RESET FORM

PARISH OF CADDO
DEPARTMENT OF PUBLIC WORKS

2026

Right-of-Way Utilization Permit

Separate application for each road

This permit shall be available at the site where and when work is being done.

Permit No. _____

☐ Builder

☐ Owner

☐ Applicant

Internal Use Only

Date: _____

_____
Business / Applicant's Name ("Permittee")

_____
Applicant's Street Address

_____
Applicant's City, State, Zip

_____ / _____ / _____
Township Range Section

_____
Job/Site Location

_____
Legal Description

_____ _____ _____
Telephone Number Email Address Fax Number

TYPE OF PERMIT

_____ Culvert & or Driveway (See Fee Schedule) - *Mark with two flagged stakes in ditch*

Contractor/Builder: _____ License Number: _____

Contractor/Builder Address: _____ Phone Number: _____

Start of Construction: _____

_____ Utility/Pipeline/Boring (See Fee Schedule)

Proposed Construction _____

Length in Parish Right-of-Way _____ ft.

Road Number for Parish Road Crossings (being bored) _____

** Submit drawing & one copy of plans and specifications of the proposed construction.

** The permittee agrees to properly maintain the facilities installed pursuant hereto, to repair at its own expense any damage to the facilities caused by the parish or its agents, personnel or equipment during future work on the right of way or public property wherein the facilities are located, to relocate the facilities at its own expense if requested to do so by the Caddo Parish Department of Public Works, and to properly repair at its own expense any damage to the public right of way or property resulting from activities of the permittee in carrying out the maintenance or removal of said facilities.

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PUBLIC WORKS DEPARTMENT

1. Installations within the highway right-of-way shall be in accordance with the applicable provisions contained in the following: AASHTO Guide for Accommodating Utilities within Highway Right of Way, Code of Federal Regulations 23 (CFR 23), National Electrical Safety Code C2, and the 1996 Federal Telecommunications Act. Those facilities not included in the above-mentioned documents shall be in accordance with accepted practice. Where standards of the Department exceed those of the above-cited codes, the standards of the Department shall apply. The Department reserves the right to modify its policies as may be required if conditions warrant.

2. The applicant agrees to defend, indemnify, and hold harmless the Department 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, whether or not the same may have been caused by the negligence of the Department, its agents or employees, provided, however, that the provisions of this last clause (whether or not the same may have been caused by the negligence of the Department, its agents or employees) shall not apply to any personal injury or property damage caused by the sole negligence of the Department, its agents or employees, unless sole negligence shall consist or shall have consisted entirely and only of negligence in the granting of a project permit or project permits.

3. Any permit granted by the Department is subject to revocation at any time.

4. All materials and workmanship shall conform to the requirements of the applicable industry code and to Department specifications.

5. 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. Where it is necessary to make excavations in the shoulder, the top six inches of backfill shall be sand-clay gravel or equivalent. Where existing spoil material is, at the discretion of the Department, unsuitable for backfill, select material shall be furnished in lieu thereof, and the existing material shall be disposed of by approved methods.

6. Protruding valves and other above-ground appurtenances shall not be installed at any point within the right-of-way of the highway except for vents, markers, etc., which may be installed at the right-of-way line, unless specifically approved herein.

7. All lines parallel to the roadway shall be located within the back slope of the road ditch and have a minimum depth of 36" below the bottom of the present ditch
    1. Pipelines paralleling the highway:
        a. Shall occupy the last few 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.

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8. It is understood and agreed that all lines crossing gravel or surfaced highways must be either bored or jacked under the highway and encased in a pipe of larger diameter extending from the right of way line, and a minimum depth of 36" below the elevation of the bottom of the ditch.

    a. Crossings shall be made at as nearly right angles to the highway as possible. No existing drainage structure under the highway may be used for this purpose.

    (1) Construction methods used shall be in accordance with the following requirements:

    - Cutting the surface or tunneling under it is specifically prohibited.
    - Installation shall be made either by boring or jacking under and through the highway at least from ditch bottom to ditch bottom. In the absence of ditches, or along sections of highway with curb or gutter, boring or jacking shall extend beyond the outside edge of the traveled way to a point at least equal to three (3) times the vertical difference between the elevation of the roadway surfacing and the elevation of the top of the cable.

      Where the width of the right-of-way is insufficient to enable compliance with this requirement or where it is necessary to make a connection to an existing parallel facility, which precludes compliance, the distance shall be to the right-of-way line or the parallel facility. Any voids or over breaks resulting from this shall be backfilled with grout consisting of a cement mortar or a 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. Jacking and boring shall be done in accordance with Section 728 of the La. Standard Specifications for Roads and Bridges, latest edition.

9. Traffic control methods and devices for utility construction, maintenance, relocation, or removal shall conform to the specifications and provisions of the Manual on Uniform Traffic Control Devices for Streets and Highways. All construction and maintenance operations should be planned and conducted with full regard to safety and to keep interference with traffic to an absolute minimum. All safety precautions for the protection of the traveling public must be observed. Undue delay to traffic will not be tolerated. If the pipe is stockpiled between the road ditch and the traveled surface, Type II barricades with flashers will be placed and maintained every 50 feet.

10. Care shall be taken in utility installation to avoid disturbing existing drainage facilities. Drainage on the highway side and cross ditches must be maintained at all times. The entire highway 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 Department of Public Works. In the event that there is a narrow right-of-way and it becomes necessary to install the utility in the ditch line or disturb the ditch in any way, the contractor shall establish drainage at the end of each day or work period.

11. It is a violation of La. R.S. 32:293, MOTOR VEHICLES-TRAFFIC REGULATIONS, to leave dirt or mud on the roadway. The contractor shall clean up any mud or dirt left on the roadway at the end of each day or work period.

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12. The contractor, his successors or assigns, shall not disturb more than 1000 feet of parish right of way at a time ahead of cleanup and final dress. There shall not be more than 1000 feet of stockpiled material on the parish right of way ahead of the area disturbed.

13. Any above-ground installation, such as manholes, shall be installed level or flush with the ground and in such a manner as not to be a safety hazard.

14. During final cleanup, the contractor shall re-establish a good stand of grass in the area disturbed by his construction and repair any potholes or damage to the surface, shoulder, ditches, or back slope to the specifications and approval of the Caddo Parish Department of Public Works.

15. The applicant shall furnish a copy of this permit to the contractor or any subcontractors that are making this installation, and the contractor or subcontractors shall have a copy of this permit at the job site at all times.

DISCLAIMER: This permit applies only to Public Dedicated Right-of-Ways. It does not authorize contractors to enter on or place facilities along roadways that are not on Publicly Dedicated Right-of-Way.

PARISH OF CADDO
DEPARTMENT OF PUBLIC WORKS

This instrument will serve as your receipt for your right-of-way permit fee of $_____, which is **nonrefundable**. This fee shall be paid by check to the Parish of Caddo.

Check #_____ Amount _____

Please read all provisions prior to signing this permit. Failure to conform to the provisions of this permit shall result in the revoking of said permit. By signing this permit, the applicant acknowledges receiving a copy of all rules and regulations.

I hereby certify that the information given on this Right-of-Way permit application is true and correct to the best of my knowledge. I have not misrepresented the facts or willfully given erroneous information.

By accepting this permit, permittee, its successors, and assigns warrant that its installation will conform to the conditions and requirements herein set forth in this permit.

_____ _____
Applicant Date

Applicant must notify Caddo Parish Inspector at 318-347-3228 prior to beginning work and after work has been completed.

For Internal Use Only

Permit No. _____ Issue Date: _____

Expiration Date: _____

APPROVED:

_____ _____
Caddo Parish Right-of-Way Permit Specialist Date

Inspector notes and signature: