



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
280TH BASE SUPPORT BATTALION  
DIRECTORATE OF PUBLIC WORKS  
CMR 457  
APO AE 09033

AETV-WG-SMW

JUN 18 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Requesting Excavation Permits from the  
Directorate of Public Works

1. Reference: AR 420-10, Management of Installation Directorates of Public Works, 15 Apr 97.
2. Purpose: To outline the Directorate of Public Work's (DPW) policy on excavation permits and to provide guidance on how to request and obtain an excavation permit from the DPW.
3. Policy: Prior to any unit or organization excavating within the Schweinfurt Military Community, they must request and receive an approved excavation permit from the Directorate of Public Works. Excavation is defined as any ground penetration regardless of the depth. A standard application for an excavation permit can be found as enclosure 1.
4. Procedures:
  - a. When the excavation is part of a large construction project, the excavation permit(s) must be a prominently displayed at the work site in a weather-protected cover.
  - b. All utilities may not be shown on the utility plans. Also, the true location of utility lines may vary from the utility plans. The requester is responsible for verifying the exact location of all utility lines in the vicinity of the project prior to excavation. The requester is liable for any damages.
  - c. The requester performs a site inspection with the Responsible engineer from the Utilities Division before work can begin. The requester must locate all utility lines (especially electrical) with an electronic position finder prior to excavation.
  - d. Once approved, the requester performs all necessary excavation work with extreme caution. If lines, cables, or other utility lines are damaged, the requester must notify the Utilities Division immediately at DSN 354-6201/6412 or Comm. 09721-96-6201/6142.

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SUBJECT: Policy for Requesting Proprietary Approval from the Directorate of Public Works

e. The requester must coordinate any excavations that could obstruct vehicle traffic flow with the Provost Marshal's Office (354-1580) and DPW Buildings & Grounds Division (354-6451). The requester must coordinate any excavations that require gate closures with the S-3/280<sup>th</sup> BSB (354-1530).

f. Deutsche Telekom provides information on the locations of German Bundespost telephone and signal lines. They are located at Technikerniederlassung, Schopperstrasse 33, 97421 Schweinfurt. You can request information from them by telephone (civ. 09721-6751369) or fax (civ. 09721-6751359).

g. If any utility line is installed underground, the Requester must provide the Master Planning Branch of the Engineering, Plans and Services Division, DPW with a copy of the as-built drawings. This allows DPW to update the utility as-built drawings for the entire community.

h. Requests for excavation permits are required two weeks (14 days) prior to the start of excavation. DPW will handle emergency requests on a case-by-case basis.

5. Failure to comply with these procedures may result in disapproval of excavation permits and prohibition against future excavation work.

6. For more information please contact Mr. Hohenadel, C/Engineer Work Management Division, DSN 354-6477.



KARI K. OTTO  
MAJ, EN  
Director, Public Works

Encl

DISTRIBUTION

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EXCAVATION PERMIT

\_\_\_\_\_  
Date submitted

\_\_\_\_\_  
Construction Site Location (Installation, Street, Building #)

\_\_\_\_\_  
Requester (Contractor, Troop Unit, DPW Division)

\_\_\_\_\_  
Project Start Date

\_\_\_\_\_  
Project Completion Date

\_\_\_\_\_  
Person to call for further Information

\_\_\_\_\_  
Phone Number

This permit authorizes excavation in the area of work shown only to the extent indicated on the attached drawings and specifications. You must coordinate this work with all of the following agencies. They will review and approve the work by signing and dating this form. The DPW/FE will sign only after every other agency has reviewed and approved this request.

\_\_\_\_\_  
DPW/EP&S (Master Planning)

\_\_\_\_\_  
DPW Utilities

\_\_\_\_\_  
DPW/Buildings & Grounds Division

\_\_\_\_\_  
DPW/Environmental Division

\_\_\_\_\_  
DOIM

\_\_\_\_\_  
Deutsche Telekom (as required)

\_\_\_\_\_  
EON-Bayern - Conn Barracks

This excavation permit is: Approved/Disapproved \_\_\_\_\_

\_\_\_\_\_  
DPW/FE