

DESIGN MEMO 3.11

To: Designers, Contractors, and City Departments
Date: July 1, 2025
Subject: Abandonment of Shoring in the Right-of-way
Category: Streets

Table of Contents

1 Purpose	1
2 Applicability	1
3 Definitions	2
4 Abandonment of Shoring in the Right-of-way Approval Process	2
4.1 Documents Required for Approval	2
4.2 Review Process	3

1 Purpose

The purpose of this design memo is to specify the process by which the City of Columbus evaluates requests to install shoring within the City's right-of-way and to leave the shoring in place following the conclusion of the construction activities.

Shoring within the City's right-of-way shall generally not be left in place following construction, as abandoned shoring may create hazards or complications for future construction activities. However, the City also recognizes that in rare cases, shoring may need to be left in place due to difficulties with removing the shoring without disturbing nearby infrastructure.

2 Applicability

Until further notice, this memo will be used for the evaluation of all requests to abandon shoring in the right-of-way inside the Division of Design & Construction (DODC) Shoring Abandonment Process Zone as shown in Figure 1 below.

Shoring in the right-of-way which will be completely removed following construction activities is not covered by this memo. The guidance provided in this memo is applicable to all private development projects.

Requests to abandon shoring located between the DODC Shoring Abandonment Process Zone and the right-of-way line are not covered by this memo. Such requests are handled through a separate process managed by the Division of Infrastructure Management.



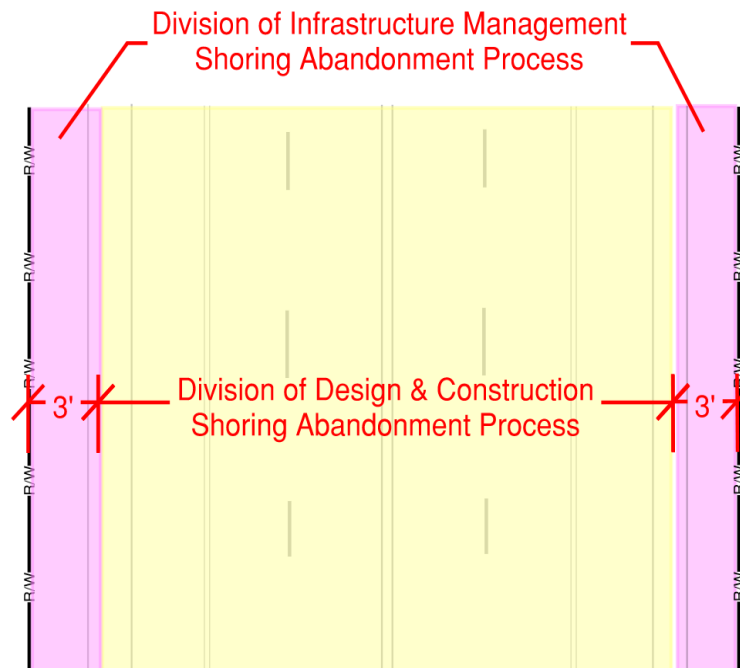


Figure 1: Shoring Abandonment Process Zone

3 Definitions

Definitions of key terms in this memo are provided below.

Shoring: For the purposes of this memo, shoring refers to any temporary earth retaining system typically associated with the excavation of foundations for buildings with minimal or zero setback back from the right-of-way. For the purposes of this memo shoring includes all components of the earth retaining system including piles, lagging, timbers, tie backs, etc.

Detailed Shoring Plans: Detailed shoring plans show the location of the proposed shoring and all of the necessary details associated with the proposed shoring system. These plans are typically designed and stamped by a separate geotechnical engineer but may also be designed and stamped by the engineer of record for the main plans.

Main Plans: The main plans are the plans which show the proposed work in the right-of-way associated with the improvement requiring the installation of the shoring. The main plans are typically identified as drawer E plans. If the proposed work requiring shoring is not associated with an E plan, contact the Department of Public Service (DPS) Design Section Manager (DSM) for guidance.

4 Abandonment of Shoring in the Right-of-way Approval Process

4.1 Documents Required for Approval

The following documents must be submitted to the DSM to facilitate the review of requests for abandonment of shoring within the right-of-way:



4.1.1 Detailed Shoring Plans

The detailed shoring plans shall include the following:

- Plan view of the shoring including the right-of-way line, building footprint, existing and proposed utilities, and other underground facilities.
- Cross-section and/or profile view showing the depths of the shoring and existing and proposed utilities.
- Labels that clearly indicate which components of the temporary shoring system will be removed and which will remain in place (abandoned).
- Stamp from the engineer of record for the shoring plans.

4.1.2 Main Plans

In addition to the standard requirements for drawer E plans outlined in other documents, the main plans shall also include the following information when temporary shoring is proposed:

- The footprint of the temporary shoring shown and labeled on the plan view.
- Detailed shoring plans appended to the main plans, with shoring plan sheets numbered separately from the main plan.
- Note on title sheet indicating that shoring plans have been appended.

4.1.3 Justification Memo

A justification memo explaining the necessity for abandoning shoring following construction shall include:

- Reference to the project title and main plan number.
- Description of circumstances that necessitate the temporary shoring to remain following construction activities.
- Alternatives considered and why the alternatives are infeasible.
- Description of the work which will occur if the request to abandon the shoring is denied.

4.2 Review Process

The required documents shall be submitted to the DSM for initial approval. The DSM will review the request and the shoring plans and will provide initial approval or initial approval with comments. Note that there is no guaranteed timeframe for this review process.

The DSM will forward the request to the Department of Water and Power (DWP), which will return comments or the DWP Director's approval.

Once all comments have been addressed, final approval to abandon the shoring in the right-of-way will be granted by the DPS Director. The DSM will inform the requester whether the request has been approved or denied.

