

Procedure for Earthwork & Piling Submission

No.	Task	Action			Remarks
		Yes	No	N.A.	
A	Particulars of Authority 20000724				..l. Authority - Telephone Directory.xls
-	Address : Jabatan Kerja Awam, Dewan Bandaraya Kuala Lumpur, Tingkat 16-19, Bangunan Dewan Bandaraya, Jalan Raja Laut, 50350 Kuala Lumpur				
	Contact No.: Tel 291 6011 / Fax 291-9149 / Office at 17th Floor				
	Timbalan Pengarah JKA : Ir. Tan Keng Chok (Ext 3605 / Direct Line 299 3605)				
	Engineer : Ir. Wan Mohd Nor Bin Wan Yaacob (Ext 3607 / Direct Line 299 3607)				
	Technical Assistant : En. Ahmad Kamal bin Alias / En. Sharif bin Sohot (Ext 3606)				
	File Controller : Pn. Dzarina (Ext 3604) - in-charge of file opening / file ref. no.				
-	As of year 2000, the authority in-charge of the local area are as follows:-				
	<i>BANGSAR => Jurutera = Wang Seng / PT = Badrul / Juruteknik = Kamaruzaman</i>				
	<i>CHERAS => Jurutera = Wan Mohd. Nor / PT = Sarif & Abdul Kamal / Juruteknik = Kamarunizam</i>				
	<i>DAMANSARA => Jurutera = Yew Khoi Seng / JT = Omar / JT = Zawawi</i>				
	<i>SETAPAK => Jurutera = Yasin / PTK = Kasmah / PT = Hamdan</i>				
B	Planning Approval Stage - Technical Requirements by Authority				
-	To check with the authority on their requirements for the development.				
	The information on the technical requirements by the Authority may be obtained by the Architect or the Engineer - to be incorporated into the proposed planning layout.				<i>For project with big land area, we may have to help to sort out the Drain Reserve if exist (in many case, redesign to reduce the width provision), road reserve provision, water supply provision from JBA, and sewer requirement from JPP (whether treatment plant at site or central sewer).</i>
C	Architect to Obtain the Development Order (Surat Perintah Pembangunan) and the Approved / Endorsed Planning Layout from Planning Department				<i>To obtain 1 copy each from the Architect for submission to Authority</i>
1	The Development Order / Perintah Pembangunan - Engineer to study all the requirements on the civil works.				
2	The Approved & Endorsed Planning Layout / Pelan Tapak - Engineer to study and identify the road reserve / area to be surrendered to Authority.				
D	Detailed Submission Stage - Important Items to Incorporate in Earthwork Plans (to be continually updated)				<i>DBKL will only accepted these submission with DO attached</i>
1	Layout Plan				<i>Layout to incorporate site key plan and location plan.</i>
-	To indicate northing point				
-	To indicate existing survey levels and slopes - within the project site and the perimeter of the adjacent lots.				
-	To indicate existing drain, culvert, etc invert levels				

-	To indicate existing man-made structures - to be demolished or relocated. Eg. squatter houses, TNB pylon.			
-	To include the earthwork drawing standard notes. To refer to the standard drawing for the latest set of notes.			Dwg Std. Notes!A1
-	To indicate the acreage of development (acres) & (hectares)			<i>For reference and calculation of earthwork processing fee.</i>
-	To incorporate the legend/box and quantity for CUT VOLUME (m3), FILL VOLUME (m3), NETT CUT/FILL			
-	DBKL's Earthwork Submission Checklist Requirements as below:			..l..lStandard Guidelines4447x7DBKL Checklist for Submission of Earthworks=990811.xls
1	<i>Kesemua pelan hendaklah disahkan dengan pengesahan piawai Jabatan ini yang berbunyi seperti berikut : " I hereby certify that these works have been designed by me in accordance with sound engineering practice and that I take full responsibility for the design and proper performance of the same." dan seterusnya ditandatangani di bawahnya oleh tuan.</i>			<i>For all plans and reports. Plans to include those for earthwork (civil) and piling (structural).</i>
	All plans to be P.E. endorsed with JKA's piawai jabatan.			
2	<i>Sesalinan Borang JKA/1 dan 3 yang telah diisi dengan sempurna hendaklah dikemukakan.</i>			
3	<i>Sesalinan Perintah Pembangunan yang berkaitan untuk keseluruhan pembangunan yang jelas dan sesalinan Pelan Tapak yang diluluskan oleh Jabatan Perancang & Kawalan Bangunan hendaklah dikemukakan. Sila maklum bahawa hanya kawasan di mana kelulusan perancangan telah diberi sahaja yang boleh dipertimbangkan oleh Jabatan ini.</i>			
	To submit a copy of the Jabatan Perancang & Kawalan Bangunan approved and endorsed Development Order / Perintah Pembangunan and Planning Layout / Pelan Tapak. JKA will only process the submission when the planning layout has been approved.			
4	<i>Kesemua pelan dan Borang JKA/1 dan 3 hendaklah mengandungi maklumat seperti berikut iaitu nama penuh alamat surat menyurat dan tandatangan pemilik dan perunding.</i>			
5	<i>Sil Jurutera Profesional (Awam) berkenaan hendaklah dimeterikan di atas pelan-pelan dan Borang JKA/1 dan 3.</i>			
6	<i>Kesemua gambarajah hendaklah diwarnakan. Bahagian potongan dan timbusan di gambarajah keratan hendaklah diwarnakan dengan warna yang berbeza dan selaras dengan yang ditunjukkan di atas pelan tapak.</i>			<i>As described in Section D4</i>
7	<i>Sila kemukakan pelan lokasi yang lengkap dengan jalan-jalan yang boleh digunakan untuk menuju ke tapak. Lokasi hendak diwarnakan. Anak panah tunjuk arah Utara hendaklah ditunjukkan. .</i>			
	Key plan and location plan of the project site to be included in the layout plan. Location plan to be used as a guide for the Authority to reach the site for site visit. To include the names of roads that lead to the project site.			<i>Layout to incorporate site key plan and location plan or separate full size drawing- NOT in separate A4 or A3 Drawings, so that it could be approved together with the official stamp and signature.</i>
	1) Sila nyatakan/tunjukkan jalan keluar dan masuk (access road) bagi tapak ini. Jalan masuk hendaklah ditunjukkan bermula dari jalan besar/utama yang sedia ada dan mematuhi seperti yang diluluskan oleh Jabatan Perancang & Kawalan Bangunan.			
	1) Maklumat mengenai jalan, perparitan dan lampu jalan hendaklah ditunjukkan di dalam pelan tapak.			<i>To ignore the street lamps as this will be submitted by M&E. Roads and drains have been indicated</i>
8	<i>Sila tunjukkan dengan jelasnya lokasi parit / sungai / anak air dan lain-lain bentuk saliran (sekiranya ada) di dalam pelan tapak tuan. Segala perubahan kepada parit / sungai / anak air yang sedia ada hendaklah dirujuk kepada Jabatan Pembetungan dan Perparitan.</i>			
	To indicate any existing drain, river, monsoon drain or any other type of drainage. Any changes to the existing drainage requires JPS / JS&PS' approval.			

9	<i>Nama, alamat dan tandatangan pemilik hendaklah ditunjukkan di atas kesemua pelan / Borang JKA/1 dan 3. Nama penandatangan bagi pemilik hendaklah ditunjukkan.</i>			
10	<i>Kerja-kerja tanah tidak dibenarkan memasuki lot bersebelahan melainkan kebenaran diperolehi secara bertulis daripada pemilik tanah tersebut. Surat hak milik bagi membuktikan kebenaran telah diperolehi daripada pemilik sebenar, hendaklah dikemukakan.</i>			
	No encroachment into the neighbouring lots unless written permission is obtained from the owner. To submit to the Authority the written permission and the surat hak milik as proof that the permission is obtained from the rightful owner.			It is important to check the earthwork slope requirement at boundary.
11	<i>Sila nyatakan / tunjukkan jalan keluar / masuk (Access road) bagi tapak ini. Jalan masuk ke tapak bina hendaklah ditunjukkan bermula dari jalan besar / utama yang sedia ada serta mematuhi pelan tapak yang diluluskan oleh Jabatan Perancang & Kawalan Bangunan.</i>			
	Access road for the project site. To indicate the access into the site from the existing main road (with IN & OUT direction arrows) and to comply to the approved planning layout.			
12	<i>Kecerunan maksima yang dibenarkan untuk cerun potongan ialah 1:1 dan untuk cerun timbunan ialah 1:1 1/2. Kesemua cerun hendaklah ditanamkan rumput dari jenis 'closed turfing' sebaik sahaja cerun siap dibentuk. Perkara ini hendaklah disahkan di atas pelan-pelan. Kira-kiraan bagi 'Slope stability analysis' hendaklah dikemukakan. 'Cut-off drains' hendaklah dicadangkan bagi cerun yang melebihi 15'-0" tinggi.</i>			
	Maximum cut slope is 1:1 and fill slope is 1:1.5. All slopes to be closely turfed upon completion of the slope construction. Calculation for slope stability analysis may be required. Cut-off drains to be proposed for slope higher than 15 feet.			Standard typical slope detail indicates 1:3:6 ratio 50mm thk concrete interceptor drain
13	<i>Tuan dikehendaki berhubung dengan pihak TNB untuk mendapatkan persetujuan mereka bagi cadangan kerja-kerja tanah di dalam rezab TNB.</i>			
	Earthwork on TNB reserve requires TNB's approval.			
14	<i>Cerun adalah tidak dibenarkan dalam rezab jalan bagi jalan yang akan diserahkan kepada DBKL. Sila tunjukkan sempadan rezab jalan dalam gambarajah keratan rentas.</i>			
	No slope is allowed in the road reserve to be surrendered to DBKL. To indicate the boundaries of such reserve in earthwork section.			
15	<i>Senaskah spesifikasi kerja-kerja tanah / cerucuk yang telah disahkan dengan pengesahan piawai jabatan ini hendaklah dikemukakan.</i>			
	To submit earthwork specification and pile specification - 2 sets to be P.E. endorsed with JKA's piawai jabatan.			
16	<i>Sila jelaskan sama ada kerja-kerja cerucuk terlibat atau tidak. Sekiranya terlibat maka pelan yang menunjukkan lokasi cerucuk-cerucuk ditanam serta senaskah spesifikasi kerja-kerja cerucuk hendaklah dikemukakan. Jenis cerucuk hendaklah dinyatakan. Penggunaan cerucuk jenis H tidak dibenarkan.</i>			
	Piling Works - to state whether piling works is involved. If yes, to submit the foundation / piling layout plan and pile specification for information and record purposes.. To specify type of pile used. H-piles and piles driven with Diesel Hammer are not permitted.			
17	<i>Yuran kerja tanah hendaklah dibayar menurut Undang-Undang Kecil Kerja Tanah (Wilayah Persekutuan Kuala Lumpur) 1988. Sila nyatakan keluasan lot cadangan dalam yunit hektar dan isipadu korekan bagi 'basement' dalam yunit meter padu (sekiranya ada) supaya dapat dikira jumlah yuran kerja tanah yang akan dikenakan kelak. Sila kemukakan juga sesalinan surat hak milik untuk membuktikan keluasan tanah yang terlibat.</i>			
18	<i>Yuran kerja tanah sebanyak dalam bentuk bank draf / money order / cashier's order hendaklah dibayar atas nama Bendahari Bandaraya dan dikemukakan melalui jabatan ini. Ini adalah menurut Undang-Undang Kecil Kerja Tanah (Wilayah Persekutuan Kuala Lumpur) 1988.</i>			
19	<i>Butir-butir tembok penahan hanyalah untuk makluman dan rekod jabatan ini sahaja. Oleh itu sila tunjukkan butir-butirnya di dalam pelan yang berasingan.</i>			

	Retaining wall details are for information and record purposes only. To be submitted in separate drawings.			
20	<i>Sila nyatakan: (a) Jumlah isipadu potongan / timbunan bagi kerja tanah, (b) Kecerunan maksima (max. gradient) bagi jalan-jalan yang dicadangkan. Adalah di maklumkan bagi kecerunan hendaklah tidak melebihi 1:10. 'Vertical Curves' yang sesuai hendaklah dicadangkan.</i>			
	To indicate (a) Earthwork Volumes for Cut and Fill, (b) Maximum gradient for the proposed roads. Maximum gradient permitted is 1:10. To propose suitable Vertical Curves for the roads.			
21	<i>Jalan masuk / keluar yang digunakan oleh kenderaan pembinaan semasa kerja-kerja tanah dan pembinaan dijalankan hendaklah ditunjukkan dengan jelasnya. 'Wash trough' bagi membasuh tayar lori hendaklah di cadangkan di bahagian tersebut. Butir-butir rekabentuk 'Wash trough' tersebut hendaklah dikemukakan untuk kelulusan.</i>			
	To indicate the location of wash trough at the exit (with OUT direction arrow) of the site. Wash trough to be provided for washing the tyres of all lorries leaving the construction site in order to ensure that the tyres are properly cleaned off mud.			
22	<i>Sila jelaskan bagaimana caranya pihak tuan akan menyalurkan air larian (surface run-off) dari tapak hingga ke titik akhir pengalirannya semasa kerja-kerja tanah dijalankan. Air larian hendaklah disalurkan ke perangkap kelodak sebelum disalurkan ke sistem perparitan yang sedia ada.</i>			
	To indicate the layout of the temporary earthdrain (with direction of flow) in order to trap the surface run-off into the silt trap and finally discharged into the existing drain. To indicate the direction of flow from silt trap to final discharge point.			
23	<i>Perangkap kelodak, 'wash trough' bagi membasuh tayar lori, longkang tanah (earth drain) sementara dan 'cut-off drains' hendaklah di cadangkan secukupnya supaya pengawalan tapak dapat diadakan dengan memuaskan sepanjang masa kerja-kerja tanah dijalankan. Butir-butir serta lokasi tiap-tiap binaan tersebut di tapak hendaklah dapat dirujuk dengan jelasnya.</i>			
	To indicate the location of the temporary silt trap, wash trough, temporary earthdrain and cut-off drain. The details of each to be submitted.			
24	<i>Perangkap kelodak yang sesuai hendaklah di cadangkan secukupnya. Butir-butir rekabentuk serta kira-kiraan bagi membuktikan keupayaannya hendaklah dikemukakan. Lokasi perangkap kelodak serta rangkaian sistem perparitan tanah sementara hendaklah ditunjukkan dengan jelasnya di dalam pelan tapak / susunatur tuan.</i>			
	To submit the temporary silt trap design calculation - to trap surface run-off and to store the sediment from erodible areas in order to protect the downstream existing drainage from excessive siltation. The temporary silt trap will be removed upon completion of the earthwork construction.			
25	<i>Sila beri kiraan rekabentuk untuk membuktikan bahawa parit hilir sedia ada (existing downstream water courses) mempunyai yang mencukupi untuk menampung air yang mengalir dari tapak ini supaya tidak akan mengakibatkan banjir kelak.</i>			<i>Requirement for calculation of the capacity of downstream drain. To note that the upstream overall catchment can only be estimated.</i>
	To submit the design calculation to show that capacity of the existing water courses downstream is sufficient to cater for the drainage discharge without causing flooding.			
26	<i>Selaku jurutera perunding bagi projek ini, tuan dikehendaki mengesahkan seperti berikut : (i) The finished level of the proposed roads and platform levels are such that they will permit connection of roads to adjoining existing or future roads, (ii) No ponding will occur as a result of the proposed earthworks, (iii) No encroachment into adjacent lot will occur</i>			
	To state : (i) The finished level of the proposed roads and platform levels are such that they will permit connection of roads to adjoining existing or future roads, (ii) No ponding will occur as a result of the proposed earthworks, (iii) No encroachment into adjacent lot will occur.			<i>To add to Standard Notes</i>

-	Rangkaian sistem perparitan tanah sementara hendaklah ditunjukkan dengan jelasnya di dalam pelan tapak / susunatur tuan.				Comment in 163 (7)
-	Sila tunjuk jalan keluar/masuk dari jalan sedia ada ke tapak pembangunan.				Comment in 126 (2)
-	If slope height is greater than that permitted in the standard drawings, berms and berm cut-off drains to be added.				
	To indicate the entrance/exit to be used for construction vehicles.				
-	Construction access in & out the project site from the existing main road (with IN & OUT direction arrows)				
-	To indicate the proposed location of heavy-duty interlocking concrete paving block at the exit of construction site. Detail to DBKL Standard Dwg. No. JKA/SP/0026 /01-96. Incorporated into Dwg. No. 152-CVL-EW-004.				*** For DBKL projects only
-	To note - All slopes to be closely turfed upon completion of the slopes construction				To add to Standard Notes
-	To indicate the slope (if open cut) for basement excavation, allowing 1m clearance from the building line. The cut slope to be 1 : 1 or more depending on the type of soil				For CUT in SAND = to use 1:1.75
-	To indicate the proposed location of the temporary silt trap with final discharge into existing drain				Need to design silt trap and submit calculation
-	To submit the piling layout & pile specification				Comment in 163 (1)
-	To submit the hydraulic calculation to prove that the drainage downstream is sufficient to cater for the discharge from our development				Comment in 163 (2)
-	Silt trap & wash trough to be coloured on the layout				Comment in 163 (3)
-	To obtain a consent letter from the owner of the neighbouring lot (for encroachment of ground anchor into their land). A no objection letter is not sufficient as it does not clearly state that permission is granted.				Comment in 163 (4)
-	To submit the contiguous bored pile & ground anchor design calculation (if proposed to be used).				Comment in 163 (5)
-	PE to endorse on the plans & letter that the temporary ground anchor (if proposed to be used) are to be removed upon the completion of earthwork and the construction of permanent retaining structure.				Comment in 163 (6)
2	Earthwork Sections				
(a)	To indicate at least 2 numbers of section				should be sufficient for people to understand the project
(b)	To indicate site boundary lines				
(c)	To indicate vertical datum and horizontal distance in metres				
(d)	To indicate existing survey levels and slopes within the project site and at the perimeter of the adjacent lots.				
(e)	To indicate the proposed earthwork slope, platform level and finished road level				
(f)	No slope is allowed in the road reserve to be surrendered to DBKL. To indicate the boundaries of such reserve in earthwork section.				
3	Earthwork Details				
(a)	Wash trough				
(b)	Heavy-duty interlocking concrete paving block at entrance / exit of construction site. Detail to DBKL Standard Dwg. No. JKA/SP/0026 /01-96.				
(c)	Temporary silt trap				
(d)	Temporary earthdrain				
(e)	Typical cut & fill slopes and cut-off drain at berms				
(f)	Retaining wall, if applicable - for information and record purposes only.				
4	To Colour the Earthwork plans				Colour area / details to be approved by JKA. Do not colour those internal road / drain, etc which are not to be surrendered to JKA.
(a)	location plan - red and shaded				
(b)	cut area - blue (applicable to plan and sections)				
(c)	fill area - pink (applicable to plan and sections)				
(d)	existing drain - red				

(e)	proposed temporary earthdrain - blue				
(f)	silt trap and wash trough in layout plan - red/orange				
(g)	boundary lines - green				
(h)	existing external road - yellow				To specify whether existing road is premiss or otherwise.
(i)	existing external road to be upgraded - yellow with line hatching				
(j)	proposed road - grey				
(k)	proposed road reseve to be surrendered to Authority - grey with line hatching				To specify road reserve width. To cut section and colour accordingly.
E Preparation of Drawings, Forms & Reports					
1	To prepare 2 sets of Earthwork Drawings - layout plan, details and earthwork sections.				\\NT98\ PRJ DWG 117\152 Jln Sherry\CVL=Civil\EW=Earthwork
(a)	No. xxx-CVL-EW-001 : Proposed Earthwork Plan				
(b)	No. xxx-CVL-EW-002 : Earthwork Section 1-1, 2-2 And 3-3				
(c)	No. xxx-CVL-EW-003 : Wash Trough And Silting Pump Sump Details				
(d)	No. xxx-CVL-EW-004 : Kerja-Kerja Memasang Heavy Duty Interlocking Concrete Paving Blocks Di Pintu Keluar/Masuk Tapak Pembinaan				
(e)	No. xxx-CVL-EW-005 : Silt Trap Details and Section				
2	To prepare 2 sets of Piling Drawings - foundation layout plan, pile and pilecap details (for record purposes only - if piling is used in the project)				JKA of DBKL's requirement for Earthwork and Piling to be submitted. Earthwork for approval. Piling for record purposes.
(f)	No. xxx-APT-KP-110 : Foundation Plan				Foundation Layout Plan - to indicate type of foundation used.
(g)	No. xxx-STD-FD-200 : Bored Pile Details				
(h)	No. xxx-STD-FD-201 : 600 φ Bored Pile – Pilecap Details				Pilecap Details, if piling is used.
(i)	No. xxx-STD-FD-202 : 750 φ Bored Pile – Pilecap Details – 1				
(j)	No. xxx-STD-FD-203 : 750 φ Bored Pile – Pilecap Details – 2				
(k)	No. xxx-STD-FD-204 : 900 φ Bored Pile – Pilecap Details – 1				
(l)	No. xxx-STD-FD-205 : 900 φ Bored Pile – Pilecap Details – 2				
3	To note that all tracings to be signed by the Engineer-in-charge and to be counter-signed by Mr.Neo before any paper printing is allowed. This also applies to all revised drawings/tracings. Old tracings to be marked "SUPERSEDED" with the date and reason for revision.				
4	To stamp on all plans and reports (1) PE - Jurutera Profesional (Awam) seal and (2) JKA's piawai jabatan " I hereby certify that these works have been designed by me in accordance with sound engineering practice and that I take full responsibility for the design and proper performance of the same ".				ALL earthwork and piling drawings.
5	1 copy of Borang JKA 1 - Pihak Jurutera Perunding mengemukakan cadangan bagi kerja-kerja Kerja Tanah dan bertanggungjawab sepenuhnya ke atas segala rekabentuk dan perjalanan kerja-kerja tersebut. Pengesahkan dari Pihak Pemilik/Pemaju juga dikehendaki.				..\Standard Form 2227x7\Borang DBKL Submission 4427x7\Borang JKA 1.xls
-	Project Title				
-	Type of Works Submitted - Kerja Tanah / Jalan & Perparitan				
-	Plan Reference Nunmbers				
-	Engineer - Name, Address, PE Endorsement & Signature				
-	Owner/Developer - Name, Address, Signature & Name of Signatory				
6	1 copy of Borang JKA 3 - Pihak Jurutera Perunding mengesahkan perlantikan sebagai Jurutera Perunding yang bertanggungjawab bagi menyeliaikan kerja-kerja pembinaan Kerja Tanah. Pengesahkan dari Pihak Pemilik/Pemaju juga dikehendaki.				..\Standard Form 2227x7\Borang DBKL Submission 4427x7\Borang JKA 3.xls
-	Project Title				
-	Type of Works Submitted - Kerja Tanah / Jalan & Perparitan				
-	Engineer - Name, Address, PE Endorsement & Signature				

-	Owner/Developer - Name, Address, Signature & Name of Signatory			
7	1 copy of Borang KT1 - <i>Kiraan Yuran Kerja Tanah. Bayaran menurut Undang-undang Kecil Kerja Tanah (Wilayah Persekututan Kuala Lumpur) 1988.</i>			..\Standard Form 2227x7\Borang DBKL Submission 4427x7\Borang KT1.xls
-	Project Title			
-	Project Site Acreage (in hectare) => RM 100.00 per hectare			
-	Volume of Basement Excavation (in m3) => RM 0.13 sen per m3 with minimum of RM 50.00			
-	Nos. of Site Visit by DBKL Officers => RM 30.00 per visit, numbers of visit based on site acreage.			
-	Engineer - Name, Address, PE Endorsement & Signature			
-	Surat Hakmilik - as proof of project site acreage			<i>- Surat Hakmilik - KIV - not submitted in the past projects</i>
8	To write to the Client for the Earthwork Processing Fee payment via banker's cheque / money order / cashier's order to be made payable to "BENDAHARI BANDARAYA". To confirm the fee based on the Borang KT1 calculation.			2=Design & Submission Stage_Sample Letter\2_1=DBKL Letter to Client=Processing Fee.doc
9	To write to the Client for a copy of Surat Hakmilik			<i>This issue to be KIV - purpose as described in E4</i>
10	To write to the Architect for a copy of the Development Order (Surat Perintah Pembangunan) and the approved & endorsed Planning Layout (Pelan Tatatur/Tapak) as approved by Jabatan Perancang & Kawalan Bangunan.			
11	Two (2) sets of the PE endorsed Earthwork Specification			\\NT98\Prj_Gen_222\Project Specification 2227x7\152\Earthworks.doc
12	Two (2) sets of the PE endorsed Bored Pile Specifications or any other type of piles used			\\NT98\Prj_Gen_222\Project Specification 2227x7\152\BORED PILE.doc
13	Two (2) sets of the PE endorsed Silt Trap Calculation			List of Silt Trap Dimensions=20000808.xls
14	Engineer's P.E. Endorsement - To arrange for Mr.Neo to P.E. endorse on the followings: -			
-	Earthwork & Piling Drawings			
-	Borang JKA 1 & 3			
-	Borang KT 1			
-	Earthwork Specification			
-	Silt Trap Calculation			
-	Pile Specification			
15	Owner/Developer's Endorsement - To write to Client for the Owner/Developer's endorsement on the followings: -			2=Design & Submission Stage_Sample Letter\2_1=Base=DBKL_Letter to Client=Plans for Endorsement.doc
-	Earthwork & Piling Drawings			
-	Borang JKA 1 & 3			
F	Checklist of Items - Submission to Jabatan Kerja Awam, DBKL			

1	Earthwork & Piling Submission Cover Letter (combined submission if piling is used in the project)				2=Design & Submission Stage Sample Letter2 2=Base=DBKL Letter to Authority=Submission for Approval.doc
2	1 copy of Borang JKA 1				
3	1 copy of Borang JKA 3				
4	1 copy of Borang KT 1				
5	Earthwork Processing Fee in the form of banker's cheque / money order / cashier's order to be made payable to "BENDAHARI BANDARAYA".				
6	1 copy of the Development Order (Surat Perintah Pembangunan yang berkaitan untuk keseluruhan pembangunan) as approved by Jabatan Perancang & Kawalan Bangunan. Authority will only process the submission when the planning layout has been approved.				<i>As described in Section C. There is complication if project is divided into parcel and DO is only obtained for certain parcel only but submission is for whole. For DBKL case, special permission needs to be obtained from Planning Dept. (ref: 163. Approval can be obtained if there is no big complicaition on earthworks.)</i>
7	1 copy of the approved & endorsed Planning Layout (Pelan Tatatur/Tapak) as approved by Jabatan Perancang & Kawalan Bangunan. Authority will only process the submission when the planning layout has been approved.				
8	Two (2) sets of the PE endorsed Earthwork Specification				
9	Two (2) sets of the PE endorsed Bored Pile Specifications or any other type of piles used				
10	Two (2) sets of the PE endorsed Silt Trap Calculation				
11	Two (2) sets of the Earthwork Plans (for approval)				
12	Two (2) sets of the Piling Plans (for record purposes only)				
G Follow-up With Authority					
1	Immediately upon submission, to inform the technical assistant / engineer-in-charge so. Normally, file is submitted to the admin who will then distribute to the relevant department for processing.				To ensure that they are aware that our proposal has been submitted for their comments/approval.
2	To follow-up with the authority 2 weeks after submission, and subsequently at a regular interval.				
3	To update the Status of Authority Follow-up file accordingly.				..\..\Status of Follow up_2422x4
4	If resubmission is required, to proceed accordingly.				
H Upon Approval -To Issue Earthwork Construction Drawings					
1	Upon confirmation by the authority, to arrange to collect from them the approval letter, endorsed plans and reports.				
2	To forward a copy of the approval letter to Client, Architect, QS and M&E consultants, attached to our cover letter.				
3	To file a copy of the approval letter each in the Correspondence File and in the Authority File.				
4	The original approval letter and endorsed plans and reports to be kept in the cabinet in Mr Neo's room.				

No Earthwork - Procedure to Inform Authority

No.	Task	Action			Remarks
		Yes	No	N.A.	
	Cases where no earthwork submission is required				
-	The project is part of a big parcel. The earthwork is done and submit under the big parcel.				
-	Earthwork is done for the whole project, but only part of the land is development. The development on the remaining land may be carried out after certain period of time (can be same or different with earlier propose planning layout).				
-	The existing ground level is platform ready (which is unlikely to happen)				
2	To write to inform the Local Authority, by submitting the following item:				
-	Cover letter				1=Preliminary & Planning Stage Sample Letter\1 1=Base=MPMBB Letter to Local Authority=inform no earthwork.doc
-	As built survey plan indicate the level of the propose development. To indicate the level of surrounding area so that it is match with the existing level for the development area. Color the development area (with red color)				
-	Plaaning approval letter and plan. (if requested by Authority)				
3	If possible, get a confirmation letter from Local Authority				

Procedure to apply for Extention of Approval Time (before expiry date)

- 1) Authority will give a period of valid time for an EW & Piling Approval.
- 2) For example: in project 163, DBKL stated in their EW & Piling approval letter ref. (8)d/m.JKA/DC/155/99/1 dated 24-Jan-00 that the approval is valid for 12 months (1 year) from the date of the said letter. This mean that the approval period will expire after 23-Jan-2001.
- 3) If no EW & Piling being carried out within the valid period (DBKL will assume no work being carried out, if we do not write to inform the commencement date of EW & Piling), the original approval will expire, and we have to **resubmit** the EW & Piling drawing for DBKL approval again if the work is to be started after the expiry date.
- 4) To avoid the above resubmission (as describe in item 3), we have to write to apply for extension of approval period for the EW & Piling approval **before the expiry date**. The detail procedures are as stated below:

No.	Task	Action			Remarks
		Yes	No	N.A.	
1	To Monitor the EW & Piling Approval expiry date				
-	Upon received the EW & Piling approval letter from JKA, DBKL, the Engineer in-charge have to record down in the Authority Follow up Record, the following item:				To highlight (preferbly with <i>Red color font</i>), in the summary for "Status of Submission".
	a) The valid approval period				
	b) The date when the approval expire				
	(Note: in project 163, JKA DBKL has been written to remind us, 1 month before the expiry date)				
-	If no work being carried out one (1) month before the expiry date, write to inform Client the EW & Piling expiry date is approaching.				
	If the Client has no intention to start the work before the expiry date, advice them to extend the approval period.				
	For JKA, DBKL:				2=Design & Submission Stage_Sample Letter\2 5= Base=DBKL Letter to Client=Request for payment cheque for extension of approval base on authority notice letter.doc
	The application of extension period is in yearly basis, and an additional payment of 20% of the original earthwork fee is required for the application.				This is in compliance with the Undang-Undang Kecil Kerja Tanah Wilayah Persekutuan 1988
2	Application for Extension of time (for JKA, DBKL)				
	Write to request for extension of time by submitting the following item:				
-	Cover letter for the application				2=Design & Submission Stage_Sample Letter\2 6= Base=DBKL Letter to Authority=Extension of approval base on authority notice letter.doc
-	Additonal fee required for the application (20% of original EW fee) in the form of banker's cheque / money order / cashier's order to be made payable to "BENDAHARI BANDARAYA".				
-	The original approved plan (for EW & piling) by JKA, DBKL in their 1st approval.				Submit for their record
	Make sure the application is submitted before the expiry date				
3	Follow up with Authority for the applicaton				
	(to be further improved)				

Standard Notes - to be incorporated into Earthwork Layout Plan

1)	All existing survey information is based on _____'s Survey Plan No. _____ dated _____
2)	All compaction shall be done as per specification.
3)	All levels shown are in metres.
4)	Any soft soil excavated at building area to be removed during the stripping of topsoil.
5)	The design and construction of earthwork to comply with the following Codes of Practice: -
	a) Site Investigation – BS 5930 : 1981
	b) Earthwork – BS 6031 : 1981
	c) Foundation – BS 8004 : 1986
	d) Undang-Undang Kecil Kerja Tanah (Wilayah Persekutuan Kuala Lumpur) 1988.
	e) The requirements of the Local Authority
6)	Trees shall not be fell before the commencement of earthwork.
7)	Safety fencing surrounding the site that is approved by the Local Authority to be constructed before the commencement of earthwork.
8)	The Contractor to ensure that the construction of earthwork will not cause any damage to the adjacent properties.
9)	The Contractor shall execute the works by such method or in such order that the existing drainage paths or other watercourses shall not be obstructed before the construction of the temporary diversion works.
10)	The site shall be cleared of all existing buildings and man-made features that obstruct the construction works of the building.
11)	The finished level of the proposed roads and platform levels are such that they will permit connection of roads to adjoining existing or future roads.
12)	No ponding will occur as a result of the proposed earthworks.
13)	No encroachment into adjacent lot will occur.
14)	Maximum cut slope is 1:1 and fill slope is 1:1.5. All slopes to be closely turfed upon completion of the slope construction. Berms and cut-off drains to be proposed for slope higher than 15 feet.
15)	Maximum gradient for the proposed roads permitted is 1:10.
16)	Temporary earthdrain to be provided to trap surface run-off into silt trap and finally discharged into the existing drain. The exact location of temporary earthdrain to be adjusted in accordance to the sequence of works carried out by the Contractor.
17)	Temporary silt trap to be provided to store sediment from erodible areas in order to protect the downstream existing drainage from excessive siltation; and to be removed upon completion of the earthwork construction. The exact location of temporary silt trap to be determined on site.
18)	Wash trough to be provided for washing the tyres of all lorries leaving the construction site in order to ensure that the tyres are properly cleaned off mud. The exact location of the wash trough to be at the exit of the site.
19)	Heavy-duty interlocking concrete paving block to be provided at the entrance/exit of the construction site. Details to DBKL Standard Dwg. No. JKA/SP/0026 /01-96.

Suggestion of Notes to be incorporated: -	
<i>1) Layout Plan of Demolition and Site Clearing Works</i>	
<i>a) All existing features within the limit of works to be demolished</i>	
<i>b) The contractor shall liaise with the respective authorities to ascertain the location of all services and obtain approval before serving within the site</i>	
<i>c) Existing drainage to be retained at the discretion of the contractor, to help in the temporary side drainage</i>	
<i>2) Proposed Earthwork Layout Plan</i>	
<i>a) All embankment above 3.0m shall be bermed</i>	
<i>Cut Slope 1:1</i>	
<i>Fill Slope 1:1.5</i>	
<i>b) Wash trough shall be located at every exit from the site</i>	