

	Interim Advice Note			Section	Design
				Status	Final
	Reference	PMC-IAN-DES-011			
	Revision	0	Date	March 2014	

INTERIM ADVICE NOTE LR&DP 011 – Building Permit Services Amendment to DMM (Sept 2013)

Project: Local Roads and Drainage Programme

IAN#: PMC-IAN-DES-011

Date: 18 Mar 2014

To: *All Contractors and General Engineering Consultants*

SUMMARY

This Interim Advice Note is an amendment to Chapter 6 of Vol. 1 of the Design Management Manual (DMM) dated September 2013 for Local Road and Drainage Programme (LR&DP) projects. This IAN outlines the necessary technical information for Building Permit Service Processing for Local Road and Drainage Programme (LR&DP) projects.

INSTRUCTIONS FOR USE

This Interim Advice Note takes immediate effect. It is applicable on all LR&DP projects.

(See attached PWA Memo – 2014/0011976/9)

Manager of Road Design Department

Attachment

Appendix A: Amendment to DMM, Volume 1, Section 6


Received by Design Consultant / Contractor

Organization _____

Contact Person _____

Signature _____

Date: / /

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1. Introduction

- 1.1. PWA provides information to building permit applicants. The PMC and GECs are required to support the PWA in providing roadway elevation and drainage information for an inquiry for a particular property identified by a Property Information Number (PIN).
- 1.2. These requests are referred to as: Gate Levels, Property Levels, PINs or PIN Requests. The information supplied is the same in all cases. Solicitors can be agencies, developers, owners, or agents of the plot owner.
- 1.3. On request of the PWA, the GEC is required to review the request in regards to the interface between the proposed development and the surrounding roads and provide information suitable for coordination of the plot development with the proposed ASHGHAL Project.
- 1.4. The GEC shall review the PIN information requests per the Project Brief as Building Permit Services per Clause 3.1.6 "Other Services Provided by GEC", Clause 6.2.1 e), and Clause 7.19 Building Permits Services. The GEC shall supply the required information and provide the following:

Roads:

- Review and recommendation for approval of proposed access locations and levels along the public street frontage.
- Roadway centerline horizontal and vertical alignment.
- Proposed improvements along the roadway frontage of the property.

Drainage:

- Review / approvals of drainage drawings related to house connections into the nearest point on existing foul sewerage network.
- In the absence of an existing connection point, the GEC is required to survey, review drainage calculations / drawing for holding and septic tanks.

This IAN clarifies the information required for the PIN and specifies the process to submit the information back to the PWA to forward to the applicant.

2. Withdrawn / Amended Standard

This IAN is an Amendment to, and replaces Section 6.4.1 Chapter 6 – Associated Permits of Vol. 1 of the Design Management Manual dated September 2013, for Local Road and Drainage Programme (LR&DP) projects.

3. Implementation

- 3.1 The IAN is to be used with immediate effect on all LR&DP projects going forward.
- 3.2 If in doubt, GECs should seek guidance from the Ashghal LR&DP PMC (PB).

4. Contact for Technical Queries

- 4.1 All technical queries on this IAN should be directed to the PMC Utilities/Permits Manager at roland@pbworld.com, phone number +974 4492 6463.

Appendix A
**AMENDMENTS/ADDITIONS TO
LR&DP Design Management Manual, Volume 1, Section 6**

Replace Section 6.4.1 and 6.4.2 with the following:

6.4 BUILDING PERMITS

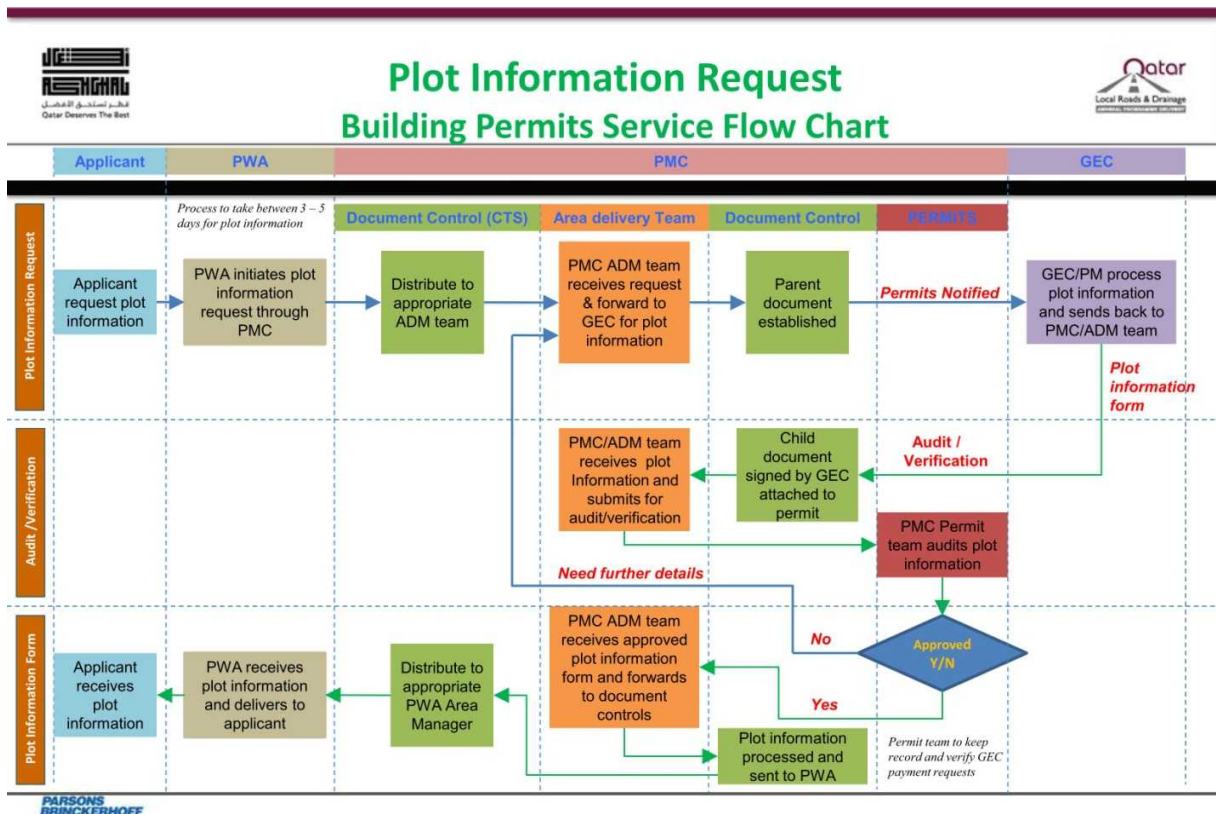
6.4.1 Building Permit Services

The PWA provides information to applicants for Building Permits on single or multiple building plots. These are known as Building Plot Information inquiries. These requests may also be referred to as Gate Levels, Plot Information Number (PIN) requests, or Property Levels. The PMC and GECs are required to support the PWA in providing roadway elevation and drainage information for an inquiry for the particular property identified by the PIN.

Request Process

The Building Services or PIN information request is initiated by an applicant through the PWA. The PWA will forward the request to the PMC who coordinates with the GEC Design Teams to supply the necessary information. The GEC shall provide the information within 3 working days. If circumstances require additional time, the GEC will inform the PWA representative of the expected timeline. The PMC will audit PIN inquiries and both the PMC and the PWA shall be in agreement prior to the release of the information to the public. This process of developing and verifying this information is outlined in the flow chart for the Building Plot Inquires in Figure 6-3.

Figure 6-3: Building Plot Inquiries Process



The initial request; resultant work from the GEC; the PMC signed audit; and the transmittal back to the PWA are to be tracked by the PMC Document Control. The PMC signed audit copy will be returned by the PMC to the PWA for delivery to the original applicant. In SharePoint, the requests should be handled as a parent/child document link in order to capture the request, the material submitted back from the GEC, the PMC's signed copy to PWA, and the link to the PWA document control system.

All requests from citizens, agencies, or other parties are to be forwarded to the PWA Area Team and the PMC. All PIN requests must be delivered to PWA for release. No information can be released directly to the applicant from the GEC or PMC.

The PMC Utilities/Permits Manager will monitor requests and forward a list of outstanding PIN requests that have not been closed periodically to the PMC ADM teams. PMC Commercial team will review and compare the PMC Utilities/Permits records with the GEC's payment application.

Building Plot Information Technical Requirements

The following list of information to be provided by the GEC addresses the requirements of most requests. The minimum PIN information for each request shall include:

- Drawing Title with PIN Number
- Key Plan
- Plot Plan
- Roadway layout along the frontages to public right of ways and sikkas
- Drives and gates
- Street Names with Alignments and chainage
- Frontage (right of way and sikka) plot corners, and mid-length point coordinates & proposed grades
- Gate Location and Levels with coordinates
- Roadway chainage, coordinates, and proposed profile grades at points corresponding to the frontage grades and gate locations
- GEC Firm, LR&DP PMC, and ASHGHAL logos
- Designer, Checker, and Approver blocks
- Document Date
- Unique sheet number and revision index
- Legend
- Block for PMC audit with date
- Project Status (CONCEPTUAL, PRELIMINARY OR DETAILED DESIGN)
- Sheet Size A4 is preferred, A3 is acceptable.

A standardized format for this information is provided for GEC use, see Appendix W. The GEC may choose subject to PWA/PMC approval to provide the information in an alternative format if it will help expedite the process. An example of an alternative format is also provided in Appendix W. The GEC is required to sign and date the submission and the PMC will audit and date the Building Information Sheets as they are returned to the PWA.

There are also requests that may require additional information. The additional data is considered as project coordination but is to be accompanied by the Building Plot Information Sheet (see Appendix W for an example). Additional information needs may include:

- Roadway and improvement plans
- Profiles
- Traffic data
- Any necessary information on drainage and locations of proposed foul sewerage connections for the property.
- Estimated schedule for the project construction start and foul sewerage system operation.
- Results of the GEC's review of whether the subject plot is over 0.6 meters above the proposed roadway grade. This information will be used by the PWA to determine if information will be released.
- Results of the GEC's review of whether the subject plot is below the proposed roadway grade. The release of the information should be specifically discussed with the PMC and PWA.

Property Appropriation and Policy Plan Special Considerations

If portions or all of a property is required, or access is limited or eliminated, clarification of the Policy Plan Boundaries is necessary. Clarification is required prior to development of the plot engineering data. The sheet should be generated with the appropriate MMUP line types for land appropriation and forwarded to the PMC/PWA. The line types for MMUP appropriation are to follow the MMUP Land Acquisition Procedure Section F for presentation of properties when acquisition is required.

Land Use Considerations

If the land use is other than residential, the request for building lot information from PWA should include proposed improvement plans for the properties. Commercial, governmental, industrial, and other land uses many require additional evaluation to be compatible with the LR&DP project design. Non-residential land uses may require discussion with GEC/PMC/PWA on the approach to the building information review.

Payment

A single payment for the request that satisfies the building plot information technical and appropriations requirements shall be per Clause 6.2.1 e) of the GEC Brief. Additional requests for information or coordination for the same plot is considered design coordination with other ongoing projects and not eligible for separate payment.

Commitments of the Building Permit Information:

Once the Building Permit Information is released to the public, it is considered a design constraint. The applicant is requesting this information to initiate the construction of improvements to the subject plot. The request is part of the Building Permit process and is a PWA requirement. This information shall be passed through the PMC to the PWA who will provide it to the applicant.

PWA may chose not to release information on a particular plot or group of plots until the roadway design is sufficiently developed.

Appendix W Building Plot Information Sheet



Building Permit Services Plot Information



PIN (Enter here)

ENQUIRY DATE : (Enter here) **ISSUE NUMBER** : (Enter here)

RELEASE DATE : (Enter here) **REVISION DATE** : (Enter here)

RELEASE : (Enter here)



Point	Proposed Alignment Name	Proposed Road Cross Section	Proposed Points at the Bottom of the Fence			Proposed Points on Road Centerline		
			Easting (m)	Northing (m)	Level (m)	Easting (m)	Northing (m)	Level (m)
1	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
2	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
3	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
4	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
5	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
6	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
7	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX

GATE LEVEL (GL) : (Enter here)

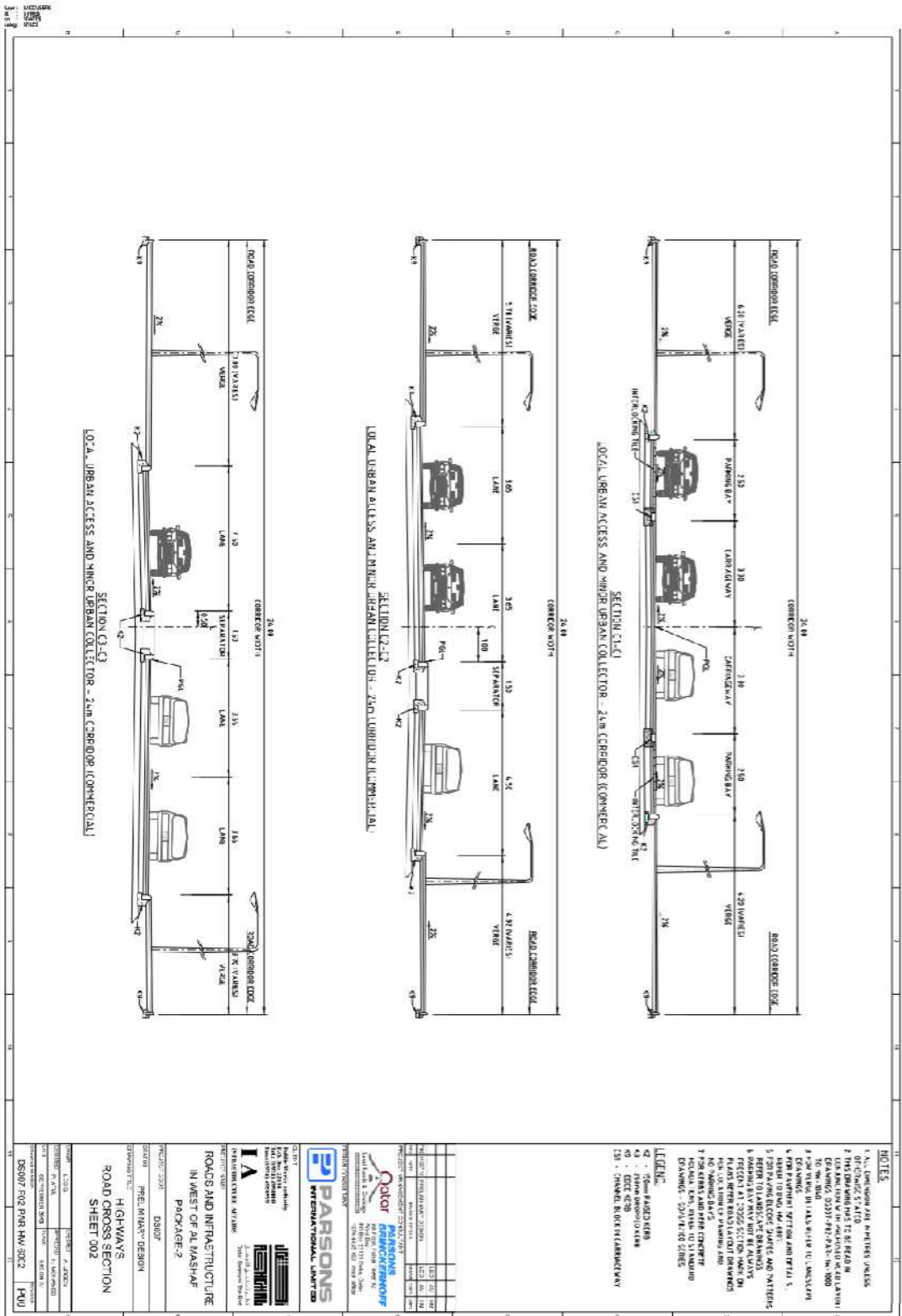
EASTING : (Enter here)

NORTHING : (Enter here)

NOTE: Gate level (GL) represents the centre of the proposed 5 metres wide access gate opening (indicative locations shown on the plan above).

Checker	Verifier	Approver	PMC
Sign: _____ Name	Sign: _____ Name	Sign: _____ Name	Sign: _____ Name
Date	Date	Date	Date

REMARKS:



SECTION C1-C1

SECTION C2-C2

SECTION C3-C3

LOCAL URBAN ACCESS AND MINOR URBAN COLLECTOR - 2km CORRIDOR (COMMERCIAL)

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