisfactorily, and the City must undertake the work on the street, the permittee(s) or lead utility agency may be invoiced for the costs of the work.

4.4.7. Trench Work and Restoration

Concrete base repair for trench restoration on public streets must be performed in

accordance with City Standard detail SA-202. At the discretion of the Department's Inspector, if the existing concrete base slab adjacent to the trench is in good condition and of sufficient thickness, doweling into the adjacent slab may be allowed rather than the underpinning shown in detail SA-202. If a street consists of asphalt on a brick or blockstone base, a concrete base must be constructed and must be underpinned beneath the adjacent brick or blockstone base.

On asphalt, brick, or blockstone streets the slab must be constructed to an elevation that allows the final overlay of asphalt, brick or blockstone to be placed to match surrounding grade.

All material excavated from trenches must be removed from the project site and disposed of properly. Excavated material cannot be used for backfill unless approved by the Department. The permittee is responsible for securing the necessary permission and making all necessary arrangements for required storage and disposal sites.

The only acceptable City specification for trench backfill is #57 or #67 limestone or AASHTO 2A, 2B, or OGS sand and gravel. New material must meet PennDOT Pub 408 specifications and be compacted in lifts according to City specifications.

4.5. Other Street Design and Construction Considerations

4.5.1. Removal of Curb Cuts and Encroachments

Removal of existing curb cuts must include restoration of sidewalk and curb to full height, as directed by DOMI Staff and the Inspector. Additionally, certain changes to a parcel or its use trigger a re-evaluation of existing curb cuts and may require their removal. Refer to DOMI's *Specifications for the Installation of Curb Cuts for Off-Street Parking* for more detail.

Removal of existing encroachments and furnishings must include restoration of the right-of-way to City standard. All appurtenances associated with the encroachment must be removed and concrete sidewalk repaired. No holes or tripping hazards may remain. DOMI must be contacted when an existing underground vault within the right-of-way is to be decommissioned.

All applicable permits still apply when removing curb cuts, encroachments, or similar infrastructure.

4.5.2. Green Infrastructure

Requests for pervious pavement or other green infrastructure (GI) within the public right-of-way will be evaluated on a case-by-case basis. Those proposing GI construction in the right-of-way must follow any GI standards set by the Pittsburgh Water and Sewer Authority (PWSA), and must show that PWSA agrees to own and maintain the GI. In the absence of PWSA standards, GI design must be in accordance with national standard practices as outlined by the National Association of City Transportation Officials (NACTO) and standards within the PA Department of Environmental Protection (PA DEP) Stormwater Best Management Practices Manual.

It is the applicant's responsibility to collect all data and information necessary to evaluate the installation of GI, including its efficacy at stormwater volume and/or rate reduction.

The applicant will need to submit the project drawings to PWSA for review and approval prior to DOMI signing final construction plans. DOMI may request mitigation data before approving plans.

Note that site stormwater mitigation requirements for Pittsburgh Zoning or the PA DEP may not be met using stormwater BMPs installed within the right-of-way.

4.5.3. Curb Extensions

Requests for curb extensions (i.e. bump outs or bulb outs) will be evaluated on a case-by-case basis in accordance with national standard practices as outlined by NACTO, as well as DOMI staff recommendations and requirements.

4.5.4. Bollards

Bollards are not considered standard furnishings within the right-of-way and are to be restricted to very specific locations, typically where there is a serious chance of accidental vehicular intrusion into non-vehicular spaces, such as at trailheads or streets that have been designated as pedestrian- and bicycle-only. Bollards within the right-of-way will be considered on a case-by-case basis and may require an Encroachment Plan Review.

4.5.5. Core Boring Restoration

Core borings may not be collected until all applicable permits, including but not limited to obstruction and opening permits, are obtained.

Core borings on concrete streets must be located as close as possible to the center of the slab and at a minimum 2’ from any edge or expansion joint. A maximum of one boring per concrete slab is allowed, with a maximum diameter of 6”. If these conditions cannot be met, full slab replacement is required. If full slab replacement is not required, boring holes in concrete streets must be backfilled with a workable non-porous slurry mix topped with a minimum of 10” depth Class AA concrete.

Core borings in sidewalks require full slab replacement per **Section 4.3**.

For core borings on brick or blockstone streets, existing brick or blockstone must be carefully removed before commencing work. Following the boring work, replace the subbase and base as directed by the DOMI inspector. Brick or blockstone fragments may not be re-laid; permittee is responsible for procuring acceptable replacement brick or blockstone.

Core borings in asphalt streets 8” in diameter or smaller must be backfilled with a workable non-porous slurry mix topped with a minimum of 4” depth asphalt wearing course and sealed with fiber-reinforced sealer. Cold patch is not allowed to be used for this application. Core borings larger than 8” diameter in asphalt streets require asphalt restoration in accordance with **Section 4.4.3**.

When core borings are performed to determine pavement section, the results must be shared with the DOMI Inspector.

4.5.6. Directional Boring

Requests for Directional Boring will be reviewed on a case-by-case basis.

4.6. Electrical and Communication Wire, Fiber Optic, and Conduit Construction and Restoration Requirements

4.6.1. Compliance with National Electric Safety Code

All electrical or communication wires, fiber optic cables, or conduits must be installed to National Electrical Safety Code (NESC) specifications or the permittee will be responsible for all corrective measures and fines.

4.6.2. Overhead Wire Installation

Anyone installing over 200 feet of new overhead lines will need a DOMI approved drawing before installation.

4.6.3. Conduit Installation

Private conduit within the right-of-way may require an Encroachment Plan Review and must be registered with the PA One Call System.

All conduits placed within the right-of-way must be at minimum 2 inches in diameter and composed of Schedule 40 or better. All conduits must be installed at a minimum depth of 30 inches below finish grade in the right-of-way. All conduits must have a drawing approved by DOMI before obtaining a permit. Any conduit installed without the approval of DOMI will be subject to re-opening, inspection, restoration, and potential citations.

4.6.4. Microtrenching

Installation of fiber optic cables via the microtrenching method is not a standard method recognized by the City. Requests for installation via microtrenching will be considered on a case-by-case basis and only allowed with approval from the Director. All applicable permits must still be issued prior to construction.

4.7. Utility Restoration

4.7.1. Abandonment of Utility Infrastructure

Utility infrastructure that is to be taken out of service must either be excavated and removed from the public right-of-way or abandoned in place.

If removed from the right-of-way, the associated excavation must be restored in accordance with City of Pittsburgh trench restoration standards (see **Section 4.4.7**).

Utilities to be abandoned in place must be backfilled with Flowable Backfill, Type C, in accordance with PennDOT Publication 408, Section 220 if they are 8” or more in diameter. Utility infrastructure less than 8” in diameter must be bulkheaded before abandonment. Abandoned utilities must be marked in accordance with all Pennsylvania Utility Commission requirements.

4.7.2. Repair Tags

Utility companies permitted to work within the public right-of-way are required to install utility repair tags on all temporary or permanent street restoration work. Permittees are responsible for purchasing and installing utility tags in accordance with this section.

These color-coded tags quickly identify the utility company that performed the restoration work should the repair fail or if the restoration is not done to proper standards. The utility repair tag must remain legible during the 60-month guarantee period (see **Section 4.2.5**). The permittee is responsible for replacing damaged or faded identification utility repair tags throughout the 60-month guarantee period of the restoration.

Utility repair tags do not identify underground utility infrastructure.

Pittsburgh uses the following color codes:

Utility Repair Tag Color Code	
Color	**Utility**
Blue	Water Authority
Green	Private Plumbing Contractors
Yellow	Gas Utility
Red	Electric Utility
Orange	Cable/Communication Company
White	None (Reserved)

4.7.3. Repair Tag Requirements

DOMI requires utility repair tags to be A-TAG type tags, less than 2” in diameter. Tags must be color-coded in accordance with the table above and must include the name of the utility and the year work was performed.

Tags must be embedded directly into the pavement surface at zero grade tolerance. For asphalt streets, the tags must be pressed into the asphalt before compaction of the final lift commences. For concrete streets, the tags must be pressed into the concrete following finishing. The use of nails to secure tags is prohibited.

Tags must be new. The reuse of tags is prohibited. Utility repair tags should not be placed within 12 inches of any casting unless absolutely necessary. Tags should be placed away from vehicular wheel paths.

Two examples of properly installed utility tags are below.

Pittsburgh Water and Sewer Authority tag, installed 2020

Peoples Natural Gas tag, installed 2018

4.7.4. Placement and Frequency of Repair Tags

The number and placement of utility tags is dependent upon the opening length as noted below:

Opening Type and Length (L) in FT	Minimum Number of Tags	Location of Tags
Utility Main, L < 50	1 tag	Center of the restoration
Utility Main, 50 ≤ L ≤ 100	2 tags	Each end of the restoration approximately 12 inches from each edge
Utility Main, 100 < L ≤ 400	3 tags + 1 additional tag at each intersecting street	Center and each end of the restoration with the end tags approximately 12 inches from each edge
Utility Main, L > 400	3 tags + 1 tag per 200 linear feet + 1 additional tag at every intersecting street	Center and each end of the restoration with the end tags approximately 12 inches from each edge and at 200 linear foot intervals
Utility Laterals Extending from Main	1 tag per lateral	Center of each lateral

4.8. Temporary Restoration Requirements

4.8.1. Temporary Roadway

If construction at an opening must pause for a period of time during which vehicular traffic will be run on the street, but the permanent restoration cannot be completed, a temporary restoration of the roadway must be made. Openings in the street that are to be temporarily restored must be brought to grade with a warm mix asphalt or concrete surface that will remain safe and usable for the duration of the temporary restoration. The permittee is responsible to maintain the temporary patch during this period, and utility tags must be installed in accordance with **Section 4.7**.

The permittee is responsible to maintain a safe and usable roadway surface during the duration of the temporary restoration and must permanently restore the street in accordance with all DOMI standards before permits will be closed. For further details on temporary and permanent restoration during the winter construction moratorium, see **Section 4.9**.

4.8.2. Temporary Sidewalk

If temporary sidewalk restoration is required, a safe, usable, and ADA-compliant surface

must be provided by the permittee during any period of time that the sidewalk area is open for pedestrian traffic but not permanently restored.

Plywood or compacted 2A aggregate are acceptable materials for temporary sidewalk. Subbase must be laid and plywood must be cut to fit, or 2A must be laid and compacted, to provide a flush, firm surface that is ADA compliant. The permittee is responsible to maintain the compacted 2A or plywood surface to DOMI's satisfaction during the duration of the temporary restoration.

4.8.3. Steel Plate Installation

Steel plates are intended to be used to gain access to active excavation sites and may not be used in locations requiring temporary restoration. If construction activities require the installation of a steel plate for operations and safety, the following must be adhered to:

- A steel plate having a 0.75-inch thickness must be placed over the opening with a minimum of 1-foot shoulder on all sides and secured by pinning or countersinking in place. Securing of the steel plate must be done to the satisfaction of the DOMI inspector.
- The entire perimeter of the steel plate must be transitioned with a minimum 6-inch asphalt ramp in order to provide a smooth transition. After the steel plate's removal, all asphalt must be removed to the DOMI inspector's satisfaction.
- All steel plates must be identified on both sides by welding the permittee's name and a 24-hour phone number
- Plates must be edged with reflective tape or paint.
- Signs conforming to MUTCD W8-24 ("Steel Plate Ahead") must be placed to warn road users of steel plate installation.
- Steel plates must be of adequate size and correctly located to accommodate regular vehicular traffic in a satisfactory manner.
- The placement and affixing of the steel plates must be properly maintained for the duration of the use of the steel plate. A steel plate cannot remain in place for more than 72 hours without approval from DOMI.
- If work is being done over the winter moratorium in accordance with **Section 4.9** and steel plates are required, the permittee must contact DOMI in order to coordinate with snow plowing activities.

4.8.4. Cold Patch

Cold patch is not recognized as a standard temporary restoration material for construction activity within the right-of-way, though it is allowable for very short-term periods to allow traffic to run over an opening which has not been permanently restored. Use of cold patch is limited to a maximum of 72 hours. Cold patch may not remain in place for more than 72 hours without approval from DOMI.

Cold patch may not be used as temporary restoration over the winter shutdown. Refer to **Section 4.8.1** for more information on temporary restorations and **Section 4.9** for more

information on the winter moratorium.

4.9. Winter Moratorium

Unless the Director deems otherwise, a moratorium on permanent sidewalk and street restoration is in effect from November 1 to March 31 each year. Specific guidance regarding the winter moratorium will be released by DOMI each year. During the winter moratorium, all sidewalk and street openings must follow DOMI's temporary restoration standard as outlined in **Section 4.8.1**. Permitting and tracking of these temporary restorations must be performed in accordance with the *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.

When the winter moratorium ends, the temporary patch must be excavated, and the remainder of the permitted work and permanent restoration must be completed in compliance with the scheduling requirements laid out in the *Rules and Regulations*.

During the winter moratorium, all permits with temporary restoration remain open and will not be closed until the permanent restoration is made.

If a temporary restoration fails, the permittee is responsible to repair the condition immediately in accordance with **Section 1.4**.

4.9.1. Permanent Restoration Work during the Winter Moratorium

When the Director permits permanent restoration work to occur during the winter moratorium, certain specifications apply. For restorations performed under the conditions of this section to be considered permanent by DOMI, the following specifications must be met and satisfactory documentation that the requirements have been met must be provided to DOMI. If these requirements are not met, the restoration will be considered temporary and will require permanent restoration.

- For permanent trench restoration:
    - Concrete placement for restoration work that is done in accordance with Section 501 of PennDOT Publication 408 is allowable in all cases.
    - For concrete placed for trench restoration on asphalt, brick, or blockstone streets:
        - Standard, High Early Strength (HES), or Accelerated concrete is allowable when the ambient temperature is 35°F and rising, and will remain above 35°F during the entire curing period.

          Concrete may not be placed on frozen base, subbase, or subgrade. If the base, subbase, subgrade, or trench walls are frozen, they must be thawed artificially to a depth of at least six inches before concrete placement will be allowed. All existing requirements for placing the asphalt overlay or brick/blockstone still apply.
        - Standard, HES, or Accelerated concrete is allowable when the ambient temperature is expected to fall below 35°F during the curing period only if artificial heating methods are used to maintain a curing temperature above 35°F.

During curing, a high-low thermometer must be placed on the concrete surface and monitored. If at any time during the curing period the thermometer registers a temperature below 35°F, the concrete will be considered defective and must be replaced at no cost to the City.

Note: the initial placement of concrete must be performed while the ambient temperature is above 35°F and may not be done if the base, subbase, subgrade, or trench walls are frozen, as described above. All existing requirements for placing the asphalt overlay or brick/blockstone still apply.

- For sidewalk and curb reconstruction:
  - Cold-weather curing (November 1 to March 31) must be done in accordance with Sections 501.3(b)(1) and 501.3(l)(2) of PennDOT Publication 408.
- For street restoration:
  - Restoration of concrete streets when the ambient temperature is below 40°F requires approval of the proposed means and methods in writing from DOMI, regardless of the type of concrete used. The request for approval must include the proposed concrete mix to be used and must clearly indicate how the base, subbase, subgrade, and trench walls will be kept at a temperature above 40°F for the duration of the curing period.
  - Asphalt may not be laid during the winter moratorium unless approved in writing by DOMI. Asphalt can only be placed when the temperature is above 40°F.

4.10. Co-op Restoration

In some instances, the City can perform the restoration in whole or in part and invoice the permittee for the work. This arrangement must be agreed to by both the City and the permittee once the amount of restoration required is assessed. Contact the Utility and Right-of-Way Supervisor to arrange a co-op if desired (see **Appendix B**).

5. Inspections

5.1. Inspection of Work in the ROW

All permitted work in the ROW is subject to inspection to preserve the long-term safety and efficiency of the transportation system and to ensure that the contractor completed all work to City standards and national codes or to exceptions to the standards pre-authorized by DOMI during the permit application process.

DOMI inspectors monitor all construction activities in the public right-of-way, including, but not limited to, backfilling, compaction, repaving, and hazard protection. They also ensure that restoration of the ROW results in a condition equal to or better than that which existed prior to construction and that all applicable City standards and specifications are met. Should conditions warrant it, DOMI inspectors may require materials testing as well. DOMI inspectors must be notified of critical restoration milestones, such as forming, pouring, and setting of concrete.

DOMI permits must pass all required inspections before they can be closed. DOMI inspectors undertake the inspections of all DOMI permits, with assistance from other City officials as necessary and appropriate.

DOMI inspectors may serve as liaison among entities that access the public ROW to communicate construction standards, to coordinate activities among permittees, and to provide direction for restoration.

DOMI reserves the right to perform inspections of permitted work sites at all times including, but not limited to, when an applicant submits a new permit application or requests a permit extension, or when DOMI receives a complaint.

5.2. Types of Inspections

DOMI permits fall into two categories: Construction and Excavation (see **Section 1.2**). Permittees can request an inspection through OneStopPGH or by contacting the DOMI inspector listed on the permit. Permittees should consult the information sheet for their particular permit type for more details on how and when to request inspections.

Construction permits may require two inspections, depending on the specific permit type:

- A Compliance Inspection is initiated by the permittee. A DOMI inspector checks for compliance with permit terms and conditions and whether the permittee is following DOMI-approved plans.
- A Post-Occupancy Inspection is initiated by a DOMI inspector. The inspector verifies that the permittee's occupancy of the public right-of-way does not extend past valid permit dates.

Excavation permits may require three inspections, depending on the permit type:

- A Pre-Work Inspection is initiated by the permittee. At the discretion of the DOMI inspector, an on-site meeting with the contractor may be required. In other cases, the inspector will visit the site alone. Permittees are encouraged to proactively request a meeting if field adjustments or constraints are anticipated.

  The DOMI inspector documents existing conditions, especially of pavement and

sidewalks. The inspector also identifies potential conflicts or field adjustments and discusses restoration (if applicable) with the permittee. The permittee is responsible for also maintaining proof of existing conditions in the event of disputed damages (see **Section 1.3.5**).

- An Opening Inspection is initiated by the permittee. A DOMI inspector checks for compliance with permit terms and conditions and whether the permittee is following DOMI-approved plans. At the discretion of the inspector, the Pre-Work and Opening Inspections can occur during the same site visit.
- A Final Inspection is initiated by the permittee. A DOMI inspector checks that no damage has occurred to the public ROW, that restoration has been done correctly, and that all improvements/changes to the ROW are acceptable. This inspection is required to close certain permit types. The permit must pass all previous inspections in order to pass the Final Inspection and have the work deemed complete.

For more details about which types of inspections apply to which permits, see DOMI's *Inspection Guide*.

All parties accessing the public ROW must notify the DOMI inspector listed on the permit of their work schedule(s) prior to starting any work in the ROW. DOMI inspectors will establish a schedule of inspection with the permittee before the permitted activity begins.

If the permitted activity fails the Final Inspection, the permittee must amend or extend the permit to complete the work under a valid permit. For details on how to amend or extend a permit, see Section V.2 of DOMI's *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.

5.3. Adjustment Process

The DOMI inspector listed on the permit must be contacted if unforeseen circumstances arise when the ROW is opened (e.g. discovery of a sidewalk vault or unmarked utilities). The permittee may be required to adjust the scope of work to accommodate these unforeseen circumstances. The inspector – in consultation with other DOMI staff – must approve any adjustments to the permittee's approved work before changes can be made in the field.

5.4. Inspections of Temporary Restoration

Within 24 hours of notification by DOMI, the permittee must repair any temporary restoration that DOMI staff determines to be inadequate for safe use of the public right-of-way or materially interferes with the public's use or the City's maintenance of the right-of-way. See **Section 4.** for further details.

5.5. Inspection Reports, Re-Inspections, and Penalties

When conducting an inspection, the DOMI Inspector will complete an inspection checklist. If a deficiency is found, an Inspection Report will be sent to the permittee through the preferred notification method selected when registering in OneStopPGH. The Inspection Report will list the checklist item that failed, the number of days to correct, and the re-inspection date.

If violations are corrected by the re-inspection date, the Inspection Report will be updated accordingly, and the inspection will pass. If the required inspection fails a second time, the permittee will be charged a re-inspection fee. Permittees who fail to correct violations or make separate arrangements to correct them to the satisfaction of the Department may be subject to sanctions, remedies, and penalties established in Code or by DOMI.

6. Moratorium Streets

6.1. Introduction

Street repaving and reconstruction activities involve much coordination and expense, and impact residents' daily lives. Thus, the City desires to protect newly restored streets for the maximum duration possible by imposing a five-year (60-month) moratorium on openings on newly repaved or reconstructed streets, as outlined below.

6.2. Moratorium Effective Date

The five-year (60-month) moratorium will go into effect for all projects constructed beginning April 1, 2021. Projects constructed prior to this date will be governed by the moratorium street guidance outlined in Section 21 of the Right-of-Way Procedures Policy dated June 1, 2017.

6.3. Moratorium Streets

After a street is repaved or reconstructed, DOMI monitors all proposed activity on the street for five years. Additional asphalt restoration requirements exist for streets within 60 months of completion of any of the following activities:

- Full-depth street reconstruction of any street with asphalt overlay;
- Asphalt paving operations through the DOMI Paving Division;
- Full roadway block mill and overlay by a private entity.

If construction activity impacts a moratorium asphalt street, the street restoration will consist of additional milling and paving as described in **Section 4.4.3**.

Appendix A: City Standard Furnishings

Note that the below is only a partial list of allowable furnishings within the public right-of-way. Choices regarding street furnishings depend on many factors, and are largely done on a case-by-case basis. DOMI staff can assist with selection and siting of street furnishings and will provide final signoff.

For more information, see the DOMI Policies and Standards Website.

Item	Manufacturer(s)	Item Number or Model	Details/Additional Requirements
Trash Receptacle	Victor Stanley	SD-42	Black finish, Relay™ sensor, Rain Bonnet lid
Bench	Victor Stanley	RB-28 or RB-12	Black finish, intermediate arm rest
Bike Racks or Bike Corrals	Bikelid or Forms and Surfaces	Standard U-rack or corral or "Three Rivers" style rack	Hot dipped galvanized

Appendix B: Contact Information

Below is a list of common inquiry topics regarding work within the public right-of-way. This is not a complete list, and will be updated and clarified as needed. Refer to the City of Pittsburgh Department Directory for more information.

Regarding:	Ask for:	Call:	Address:
• ADA Ramps • Street Furnishing Selection and Siting • ROW Plan Review	DOMI Streets	DOMI Front Desk 412-255-8850	414 Grant Street Room 301 Pittsburgh, PA 15219
• MPT Plan Review • Traffic Signal Equipment • Traffic Signage • Pavement Markings	DOMI Traffic		
• Bridges • City Steps • City-Owned Walls	DOMI Structures		
• Survey Monument Impacts	Survey Party Chief		
• Street Lighting	Operations Manager	ROW Office domipermits@pittsburghpa.gov 412-255-2730 (email preferred)	611 Second Ave Pittsburgh, PA 15219
• Permits	Permit Manager		
• Opening Permits • Public Utilities	ROW Manager		
• Utility Work • Co-op Restoration	Utility and ROW Supervisor		
• Active Permits	Contact the Inspector listed on the permit		
• Asphalt Mix Questions • City Materials Lab • Paving	Paving Manager	City Materials Lab 412-622-6942 412-622-6943	4501 Centre Avenue Pittsburgh, PA 15213
• Park Impacts	DPW Architecture Division	Dept of Public Works (DPW) 412-255-8850	414 Grant Street Room 301 Pittsburgh, PA 15219

Regarding:	Ask for:	Call:	Address:
• Street Tree Impacts • Street Tree Planting • Tree Impacts on Private Land	City Forester	DPW Forestry 412-665-3625	6520 Stanton Avenue Pittsburgh, PA 15206
• Street Tree Impacts (Utility-Related)	Utility Coordination Arborist		
• Zoning Development Review	Zoning	Dept of City Planning	200 Ross Street 3rd Floor Pittsburgh, PA 15219
• Historic District Requirements • Historic Review	Senior Preservation Planner	Dept of City Planning historicreview@pittsburghpa.gov	200 Ross Street 4th Floor Pittsburgh, PA 15219
• Ordinance Research	City Clerk	City Clerk's Office 412-255-2138	414 Grant Street Room 510 Pittsburgh, PA 15219
• Fire Hydrant Impacts	Bureau of Fire	Bureau of Fire Headquarters 412-255-2860	200 Ross Street 5th Floor Pittsburgh, PA 15219
• Public Security Camera Impacts	Bureau of Police	Dept of Public Safety 412-255-8615	414 Grant Street 5th Floor Pittsburgh, PA 15219
• Police Officers for Traffic Control	PBP Special Events Coordinating	412-323-7160 pbp.specialevents@pittsburghpa.gov	
• Special Events	Special Events Coordinator	Office of Special Events 412.255.2493	414 Grant Street Pittsburgh, PA 15219