

**DEPARTMENT OF TRANSPORTATION**  
**ADMINISTRATIVE ISSUANCE SYSTEM**

**DEPARTMENTAL ORDER NO. 2001-01**

**DATE: November 27, 2000**

**SUBJECT:** Department of Transportation's supplemental requirements for Notice of Major, NonMajor, and Emergency Excavation in the Public Right-of-Way.

**I. PURPOSE**

To amend the size of excavation project notices for non-major work sites and to amend the format for notices at all work sites.

**II. AUTHORITY**

Pursuant to Title 24 DCMR 340.2, which gives the Department of Transportation the authority to determine the format and size for excavation project signs at all work sites, I am hereby increasing the size of excavation project notices for non-major work sites and amending the format for notices at all work sites. Other requirements, including colors, fonts, artwork, output style, and those as described below, remain the same.

**III. NON-MAJOR WORK**

At the beginning and ending of the non-major work sites (i.e. an excavation that will be completed and permanently restored in a period exceeding twenty-four (24) hours but within fourteen (14) calendar days of commencement) there shall be 3' x 5' metal notices posted. In the middle of the block(s) between the projects, two 11" x 17" signs shall be posted at each block that runs the length of the project, which shall be printed on all weather plastic, laminated heavy duty cardboard. All signs for non-major work shall be posted at the sites seventy-two (72) hours prior to the start of excavation and remain on-site until project completion.

**IV. MAJOR WORK**

At major work sites (work which will exceed fourteen (14) calendar days) there shall be 3' x 5' metal notices posted at the beginning and ending of the work site. In the middle of the block(s) between the projects two 11" x 17" signs shall be posted at each block that runs the length of the project, which shall be printed on all weather plastic laminated, heavy duty cardboard. The notice should not wrap around the post it is attached to but be perpendicular with the post. All notices shall be posted at major work sites at least five (5) calendar days prior to commencement of the excavation, each property owner, resident, building manager, or tenant association on the block(s) affected by the work and each advisory neighborhood commission and business improvement district. In addition, a copy of the notice should be sent to the Public Space Manager at 2000 14th Street, N.W., 5<sup>th</sup> Floor, Washington, D.C. 20009.

**V. EMERGENCY EXCAVATION**

Notice of emergency excavation is to be 11" x 17". The notice should not wrap around the post to which it is attached but be perpendicular with the post. The notice should be printed on all weather plastic laminated heavy duty cardboard. The notices are to be posted at least every 100' along any block where an excavation is to take place.

**VI. GENERAL REQUIREMENTS**

All 3' x 5' metal notices are to be posted as close to the curb as possible and in the tree space, when available between the sidewalk and the roadway. The sign should be visible to both pedestrians and

motorized vehicular drivers and the orientation may be vertical or horizontal. The notices should not obstruct pedestrian flow on the sidewalk.

The sign can be fabricated allowing the specific information to be changed for each project.

All signs posted in the public Right-of-Way are to be in accordance with Title 24 DCMR 108. Signs are never to be posted on trees.

Enforcement by the Department of Transportation will begin Friday, December 1,2001.

These changes will ensure that all District residents have clear notification of the work underway in their neighborhoods.

VII. EFFECTIVE DATE

This order is effective.