

Two (2) copies of the drawings and vicinity map,
must accompany the utility permit application.

PERMIT NUMBER _____

WARD NO. _____

PARISH ROAD NAME _____

Parish Use Only

PARISH OF ALLEN

UTILITY/ROW USE PERMIT

(Required by ORDINANCE 6415)

A copy of this permit shall be available at the site where and when work is performed.

Whereas _____,
(Print or type name of applicant)

hereinafter termed applicant, requests a permit for the use/occupancy of the R-O-W of Allen Parish Road Name: _____

from: _____ Lat: _____ Long: _____

to: _____ Lat: _____ Long: _____

for the installation, operation and maintenance of the following described project (include nominal pipe size, pipe type, specification and grade of pipe, orientation/location of pipe installation to roadway, utility type, method of installation, contents to be handled):

Please read all provisions prior to signing this permit. Failure to conform to the provisions of this permit shall result in the Parish of Allen revoking said permit. By signing this permit, applicant/permittee hereby acknowledges receiving a copy of the permit, the general conditions and standards, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.

PARISH USE ONLY:

Permit is subject to the following special conditions (use additional sheets as necessary):

RECOMMENDED FOR APPROVAL (Check box if review required)

Permit must be signed by the owner, lessee, or Contractor installing utility.

(Signed)

(Owner and Operator of Utility) (Date)

(Printed or Typed)

(Name/Position of Person Signing Permit)

(Name of Company/Person Physically Installing Utility)

(Street or P.O. Box (Owner/Operator of Utility))

(City or Town) (State) (Zip Code)

(Telephone Number)

(E-mail Address)

Parish Engineer (or Designee) / Date

**Applicant must notify Parish Road Superintendent
at phone number: 337-639-4328
prior to beginning work and after work is completed.**

Final inspection approval by: _____

Parish Road Superintendent / Date

FEES AND DEPOSIT PAID*

Received by / Date

*Smaller than 3" diameter utility, no fee/deposit required

*Larger than 3" diameter utility, \$500 fee, \$1,500 deposit

*Fee shall be paid by the physical installer of the utility

The Owner and Operator acknowledges that by signing the permit, the Owner agrees and accepts all provisions of the permit.

The following general conditions and standards shall apply:

FIRST: That, the rights and privileges granted herein shall be nonexclusive and shall not be construed to be any broader than those expressly set forth in Louisiana Law, regardless of the language used in this permit. Any facilities placed on the Parish right-of-way shall be placed in accordance with the conditions of the permit and the existing laws and the standards of Allen Parish.

SECOND: That, all facilities thereto, after having been erected, shall at all times be subject to inspection and the right is reserved to require such changes, additions, repairs, relocations and removal as may at anytime be considered necessary to permit the relocation, reconstruction, widening and maintaining of the parish road and to provide proper and safe protection to life and property on or adjacent to the parish road, or in the interest of safety to traffic on the parish road and that the cost of making such changes, additions, repairs and relocations shall be borne by the owner of the utility, and that all of the cost of the work to be accomplished under this permit shall be borne by the permittee who agrees to hold the Allen Parish Police Jury harmless therefore.

THIRD: That, the proposed facilities or their operation or their maintenance shall not unreasonably interfere with the facilities or the operation or maintenance of the facilities of other persons, firms or corporations previously issued permits of use and occupancy, and the proposed facilities shall not be dangerous to persons or property using or occupying the parish road or using facilities constructed under previously granted permits of use and occupancy; and that the Allen Parish Police Jury's records of prior permits are available, it being the duty of the applicant to determine the existence and location of all facilities within the parish road right of way.

FOURTH: That, installations within the parish road right-of-way shall be in accordance with applicable provisions contained in the following or most recent version of: AASHTO Guide for Accommodating Utilities within State Road Right of Way, Code of Federal Regulations 23 (CFR 23), National Electrical Safety Code C2, 1996 Federal Telecommunications Act.

Those facilities not included in the above mentioned documents shall be in accordance with accepted practice. Where standards of the Allen Parish Police Jury exceed those of the above cited codes, the standards of the Allen Parish Police Jury shall apply. The Allen Parish Police Jury reserves the right to modify its policies as may be required if conditions warrant.

FIFTH: That, data relative to the proposed location, relocation and design of fixtures or appurtenances as may be required by the Allen shall be furnished to the Allen Parish Police Jury by the applicant free of cost, and that the applicant shall make any and all changes or additions necessary to make the proposed facilities thereto satisfactory to the Allen Parish Police Jury.

SIXTH: That, the applicant agrees to defend, indemnify, and hold harmless the Allen Parish Police Jury and its duly appointed agents and employees from and against any and all claims, suits, liabilities, losses, damages, costs or expenses, including attorneys' fees sustained by reason of the exercise of this permit.

SEVENTH: That, any permit granted by the Department is subject to revocation at any time.

EIGHTH: That, signing for warning and protection of traffic in instances where workmen, equipment or materials are in close proximity to the roadway surfacing, shall be in accordance with the latest requirements contained in the State Department's Manual on Uniform Traffic Control Devices. No vehicles, equipment and/or materials shall be parked, stored or stock piled on any parish road, median, or in an area extending from the outer edge of the shoulder of the parish road on one side to the outer edge of the shoulder of the parish road on the opposite side or in the median of any divided parish road.

NINETH: That, all provisions and standards contained herein relative to the installation of utilities shall apply to future operation, service and maintenance of utilities.

TENTH: That, drainage in parish road side and cross ditches shall be maintained at all times. The entire parish road and right of way affected by work under a permit must be restored to as good a condition as existed prior to beginning work to the complete satisfaction of the Allen Parish Police Jury's Engineer, Parish Road Superintendent or designee.

ELEVENTH: Prior to performing any excavations, the applicant is required to call Louisiana One Call. If installing any underground facilities such as cable or conduits, the applicant must be a member of Louisiana One Call. In addition, the applicant must contact the Allen Parish Police Jury Road Superintendent at 337-639-4328 within 48 hours of initial excavation to review the proposed location of the utility and 48 hours of completion of work for final inspection and acceptance.

STANDARDS FOR THE INSTALLATION OF UTILITIES AND PIPELINES ON PARISH ROADS**A. GENERAL**

- (1) All materials and workmanship shall conform to the requirements of the applicable industry code and to Allen Parish Police Jury specifications.
- (2) All safety precautions for the protection of the traveling public must be observed. Undue delay to traffic will not be tolerated.
- (3) All excavations within the limits of the right-of-way shall be backfilled and tamped in six inch layers to the density of the adjacent undisturbed soil. Where sod is removed or destroyed, it shall be replaced. Best management practices shall be utilized to minimize erosion on sloped areas (ie., fabric, hydro-seeding, haybales, etc).
- (4) Excavation in the shoulders shall generally not be allowed and shall only be considered when directly requested by the installer and approved by the roadway superintendent prior to work being conducted. Where it is necessary to make excavations in the shoulder, the top eight inches of backfill shall be sand-clay gravel or equivalent compacted to the density of the surrounding soil. Where existing spoil material is, at the discretion of the Allen Parish Police Jury, unsuitable for backfill, select material shall be furnished in lieu thereof and the existing material disposed of by the installer.
- (5) Protruding valves and other above ground appurtenances shall not be installed at any point within the right of way of the parish road except for vents, markers, etc., which may be installed at the right-of-way line, unless specifically approved herein.

B. PARALLEL TO THE PARISH ROAD (All provisions of general standards to apply.)

- (1) Utilities paralleling the parish road:
 - (a) shall occupy the last two feet of the right-of-way back of the ditch except where upon showing of actual necessity a permit is issued for another location;
 - (b) shall have a minimum earth cover of thirty-six (36) inches;
 - (c) shall have a minimum clearance of thirty-six (36) inches below existing or proposed drainage structures, where possible.

C. CROSSING THE PARISH ROAD (All provisions of general standards apply.)

- (1) All crossings shall have a minimum five (5) feet of cover below the roadway or drainage lateral and thirty-six (36) inches of cover below ditches and drainage structures.
- (2) If the permittee elects to use casing, it must extend from right-of-way to right-of-way, and be properly vented and
- (3) marked at or beyond the right-of-way line.

For cased pipelines, the casing shall have at least four (4) feet of cover below the roadway and two (2) feet of cover below ditches or drainage structures. Uncased pipelines shall have at least five (5) feet and three (3) feet of cover respectively.

- (4) Crossings shall be made at as nearly right angles to the parish road as possible. No existing drainage structure under the parish road may be used for this purpose.
- (5) Construction methods used shall be in accordance with the following requirements:
 - (a) Cutting a hard paved surface or tunneling under it is specifically prohibited.
 - (b) Installation shall be made either by boring or jacking or horizontal directional drilling under and through the parish road at least from ditch bottom to ditch bottom. Any voids or overbreaks resulting from this shall be backfilled with grout consisting of a cement mortar or slurry of fine sand or clay, as conditions require. Excavating an open ditch to the edge of the pavement and boring and jacking the remainder of the distance is prohibited.

STANDARDS FOR THE INSTALLATION OF SUPPLY AND COMMUNICATION LINES ON PARISH RIGHT-OF-WAY

- A. All pole lines shall occupy the last few feet of the right-of-way behind the ditch but shall be no further from the right-of-way line than one-half of the width of the cross-arms plus one foot, except where upon a showing of actual necessity a permit is issued for another location.
- B. A minimum vertical clearance of twenty (20) feet shall be maintained between the traveled surface of the parish road and any aerial installation. In no case shall the vertical clearance for an overhead utility line be less than the clearance required by the National Electrical Safety Code. A minimum clearance of sixteen (16) feet shall be maintained between existing ground elevation and any aerial installation when such installation is within parish road right-of-way but does not cross the traveled surface of a parish road.
- C. Where supply and/or communication lines are placed underground, the standards for pipelines shall govern. Underground electric facilities must have at least four (4) feet of cover and must be encased when crossing a parish road. These facilities must also be adequately marked by appropriate signs at specified locations.